



CREDITACCESS GRAMEEN LIMITED

ARCHIVAL POLICY

Revision History

Version	Author	Description of Changes	Release Date
1.	Compliance Officer	First version	January 12, 2018
1.	Compliance Officer	Re-adoption	March 23, 2022
2.	Chief Compliance Officer	<ul style="list-style-type: none"> • Amended "Introduction" section to make it comprehensive in terms of reference to information hosted in the website as per statutory requirements. • Inserted "Objectives" section to bring more clarity on preservation and disposal of documents. 	April 01, 2024

Version	Author	Reviewed By	Approved By
1.	Compliance Officer	MD & CEO	Board of Directors
1.	Compliance Officer	MD & CEO	Board of Directors
2.	Chief Compliance Officer	Managing Director	Board of Directors

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1. **Background**

The Company's website contains information on its business and operations for information and awareness of stakeholders. The website also hosts information mandated by statutory authorities under various laws, including the Companies Act, 2013 as amended from time to time and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("the Regulations"), as amended from time to time.

In terms of Regulation 30 and such other applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Regulations") the company is required to frame an Archival Policy for archival of the disclosure of events or information made to stock exchanges and placed on the Company's website.

This policy can be modified and or amended with the approval of Board of Directors, as and when required.

2. **Purpose**

The purpose of this Policy is to archives documents, records, information, which is relevant for dissemination of equal, adequate and timely information to the shareholders and to enable them to track the performance of the company.

3. **Objective**

1. To capture and store all relevant Records and Documents.
2. To preserve the Documents or Records for legal, administrative and historical purposes.
3. To dispose the Records or Documents in accordance with the authorized retention and disposal schedule.

Thus, this Policy aims at ensuring creation and management of authentic, reliable and usable archives for accountability purposes and for preservation of the Company's collective memory.

4. **Archival Policy**

In accordance with the provisions of the aforesaid Regulations, the company shall ensure that all the information shall be hosted on the company's website for a period of 5 years and thereafter will be archived for a period of 1 year.

5. **Effective Period**

The policy, as approved by Board of Directors, shall be effective from January 12, 2018.