



ARCHIVAL POLICY

KFin Technologies Limited

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SIGNATORIES

Version	Prepared by	Reviewed by	Confirmed by	Approved by
1.0	Mr. Anshul Kumar Jain, Chief Compliance Officer and Head - Legal	Mr. Vivek Narayan Mathur, Chief Financial Officer	Board of Directors	

VERSION CONTROL

Version	Date	Description	Description of Changes
1.0	June 06, 2022	Archival Policy	New Policy

1. PREAMBLE

Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**LODR**”) require every listed entity to disclose on its website, all such events or information which have been disclosed to the stock exchange(s) under these regulations for a minimum period of 5 (five) years and thereafter to archive the same as per the archival policy of the Company which will also be hosted on the website of the Company. Additionally, Regulation 46(2)(oa)(ii)(a) of the LODR requires listed entities to host on their website, presentations and audio-video recordings pertaining to post earnings/ quarterly calls (by whatever name called) conducted physically or through digital means for a minimum period of 5 (five) years and thereafter to archive the same as per the archival policy of the company.

Accordingly, the board of directors of KFin Technologies Limited (“**Company**”) has adopted this Archival Policy (“**Policy**”) for archival of events and information.

2. OBJECTIVE

This Policy aims to provide a framework for the effective archival of documents as required by the LODR. Through this Policy, the Company intends to establish a framework for ensuring greater accessibility of adequate and reliable information pertaining to the Company on a timely and regular basis for all its stakeholders.

3. ARCHIVAL OF DOCUMENTS

- a. All the events or information which have been disclosed by the Company to stock exchange(s) under Regulation 30 of the LODR (as applicable) or any amendment thereto will be hosted by the Company on its website for a minimum period of 5 (five) years and thereafter the same shall be archived so as to be available for retrieval for a further period as per the directions of the Board by storing the same on a suitable media.
- b. Presentations and audio-video recordings in relation to post-earnings or quarterly calls shall be hosted on the website of the Company for a minimum period of 5 (five) years and shall thereafter be archived as per this Policy so as to be available for retrieval for a further period as per the directions of the Board by storing the same on a suitable media.

4. DISSEMINATION OF THE POLICY

The approved Policy shall be uploaded on the Company’s website.

5. REVIEW AND AMENDMENT

- a. Notwithstanding anything contained in this Policy, the Company shall ensure compliance with additional requirements as may be prescribed under applicable laws either existing or arising out of any amendment to such applicable laws or otherwise and applicable to the Company from time to time.
- b. This Policy is intended to be in conformity with the LODR as on the date of its adoption. However,

if due to subsequent modifications in the LODR, or any other applicable law, a provision of this Policy or any part thereof becomes inconsistent with the LODR, or any other applicable law, then the provisions of such laws, as modified, shall prevail.

6. EFFECTIVE DATE

This Policy shall be effective from June 06, 2022.

7. CONTACT

For queries related to this Policy, please contact

Chief Compliance Officer and Head – Legal
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