

# Archival policy

Ver. 1.1 (January 20, 2023)

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## Record of Review

Version No.	Created/ Modified by	Reviewed by	Authorized by	Approval/ ModificationDate
1.0	Corporate Secretarial	Chief Financial Officer	Board of Directors	January 22, 2016
1.1	Corporate Secretarial	Company Secretary and Compliance Officer	Board of Directors	January 20, 2023

## **LTIMINDTREE LIMITED**

### **Archival Policy**

(Under Regulation 30(8) of the SEBI (Listing obligations and Disclosure Requirements) Regulations, 2015)

#### **1. Background**

The website of the Company provides information on the Company's business for information and awareness of stakeholders. The information on the website is updated on a regular basis.

The Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") mandates listed companies to formulate an archival policy for all events or information which have been disclosed to the stock exchange(s). The same shall be hosted on the Company's website for a minimum period of 5 years and thereafter as per the archival policy of the Company as disclosed hereunder.

#### **2. Scope**

The Policy applies to documents/ information hosted on the website of LTIMindtree Limited (hereinafter mentioned as "Company") i.e. <https://www.ltimindtree.com> and its sub-domain <https://www.ltimindtree.com/investors/> which need to be archived for statutory purposes.

#### **3. Date of Implementation**

The contents of the Archival Policy shall come into force from the date of listing of the company with the stock exchange(s) i.e. 21st July, 2016. Further, the modifications to the policy shall come into force w.e.f 20th January, 2023 i.e the date of approval of the revised policy by the Board of Directors. This policy shall also be hosted on the website of the Company.

#### **4. Documents/ Information which shall be archived**

All events or information which have been disclosed to stock exchange(s) by the Company, including but not limited to the disclosures filed under Regulation 30 of the Listing Regulations.

## 5. Period of Archival

The aforesaid information shall be displayed on the website of the Company for a period of five years from the date of its publication, and thereafter for a further period of five years using appropriate technology. In case a document/information is to be archived for a longer period as required by law, then the said document/information will be archived for the period as prescribed under the said law. These archives shall be made available on a written request made to the Compliance Officer of the Company.

## 6. Review & Amendment

The Policy shall be reviewed as and when required to ensure that it meets the objectives of the relevant legislation and remains effective.

Unless required under the Listing Regulations or other applicable regulations to be approved by the Board, all statutory amendments in the Listing Regulations or other applicable regulations, shall be effective and binding even if such amendments are not incorporated in the Policy herein.

For administrative convenience, any change in the Policy herein shall be made by the Company Secretary in consultation with 'Chief Executive officer & Managing Director' or 'Chief Financial Officer'. Apart from administrative convenience and any statutory amendments, any material change that substantially impacts the implementation of the existing Policy shall be approved by the Board.