



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	• 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
3.	Chief Compliance Officer	Re-adoption	April 21, 2025
4.	Company Secretary & Compliance Officer (CS & CO)	• Holistic review of the policy to align with extant regulations • Addition of section 3 – Scope for enhanced clarity. • Scope of Section on Archival policy has been widened. • Addition of Section 6 – Review of Policy & update, for better clarity and to provide guidance on applicability of regulatory amendments to the policy, in place of Section – Effective period.	July 24, 2026

Version Control

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
3.	Chief Compliance Officer	Managing Director	Board of Directors
4.	CS & CO	MD & CEO	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 regulatory/statutory authorities under various laws, including the Companies Act, 2013 ("the Act"), the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") and other applicable guidelines issued by RBI and other regulatory authorities, as amended from time to time.

In terms of Regulation 30 and such other applicable provisions of the SEBI (Listing 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.

2. Purpose

The purpose of this policy is to archive documents, records, information, which is relevant for dissemination of equal, adequate and timely information to the security holders and to enable them to track the performance of the company.

3. Scope

The Policy applies to:

- All disclosures made to stock exchanges under Regulation 30.
- Any other information hosted on the website pursuant to SEBI (Listing Regulations) and doesn't include such other disclosures made under applicable provisions of other regulatory/statutory provisions.

4. 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 off the Records or Documents in accordance with the authorized retention and disposal schedule.

5. 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.

In case a Document/Information is to be archived for a longer period as per applicable law then the document/information will be archived for the period as prescribed under that law.

6. Policy Review & Updates

The Board of Directors shall review the Policy at least once in a year or as frequently as may be required to ensure its effectiveness. In the event of any conflict between the Act or the SEBI Regulations or any other statutory enactments("Regulations") and the provisions of this policy, the Regulations shall prevail over this policy. Any subsequent amendment / modification in the Regulations, in this regard shall automatically apply to this policy.