



# MUTHOOT CAPITAL SERVICES LIMITED (MCSL)

## ARCHIVAL POLICY

**Presented By:**

Syam Kumar R.

Company Secretary & Head - Governance

**Approved By:**

R. Manomohanam

Chief Executive Officer

**This Policy was approved by the Board of Directors at the meeting held on 15<sup>th</sup> January, 2016**



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## **POLICY FOR ARCHIVAL OF INFORMATION HOSTED ON THE WEBSITE**

(Pursuant to Regulation 30 (8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015)

### **1. Legal Framework**

This policy is being framed in compliance with the requirement stipulated under Regulation 30 (8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. This Regulation mandates every Listed Company shall disclose all such events or information to the Stock Exchange(s) and such disclosures shall be hosted on the website of the Company for a minimum period of 5 years and thereafter Archive the published Event or Information from the Website.

### **2. Purpose & Scope**

The Board of Directors (the “Board”) of Muthoot Capital Services Limited (MCSL) (the Company) has adopted the following Archival Policy with regard to archival of any material events or information which are disclosed to the Stock Exchange(s) in terms of the Company’s Policy for determination of Materiality of any event or information.

The purpose of this Policy is to host all the material events or information, which are disclosed by MCSL to the Stock Exchange(s) as per the “Policy on Material Events”.

The said policy is available under the following web link:  
<http://muthootcap.com/pdf/Archival%20Policy.pdf>

The Company shall also publish the material events or information on the website, of the Company **for a minimum period of five years**, and thereafter archive the same for any future reference.

The main objective of this Policy is to ensure that all the documents, disclosures made to the Stock Exchanges pursuant to the Regulations are hosted on the Website of the Company. After the expiry of the said time frame (completion of 5 years from the date of disclosure of event/information) all the events and information will be archived and a separate webpage will be created for the purpose.

### 3. Definitions

**“Act”** means the Companies Act, 2013, Rules framed thereunder and any amendments thereto.

**“Company”** means Muthoot Capital Services Limited (MCSL) incorporated under the Companies Act, 1956.

**“Board of Directors or Board”** means the Board of Directors of MCSL as constituted from time to time.

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

**“Material events & Information”** refers to the events and information as specified under different ‘categories’ in the “Policy on Material Events and information” of MCSL.

**“Publishing”** refers to hosting of any material events and information on the website of MCSL, after timely disclosure of events and information to the Stock Exchange(s).

**“Archival”** refers to accumulation of all the events & information published on the website of MCSL, after the completion of the time frame specified in this Policy.

**“Website”** refers to website of the Company i.e., [www.muthootcap.com](http://www.muthootcap.com).

**“Authorised Person”** includes, Key Managerial Personnel (KMP) of the Company i.e., Managing Director, Chief Executive Officer, Chief Finance Officer, Company Secretary and Head of the Departments.

### 4. Policy

Any disclosure of events or information, which have been submitted by MCSL to the Stock Exchange(s) under Regulation 30 of the Listing Regulation and the “Policy on Material Events”, will be available on the website of the Company for a minimum period of five years. After the completion of the time frame specified in this Policy, the disclosed information will be archived from the website of the Company. Anyone intending to review those disclosed information, after the expiry of the said time frame, may write to Compliance Officer of the Company.

**a) Company Secretary & Compliance Officer**

Muthoot Capital Services Limited,

3<sup>rd</sup> Floor, Muthoot Towers,

M.G Road, Kochi – 682 035

Ph: 0484 – 6619600 / 6613450

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Email: [syam.kumar@muthootcap.com](mailto:syam.kumar@muthootcap.com)

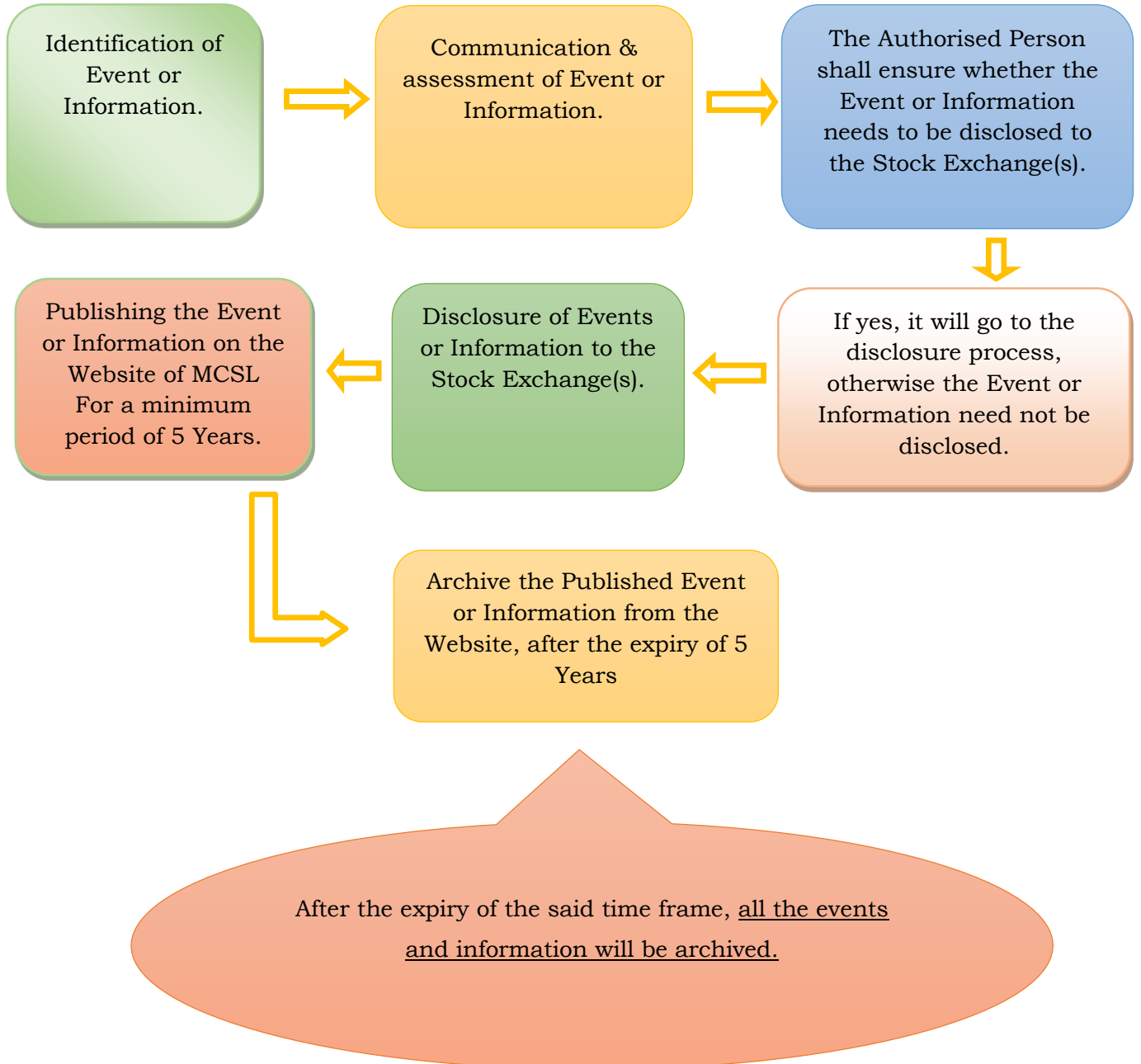
After the expiry of the said time frame, all the events and information will be archived and a separate webpage will be created for the purpose.

**5. Communication of this Policy**

All Directors, Key Managerial Personnel (KMPs) and Head of the Departments, may be informed of the existence of this policy by email/other modes of communication. This Policy shall also be posted on the web-site of the Company.

## 6. Archival Process

The following chart shows the archival process of MCSL





## **7. Interpretation**

Terms that has not been defined in this Policy shall have the same meaning assigned to them in the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 or any other SEBI Regulation(s) as amended from time to time.

## **8. Guidelines**

The Company being listed on NSE and BSE, regularly sends various information, financial statements, notices and other disclosures, as required under Listing Agreement to Stock Exchanges where securities of the Company are listed. As required under the Act and the Listing Agreement the same are also displayed and hosted on the website of the Company.

Regulation 46 requires the Listed Companies to maintain a functional website containing basic information about the Company and other prescribed details.

As per the above Regulation, the minimum information to be disclosed on the Website of the Company other than the events or information specified in the Policy on Material events is enclosed herewith as **Annexure A**.

## **9. Amendment**

The Policy was approved by the Board of Directors of the Company at its Meeting held on **Friday, 15<sup>th</sup> January, 2016**. Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and/or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.

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**MINIMUM INFORMATION SHALL BE DISCLOSED ON THE WEBSITE OF THE COMPANY**

(Any change in the information shall be updated within 2 working days from the date of occurrence of change)

- a. Details of Business;
- b. Terms and conditions of appointment of independent directors;
- c. Composition of various committees of Board of Directors;
- d. Code of conduct for the Board of Directors and Senior Management Personnel;
- e. Details of establishment of vigil mechanism/Whistle Blower policy;
- f. Criteria of making payments to non-executive directors , if the same has not been disclosed in annual report;
- g. Policy on dealing with related party transactions;
- h. Policy for determining 'material' subsidiaries;
- i. Details of familiarization programmes imparted to independent directors;
- j. The email address for grievance redressal and other relevant details;
- k. Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances;
- l. Financial information including:
  - i. notice of meeting of the Board of Directors where financial results shall be discussed;
  - ii. financial results, on conclusion of the meeting of the board of directors where the financial results were approved;
  - iii. complete copy of the annual report including balance sheet, profit and loss account, Director's Report, corporate governance report etc.;
- m. Shareholding pattern;
- n. Details of agreements entered into with the media Companies and/or their associates, etc.;
- o. 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(s);

p. New name and the old name of the listed entity for a continuous period of one year, from the date of the last name change;

q. Items in Sub-Regulation (1) of Regulation 47

- i. notice of meeting of the board of directors where financial results shall be discussed;
- ii. financial results, as specified in regulation 33, along-with the modified opinion(s) or reservation(s), if any, expressed by the auditor;

Provided that if the listed entity has submitted both standalone and consolidated financial results, the listed entity shall publish consolidated financial results along-with

- a) Turnover,
- b) Profit before tax, and
- c) Profit after tax, on a stand-alone basis, as a foot note; and a reference to the places, such as the website of listed entity and Stock Exchange(s), where the standalone results of the listed entity are available.
- 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; and
- iv. notices given to shareholders by advertisement.