



## MUTHOOT FINANCE LIMITED

**Registered and Corporate Office:** Muthoot Chambers, Opposite Saritha Theatre Complex, 2<sup>nd</sup> Floor, Banerji Road, Kochi 682 018, India. **Tel:** (91 484) 239 4712; **Fax:** (91 484) 239 6506; **Website:** [www.muthootfinance.com](http://www.muthootfinance.com); **Email:** [mails@muthootgroup.com](mailto:mails@muthootgroup.com).

### ARCHIVAL POLICY

#### BACKGROUND

This Policy is framed in accordance with the requirement under Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof) hereinafter referred as SEBI LODR.

#### POLICY FRAMEWORK

(a) The Company shall disclose on its website under “Investor Information” section under the heading “Shareholder Information” all such events or information (“disclosures”) which are required to be disclosed to the stock exchanges under Regulation 30 read with Schedule III of the SEBI LODR.

(b) The disclosures made to the stock exchanges shall be hosted on the Company’s website for a period of five years from the date of initial posting.

(c) The disclosures shall thereafter be archived under the heading “Archives” and shall be retained as ‘Archives’ for a period as may be decided by the Managing Director from time to time and will be preserved under Company’s Policy on Preservation of Documents subject to applicable law.

#### AMENDMENTS

This Policy may be modified and or amended with only with the approval of the Board of Directors of the Company.