

# ***ARCHIVAL POLICY***

*Approved by the Board of Directors at its meeting held on May 12, 2022*

## 1. Background

Regulation 30(8) & 51(3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**LODR Regulations**”) refers to an archival policy as per which, all events or information which has been disclosed to stock exchange(s) under Regulation 30 & 51(3) of the LODR Regulations shall be hosted on the website of Five-Star Business Finance Limited (the “**Company**”) for a minimum period of five years and thereafter as per the archival policy of the Company.

## 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 & 51 of the LODR Regulations.

## 3. Definitions

“**Applicable laws**” means the LODR Regulations and other laws and statutes applicable to the Company, mandating preservation & archival of documents.

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

“**Company**” means Five-Star Business Finance 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.

“**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

- a. All the relevant disclosures of information and events communicated to the stock exchanges under Regulation 30 & 51 of the LODR Regulations will be hosted on the website of the Company for a period of five years and thereafter the same shall be archived so as to be available for retrieval for such period as may be decided by the Managing Director of the Company.
- b. 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.
- c. 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.
- d. 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.