ARCHIVAL POLICY

Legal and Secretarial

Svatantra Microfin Limited

Document Metadata

Document Reference

Title	Archival Policy
Owner	Surinder Kumar Bhatia- Company Secretary and Chief Compliance Officer
Prepared By	Legal and Secretarial Team
Reviewed By	1. Umang Shah- Vice President - Information Technology 2. Surinder Kumar Bhatia- Company Secretary and Chief Compliance Officer
Issued By	Managing Director on 22nd July 2026
Classification	Confidential

Document Revision and Change Control

Sr. No.	Version	Date of Board Approval	Changes
1.	V1.0	22nd July 2026	Initial Version Created

Confidentiality Statement

This document shall not be used, circulated, quoted or otherwise referred to for any other purpose, nor included or referred to in whole or in part in any document without prior written consent from Svatantra management and its information security team. This document is classified as a confidential document and may be published within Svatantra *only after adequate consultation with information security team. An appropriately redacted version may be published for general consumption by employees, and third- party contractors, and content from this document may be included in Svatantra' s internal training programs after appropriate approvals.*

Table of Contents

1 DEFINITIONS

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

"**Company**" means Svatantra Microfin Limited.

"**Document(s)**" includes all papers, documents, agreements, filings, forms, memos, correspondences, records, files, books, etc., of the Company in physical or electronic forms.

"**Policy**" means this policy on Archival formulated by the Company.

"**SEBI Listing Regulations**" shall mean the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.

2 Background

The Company's website contains information on its business and operations for information and awareness of stakeholders. The website also hosts information mandated by statutory authorities under various laws, including the Companies Act, 2013 as amended from time to time and the SEBI Listing Regulations, as amended from time to time.

In terms of Regulation 30 and such other applicable provisions of the SEBI Listing Regulations, the company is required to frame an Archival Policy for archival of the disclosure of events or information made to stock exchanges.

3 PURPOSE

The purpose of this Policy is to archive documents, records, information, which is relevant for dissemination of equal, adequate and timely information to the shareholders and to enable them to track the performance of the company.

4 OBJECTIVE

1. To capture and store all relevant records and documents.
2. To preserve the documents or records for legal, administrative and historical purposes.
3. To dispose the records or documents in accordance with the authorized retention and disposal schedule.

Thus, this Policy aims at ensuring creation and management of authentic, reliable and usable archives for accountability purposes and for preservation of the Company's collective memory.

5 ARCHIVAL POLICY

In accordance with the provisions of the aforesaid SEBI Listing Regulations, the company shall ensure that all the information disclosed to the stock exchanges where the securities of the Company are listed, shall be hosted on the company's website for a period of 5 years and thereafter will be archived for a period of three years.

6 REVIEW AND AMENDMENT

The policy will be subject to review after a period of two years. This Policy may be amended, modified or supplemented by the Board, from time to time, to ensure compliance with any amendment, modification or supplementation to the Companies Act, 2013, SEBI Listing Regulations and any other guidelines issued by the regulatory authorities or as may be otherwise

In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, such amendment(s), clarification(s), circular(s), etc. shall prevail upon the provisions in this Policy and this Policy shall stand amended accordingly.

The Board may issue/implement such guidelines, procedures, formats and/or reporting mechanisms to enforce this Policy as it may deem fit.

The policy shall be disclosed on the website of the Company.