



## **TATA CAPITAL FINANCIAL SERVICES LIMITED**

### **POLICY ON ARCHIVAL OF DOCUMENTS**

#### **Background:**

The Securities and Exchange Board of India (“SEBI”) vide its Notification dated September 7, 2021, amended SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”).

As per Regulation 51 (3) of Listing Regulations, the listed entity shall disclose on its website all such events or information which have been disclosed to the stock exchange(s) under Regulation 51 of the Listing Regulations and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the Archival Policy of the listed entity, as disclosed on its website.

Accordingly, this Policy on Archival of Documents (“Policy”) has been framed and adopted by the Board of Directors.

#### **Archival of Information:**

In accordance with the provisions of the aforesaid Regulation, all such events / information disclosed to the stock exchanges which are made available on the website of the Company for a minimum period of five 5 years, shall be archived for a further period of 1 year.

The Policy shall be disclosed on the Company’s website [www.tatacapital.com](http://www.tatacapital.com).

#### **Review:**

The Company shall review and revise the Policy as and when deemed necessary.