

**FEDBANK FINANCIAL SERVICES LIMITED  
ARCHIVAL POLICY**

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**Document approvals**

<b>Document Title</b>	<b>ARCHIVAL POLICY</b>
<b>Effective Date</b>	<b>On listing of equity shares with the stock exchange(s)</b>
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<b>Document Approver</b>	Board of Directors

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## FEDBANK FINANCIAL SERVICES LIMITED

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### ARCHIVAL POLICY

#### 1. Background

Fedbank Financial Services Limited (“the Company”) is required to formulate a policy on archival of documents and disclose such policy on the website of the Company. This is in accordance with the Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”) which states that all events or information which has been disclosed to stock exchange(s) under Regulation 30 of the Listing Regulations shall be disclosed on the website of Fedbank Financial Services Limited (the “**Company**”) for a minimum period of five years and thereafter as per the archival policy of the Company, which shall be disclosed on its website i.e. [www.fedfina.com](http://www.fedfina.com)

#### 2. Purpose

The purpose of this document is to formulate a policy for archival of the disclosures made on the website for information and events communicated to the stock exchanges under Regulation 30 of the Listing Regulations and Regulation 46 of the Listing Regulations and in line with the Company’s Policy for Determination of Materiality.

#### 3. Definitions

“**Applicable laws**” means securities laws defined under Regulation 30(8) of the Listing Regulations and other laws and statutes applicable to the Company, mandating preservation of documents.

“**Board**” means board of directors of the Company as constituted from time to time.

“**Company**” means Fedbank Financial Services Limited.

“**Company Secretary and Compliance Officer**” means the company secretary and compliance officer appointed by the Board.

“**Document/s**” includes all papers, documents, agreements, filings, forms, memos, correspondences, records, files, books, etc., of the Company in physical or electronic forms.

“**Managing Director**” means the managing director appointed by the Board and the shareholders of the Company.

“**Effective Date**” means the date on which such Policy shall become effective i.e. from the date of listing of shares with the stock exchange(s).

“**Policy**” means this policy on archival of the disclosures made for on the website for information and events communicated to stock exchanges formulated by the Company.

#### 4. Archival Process

- i. All the relevant disclosures of information and events communicated to the stock exchanges under Regulation 30 of the Listing Regulations will be hosted on the

website of the Company under the section entitled "*Investor Relations*" for a period of five years. In case a document or information is to be archived for a longer period as per applicable law then the document or information shall be archived for such period prescribed under the applicable law.

After completion of the minimum period of five years or such other period as prescribed by the Listing Regulations and/ or applicable laws, the information and events shall be archived by the Company thereafter for a period of two years

- ii. Subsequently, anyone intending to review archived information and events communicated to the stock exchanges may write to the Company Secretary and Compliance Officer of the Company.
- iii. This policy will be periodically reviewed and amended based on any changes in the laws, rules and regulations applicable to the Company from time to time or changes in internal processes.
- iv. Adoption of this policy shall be communicated to the stock exchange(s) where the Company's equity shares are listed. This policy shall also be disclosed on the website of the Company.