



KPIT



POLICY ON PRESERVATION OF DOCUMENTS AND ARCHIVAL

(Version 1.0)

Document Revision History

Version No.	Clauses Changed	Prepared By	Approved By	Control Dates
V 1.0	New Policy drafted	Vinit Teredesai & Nida Deshpande	Board of Directors	Version effective date: January 14, 2019

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INTRODUCTION

As per Regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), a Listed entity is required to make disclosures of any events or information, which are material to the Stock Exchanges and such disclosures shall be hosted on the website for a minimum period of five years and thereafter as per the archival policy of the Company as disclosed on its website.

As per Regulations 9 of SEBI Listing Regulations, all documents shall be archived considering the following criteria:

- (a) documents whose preservation shall be permanent in nature;
- (b) documents with preservation period of not less than eight years after completion of the relevant transactions.

POLICY

Pursuant to requirement under Regulation 30 of SEBI Listing Regulations, the Company shall disclose on its website all such events or information which has been disclosed to Stock Exchanges for a minimum period of 5 years and thereafter in the archives of the Company for a period of 1 year. This Policy shall be placed on the Company's website.

REVIEW & AMENDMENT

The Policy shall be reviewed as and when required by the Board of Directors.