



## **Capfin India Limited**

Regd. Office: 6th Floor, VB Capitol Building, Range Hills Road, Opp. Hotel Symphony,  
Bhoslenagar, Shivajinagar, Pune, Maharashtra, India, 411007;  
Email: [compliance@capfinindia.in](mailto:compliance@capfinindia.in) | CIN: L74999PN1992PLC243323  
Contact No.: 9665523806 | Website: [www.capfinindia.in](http://www.capfinindia.in)

# **CAPFIN INDIA LIMITED**

## **ARCHIVAL POLICY**



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## 1. INTRODUCTION

Securities and Exchange Board of India has notified Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015. These Listing Regulations require every listed Company to disclose on its website certain Information which has been disclosed to the Stock Exchange(s) and keep it hosted for such minimum period, as may be prescribed by the Securities and Exchange Board of India (“SEBI”) and thereafter as per the archival policy of the listed entity, as disclosed on its website.

## 2. OBJECTIVE

The objective of this Archival Policy is to establish a systematic framework for the retention, preservation, and retrieval of the organization’s records and information. The policy aims to ensure that records of operational, legal, and historical significance are securely maintained for appropriate periods, enabling efficient access, safeguarding organizational knowledge, and supporting operational continuity, accountability, and decision-making.

## 3. REGULATORY FRAMEWORK

The Policy is formulated in accordance with Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the applicable provisions of the Companies Act, 2013 and the rules made thereunder, and such other applicable laws, regulations, and statutory requirements relating to preservation, maintenance, archival, and disposal of records and disclosures, as may be amended from time to time.

## 4. DEFINITIONS

“**Act**” means the Companies Act, 2013, Rules framed thereunder and any amendments thereto;

“**Regulations**” means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and any amendments thereto.

“**Website**” means website of the Company i.e. <https://www.capfinindia.in>

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

“**Company**” means Capfin India Limited.

## 5. ARCHIVAL PROCESS

- i. All the relevant disclosures of information and events communicated to the stock exchanges under Regulation 30 of the Listing Regulations shall be hosted on the website of the Company under the section entitled “Investor Relations” and shall remain available for a period of five (5) years from the date of hosting. Upon expiry of the said period, such information shall be transferred to the archival section of the website and shall be preserved for a period of one (1) year, during which it shall remain accessible.



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- ii. Upon expiry of the aforesaid archival period, access to such information may be provided upon a specific request made to the Company Secretary and Compliance Officer of the Company, subject to applicable laws and the Company's internal policies.
- 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. All information will be retained for the mandated periods ("the mandated period") mentioned in this Policy or as per applicable laws and/ or the SEBI LODR, as amended from time to time.
- v. At the end of the mandated period, the information shall be destroyed; unless required to be retained for a longer period of time by litigation or tax hold. If documents are to be retained for a longer period than the mandated period, the Legal Team must be notified regarding the reason for the request, and shall make the determination as to whether the record(s) shall be retained.
- vi. All information not necessary for legal or business reasons and not required to be retained by law or regulation shall be destroyed to reduce the high cost of storing, indexing and handling the records that would otherwise accumulate.
- vii. Adequate records shall be developed and maintained to ensure compliance with all relevant laws and regulations.

Further, in case of special circumstances, the information not otherwise subject to retention for business reasons may need to be retained because of unusual circumstances such as litigation or a government investigation. If, for any reason, it is felt that such a situation exists, the Legal Team shall be immediately notified. When litigation or investigations do occur, the Legal Team shall notify the appropriate business/ functional teams and direct that the relevant categories of information shall be labelled for retention until further notice.

### 6. ARCHIVAL OF INFORMATION

The information that needs to be archived under regulation of 30(8) of the Listing Regulation comprises Financial Data, Press Releases, and Announcements on certain information and events, disclosed by the Company under the said regulation 30. The Investor's page including the links thereunder, provide access to financial documents/ information which are regulatory in nature such as annual reports and financial results as also information/ data which is relevant to the media, researchers or investors who seek information on the growth of the Company and significant events of the past.

The information as statutorily required under the said regulations shall be hosted on the Company's website for a minimum period of Five (5) years and thereafter maintained this information under the archival section for a further period of at least One (1) year in the manner as deemed appropriate by the Company.

### 7. AMENDMENT TO THIS POLICY

The Company reserves the right to amend, modify, revise, or update this Policy from time to time in accordance with applicable laws, regulations, business requirements, or operational needs. In the



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event of any change in applicable law, statutory requirement, government notification, or regulatory guideline, the provisions of this Policy shall be deemed to be modified to the extent necessary to ensure compliance with such changes, and such amendments shall become effective from the date prescribed under the applicable law or as notified by the Company.

### 8. DISCLAIMER

In any circumstances, where the terms of this Policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the newly enacted law, rule, regulation or standard will take precedence over this Policy until such time the Policy is changed to conform to the Law, rule, regulation or standard.

*This Policy is lastly amended by the Board of Directors at its meeting held on May 11, 2026.*

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