

# L&T Finance Holdings Limited

## ARCHIVAL POLICY

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## **VERSION CONTROL**

<b>Version</b>	<b>Date of adoption</b>	<b>Change Reference</b>	<b>Owner</b>	<b>Approving Authority</b>
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

1) **PREAMBLE:**

L&T Finance Holdings Limited (“**the Company**”) is registered as a Non Banking Financial Company (“**NBFC**”) under the Reserve Bank of India (“**RBI**”) Act 1934 and classified as a Core Investment Company (“**CIC**”). The equity shares of the Company are listed on the BSE Limited and National Stock Exchange of India Limited and Non-Convertible Redeemable Preference Shares are listed on BSE Limited.

2) **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 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”), every equity 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 & 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 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>.

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

All disclosures made under Regulation 30 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.

4) **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 Financial Officer of the Company are authorised to make appropriate changes to the Policy as he may deem expedient.

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

This Policy would be subject to revision/revision in accordance with the guidelines as may be issued by SEBI or such other regulatory authority as may be authorized, from time to time, on the subject matter.

In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.