



Archival Policy of the Company

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Board Secretariat Department

**Registered Office
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ARCHIVAL PROVISIONS

1. Introduction:

Sub-Regulation 8 of Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (effective 1st December, 2015), requires every Listed Company to formulate an Archival Policy.

The SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 to the extent applicable (including Regulation 30-on Disclosure of Material Events/Information) was adopted by the Board of Directors of the Company at its 168th meeting held on 20/10/15 and at the said meeting, in terms of regulation 30(3) has authorised the Managing Director to constitute a Committee of 5 executives comprising DGMs, AGMs and KMPs for determining the materiality of an event(s) or information for disclosure under the said Regulations. In terms of the authorisations, the Committee has framed the archival provisions as per Para VI of the Policy on Disclosure of Material Events/information of the Company.

2. Purpose & Scope:

Pursuant to the Regulation 30(8) of the Listing Regulations, the Listed Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under Regulation 30. Such disclosures shall be hosted and retained on the website of the Company for a minimum period of 5 (five) years and thereafter as per the Archival Policy of the Company.

These Archival provisions as a part of the policy cited above defines the time period for which material events /information shall continue to be hosted on the website of the Company, after the lapse of the aforementioned minimum period of five years.

3. Definitions:

The terms defined in these provisions shall have the meanings as definitions given in the Policy on Material Disclosure of events/information' of the Company.

4. Policy:

In terms of the Listing Regulations, disclosure of material events shall be hosted and retained on the Company's website for a minimum period of 5(five) years.

The disclosures under Regulation 30, made by the Company to the stock exchanges, shall be disclosed on the website of the Company under "Stock Exchange Intimations" or such other folder/heading, in the Investors page. The same shall continue to be hosted in the website for five years.

Thereafter, the information would be archived under the heading "Past Disclosures" and be retained on the website for a further period of three years or such period as may be decided by the Committee referred above, from time to time.

5. Disclosure:

These provisions shall be disclosed on the Company's website www.canfinhomes.com