

# **KEN FINANCIAL SERVICES LIMITED**

## **ARCHIVAL POLICY**

### **Introduction**

The Board of Directors (the “Board”) of Ken Financial Services Limited (the “Company”) has adopted the following Archival Policy with regard to hosting of information and documents on its website i.e. [www.ken-fin.com](http://www.ken-fin.com) in terms of Regulation 30 and 46 read with Regulation 62 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Sub-Regulation 8 of Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires every Listed Company to formulate an Archival Policy.

### **Purpose of the Policy**

The Regulation 46(1) mandates every listed company shall maintain a functional website containing the basic information about the company. The purpose of this Policy is to determine periodicity to host information and documents on the Company’s website as required under Regulation 30(8) of the Listing Regulations to be disseminated under various provisions of the Listing Regulations, Companies Act, 2013 and other applicable laws.

### **Definitions**

“**Board**” means Board of Directors of the Company as defined under the Companies Act, 2013.

“**Company**” means Ken Financial Services Limited.

“**Website**” means website of the Company.

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

“**Policy**” means this Archival Policy.

“**Material Events**” means events as specified in Schedule III to the Listing Regulations from time to time upon occurrence of which a listed entity shall make disclosures to stock exchange(s) and host such disclosures on the listed entity’s website.

### **Information which shall be disseminated on the Company's website**

The Company shall disseminate the following information and documents on its website and shall host such information and documents on the website at least for time period as mentioned here-in-below and then be shifted in Archives:

<b>Sr. No.</b>	<b>Nature of Information / Document</b>	<b>To be hosted on the website</b>	<b>In Archives</b>
1.	Details of its business	Permanently, to be updated from time to time.	-
2.	Terms and conditions of appointment of independent directors	Upto tenure of the independent directors.	3 years
3.	Composition of various committees of board of directors	Permanently, to be updated from time to time.	-
4.	Code of conduct of board of directors and senior management personnel	Permanently, to be updated from time to time.	-
5.	Details of establishment of vigil mechanism/ Whistle Blower policy	Permanently, to be updated from time to time.	-
6.	Criteria of making payments to nonexecutive directors, if the same has not been disclosed in annual report	Permanently, to be updated from time to time.	-
7.	Policy on dealing with related party transactions	Permanently, to be updated from time to time.	-
8.	Policy for determining 'material' subsidiaries	Permanently, to be updated from time to time.	-
9.	Details of familiarization programmes imparted to the independent directors including the following details:		
	i. number of programmes attended by independent directors (during the year and on a cumulative basis till date),	5 years	3 years
	ii. number of hours spent by independent directors in such programmes (during the year and on cumulative basis till date), and	5 years	3 years
	iii. other relevant details	5 years	3 years
10.	The email address for grievance redressal and other relevant details	Permanently, to be updated from time to time.	-
11.	Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Permanently, to be updated from time to time.	-

12.	Financial information including:		
	i. notice of meeting of the board of directors where financial results shall be discussed	1 year	1 year
	ii. financial results, on conclusion of the meeting of the board of directors where the financial results were approved	5 years	1 year
	iii. complete copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report etc.	5 years	3 years
13.	Shareholding pattern	3 years	2 years
14.	Details of agreements entered into with the media companies and / or their associates, etc.	For life time of the agreement	1 year
15.	Schedule of analyst or institutional investor meet and presentations made by the listed entity to analysts or institutional investors simultaneously with submission to stock exchange	1 year	1 year
16.	New name and the old name of listed entity for a continuous period of one year, from date of last name change.	1 year	1 year
17.	Copies of advertisements published in Newspapers:		
	i. notice of meeting of the board of directors where financial results shall be discussed	1 year	1 year
	ii. financial results, as specified in regulation 33, along-with the modified opinion(s) or reservation(s), if any, expressed by the auditor	1 year	1 year
	iii. statements of deviation(s) or variation(s) as specified in sub-regulation (1) of regulation 32 on quarterly basis, after review by audit committee and its explanation in directors report in annual report	1 year	1 year
	iv. notices given to shareholders by advertisement	1 year	1 year

18.	Memorandum and Articles of Association	Permanently, to be updated from time to time.	-
19.	Disclosures made on the website of all such events or information which has been disclosed to the stock exchanges under Regulation 30 of the Listing Regulations.	5 years	1 year
20.	Other information or documents	For their relevant life time	1 year

**Communication of this Policy**

This Policy shall be posted on the website of the Company.

**Review**

This policy shall be reviewed from time to time with due approval from the Board so that the policy remains compliant with applicable legal requirements.