



ARCHIVAL POLICY

Version 1.0

Statement of confidentiality

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Document Control

| Description | Name | Date |
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| Reviewed and recommended by | Vikki Soni | 01.11.2021 |
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Revision Log

| Version | Description | Author | Date | Document Owner |
|---------|---------------|--------------|------------|-----------------|
| 1.0 | Initial Draft | Sunny Parikh | 01.11.2021 | Compliance Dept |

ARCHIVAL POLICY

SCOPE AND PURPOSE

At Vastu Housing Finance Corporation Limited (**‘the Company’**), we believe that sound governance practices are the bedrock for the functioning of the Company and for creation of value for its stakeholders on a sustainable and long-term basis. This philosophy guides us in maintaining an ethical framework within which we operate.

In order to adopt best practices and in compliance with the Regulations 30 (8), 46 and 51(3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) the Company hereby frames this Archival Policy [“Policy” or “this Policy”] for hosting the disclosures of events and other information on its website.

Policy Objective:

To define principles and guidelines for ensuring protection, maintenance and archival of the Company disclosures, documents and records that are placed on its website <https://www.vastuhfc.com/>

DEFINITIONS

“Board” means the Board of Directors of Vastu Housing Finance Corporation Limited.

“The Company” means Vastu Housing Finance Corporation Limited.

“Policy” means Archival Policy of the Company, as amended from time to time.

“Listing Regulations” means SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.

Disclosed Event/Information:

The events or information which have been disclosed by the Company to BSE Limited in accordance with the Listing Regulations shall be available on the Company’s website for a period of five years from the date of its hosting on the website. Upon expiry of a period of five years from the date of such disclosures being hosted on the website of the Company, the disclosed event or information will be archived as per this Policy.

Archival and Preservation of Disclosed Events/Information:

The disclosed events/information on the website of the Company will be reviewed on an ongoing basis. All disclosed events/information on the website of the Company would be moved to an

archival folder after a period of 5 years from the date on which such events/information are put up on the website.

The information, documents and records placed in the archived folder may be removed from the website of the Company on a regular basis and destroyed in accordance with the Policy on Preservation of Documents

The Company may use the services of an external vendor with appropriate experience and infrastructure in this regard.

Disclosure

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

Amendment:

The policy should be reviewed periodically by the Top Management and amendments effected shall be subject to the approval of the Board. The Board may authorize the Managing Director, Chief Financial Officer and Company Secretary, severally to amend this policy as they may deem fit or from time to time and recommend to the Board for their approval. The Board has the power to amend the entire policy and the decision of the Board in this respect shall be final and binding.