

ARCHIVAL POLICY

The archival policy is applicable to the following entities:

Sr. No.	Name of the Company
1.	L&T Finance Holdings Limited (LTFH)
2.	L&T Finance Limited (LTF)
3.	L&T Infra Credit Limited (formerly known as L&T Infra Debt Fund Limited) (LTICL)

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Sr. No.	Particulars	Page No.
1.	Preamble	2
2.	Background, applicability and purpose	2
3.	Documents/Information which shall be archived and time period for maintaining Information/Documents on the website	2
4.	Amendments to the Policy	2
5.	Review / Revision of policy	3

VERSION CONTROL

Version	Date of adoption	Change Reference	Owner	Approving Authority
1.	December 2015	-	Secretarial	Board of Directors
2.	January 2017	Annual review (No change)	Secretarial	Board of Directors
3.	October 2018	Annual review (No change)	Secretarial	Board of Directors
4.	October 2019	Annual review (No change)	Secretarial	Board of Directors
5.	October 2020	Annual review (No change)	Secretarial	Board of Directors
6.	October 2021	Annual Review <ul style="list-style-type: none"> • LTFH: <ul style="list-style-type: none"> ○ standardization of the clause on review/revision of Policy. • LTF and LTICL: <ul style="list-style-type: none"> ○ Adoption of policy pursuant to SEBI (LODR) (Fifth Amendment), 2021. 	Secretarial	Board of Directors

1) **BACKGROUND, APPLICABILITY AND PURPOSE:**

The Securities and Exchange Board of India (“SEBI”) vide notification dated September 2, 2015 issued SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), effective from December 1, 2015.

As per Regulation 30 and Regulation 51 of the Listing Regulations, every listed entity is required to make disclosures to Stock Exchange(s) of any events or information which, in the opinion of the board of directors of the listed company, is material and such disclosures shall be hosted on the website of the listed company for a minimum period of 5 years and thereafter as per the archival policy of the company as disclosed on its website.

This Policy has been framed keeping in view the requirements of the Listing Regulations. This Policy applies to such documents/information hosted and visible to the public on the website of the Company i.e. <http://www.lfs.com>.

2) **DOCUMENTS/INFORMATION WHICH SHALL BE ARCHIVED AND TIME PERIOD FOR MAINTAINING INFORMATION/DOCUMENTS ON THE WEBSITE:**

All disclosures made under Regulation 30 and Regulation 51 of the Listing Regulations by the Company to the Stock Exchange(s), shall be kept on the website of the Company for a period of 5 years and thereafter in the archives (in softcopy form) of the Company for a period of 3 years.

All other disclosures/information shall be kept on the website of the Company for such period as stipulated in the statute, if any, or for such period as decided by the Company Secretary, where no minimum period is prescribed in the statute. The aforesaid information shall be maintained in the archives for such period as stipulated in the statute, if any, or as determined by the Company Secretary where no minimum period is prescribed in the statute. For determining the period of maintenance on the website and in the archives, the Company Secretary shall follow appropriate internal consultation processes.

3) **AMENDMENT TO THE POLICY:**

The Policy shall be reviewed as and when required to ensure that it meets the objectives of the relevant regulation. The Managing Director and Chief Executive Officer or Whole-time Director and Chief Financial Officer of the Company are authorised to make appropriate changes to the Policy as may deemed appropriate.

4) **REVIEW / REVISION OF POLICY:**

If at any point a conflict of interpretation / information between the Policy and any regulations, rules, guidelines, notification, clarifications, circulars, master circulars/ directions issued by relevant authorities (“Regulatory Provisions”) arises, then interpretation of the Regulatory Provisions shall prevail.

In case of any amendment(s) and/or clarification(s) to the Regulatory Provisions, the Policy shall stand amended accordingly from the effective date specified as per the Regulatory Provisions.