

## **POLICY ON PRESERVATION OF DOCUMENTS**

### **1. PREAMBLE**

Lendingkart Finance Limited (hereinafter referred to as “**LFL**” or “the Company”) treats its corporate documents, whether physical or electronic, as precious resources and believes in judicious preservation of the same.

### **2. OBJECTIVE**

This Policy has been framed in compliance with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendment thereof for the time being in the force). Further objective of this policy is to ensure systematic identification, categorization, maintenance, review, retention, archival and destruction of documents received or created in the course of business.

### **3. DEFINITIONS**

- 3.1 “**Act**” means Companies Act, 2013 and the Rules framed thereunder, including any modifications, amendments, clarifications, circulars or reenactments thereof.
- 3.2 “**Board**” means Board of Directors of the Company.
- 3.3 “**Board Committees**” means Audit Committee, Nomination & Remuneration Committee and other Committees directly reporting to the Board of Directors from time to time.
- 3.4 “**RBI Regulations**” means all regulations enacted by Reserve Bank of India as applicable to the Company.
- 3.5 “**SEBI Regulations**” means all regulations enacted by Securities and Exchange Board of India as applicable to the Company.

### **4. CHARTER**

Various laws applicable to the Company requires maintenance of certain types of corporate records, usually for a specified period of time. In compliance with the provisions of applicable laws and in the best interest of Company and its stakeholders, time limit for preservation of documents and archival of documents uploaded on the website of the Company is categorized as follows:

#### **A. DOCUMENTS TO BE PRESERVED PERMANENTLY**

The Company shall endeavor to keep the document stated below, either in electronic form or physical form or both, till the existence of the Company (however, such document shall be mandatorily kept for a period specified in any applicable law):

- (i) **Board, Board Committees & Members' Meetings Minutes:** Minutes of meetings of all Board, Board Committees & Members' meetings.
- (ii) **Annual Reports and Balance Sheets:** Copies of Annual Reports and Balance Sheets of each financial year.
- (iii) **Other Documents:** Any key/ critical document including contracts, memos, letters and/ or any other document considered as critical in the opinion of the Board of Directors of the Company, including all current documents, in respect of which any suit or proceeding is pending before any judicial or quasi-judicial authority.

## **B. DOCUMENTS TO BE PRESERVED FOR NOT LESS THAN EIGHT YEARS**

The Company shall keep/preserve all key statutory filings related to Act, RBI Regulations, SEBI Regulations, taxation laws etc. and all the other requisite documents, as may be prescribed by various applicable laws and/or deemed necessary by the Company, either in electronic form or physical form or both, as may be required, for 8 years or for such time period as may be prescribed under the applicable law.

## **C. DISCLOSURE OF INFORMATION ON THE WEBSITE OF THE COMPANY.**

The information which has been disclosed by the Company to the Stock exchanges in terms of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 will be hosted on the website of the Company for a period of five years.

The content of the website of the Company will be reviewed on a quarterly basis. All information/ disclosures on the website of the Company would be moved to the archival folder after a period of 5 years from the date on which such disclosures/ announcements were made. The archival folder would be available on the website for a period of two years. Thereafter the said information may be destroyed.

## **5. AMENDMENT IN LAW**

Any subsequent amendment/ modification in the SEBI Regulations and/ or applicable laws in this regard shall automatically apply to this Policy.

## **6. REVIEW OF THE POLICY**

The policy shall be reviewed at yearly interval or earlier if considered necessary by the Board of Directors.

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