



Mukesh Babu Financial Services Limited

Policy on Archival of Events/ Information Disclosed to Stock Exchanges

Policy on Archival of Events/ Information Disclosed to Stock Exchanges

Background

Mukesh Babu Financial Services Ltd. (the Company) has framed a Policy for determination of materiality for events/ information and disclosure thereof to the stock exchange (Policy for determination of Materiality) as required under Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as Regulations), for determination of materiality for disclosure of events or information to Stock Exchanges, based on the criteria specified in the Listing Regulations.

Regulation 30(8) of the Listing Regulations requires the Company to disclose on its website all such events or information which has been communicated to stock exchange(s) under this Regulation, such information which has been communicated to the stock exchanges shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the archival policy of the Company, which will also be disclosed on its website.

In line with the above, the Company shall adopt the following policy for archival of the disclosures made on the website for information and events communicated to the stock exchanges under Regulation 30 of the Listing Regulations.

The Board of the Company has adopted this updated Policy at the Meeting of the Board held on 10th August, 2018.

A) Archival Process

1. All the relevant disclosures of information and events communicated to the stock exchanges under Regulation 30 of the Listing Regulations will be hosted on the website of the Company under the section titled "Investor Relations" for a period of five years and thereafter it will be shifted to the section titled "Archives" hosted on the website of the Company.
2. The disclosures of information and events communicated to the stock exchanges will be retained on the website of the Company in the section titled "Archives" for a minimum period of two years.
3. 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.

4. Adoption of this Policy shall be communicated to the Stock Exchange(s) where the Company's Equity Shares are listed.

B) Destruction of documents Process

Any of the documents mentioned in sub clause (A) of this policy, which are not required to be maintained and preserved permanently shall be destroyed.

If documents / records should not be kept longer than is necessary and should be disposed of at the right time as unnecessary retention of records consumes time, space and equipment use.

The Company shall maintain a register of disposal of records in the custody of the Compliance Officer of the Company, wherein the brief particulars of the records disposed of shall be entered.

This register of disposal of records shall be maintained permanently by the Company with the assistance of the Compliance Officer either in physical or electronic form.