

# CAPITAL FIRST LIMITED

ARCHIVAL POLICY	
Issued By: Secretarial Department	Version : 1
	Adopted Date : November 30, 2015
Approved By: Chairman & Managing Director	Last Amendment Date:

**Background:**

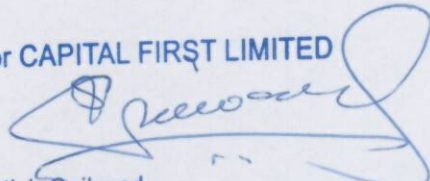
As per Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as SEBI Listing Regulations), every listed entity is required to make disclosures of any event or information which, in the opinion of the board of directors of the listed company, is material and such disclosures shall be hosted on the website of the listed company for a minimum period of 5 years and thereafter as per the archival policy of the company as disclosed on its website.

**Policy:**

Taking into account the aforesaid provisions and other applicable legal provisions, the policy on archival of disclosures made to the stock exchanges is being made as under:

1. All disclosures made under Regulation 30 of the SEBI Listing Regulations by the Company to the stock exchanges, where shares of the Company are listed, shall be kept on the website of the Company for a period of 5 years and thereafter in the archives of the Company for such period as Managing Director or Chief Financial Officer may decide.
2. The Chairman is authorised to make appropriate changes to the above policy as he may deem expedient taking into account the law for the time being in force.
3. This policy shall be placed on the Company's website.
4. This policy is subject to review from time to time.

For CAPITAL FIRST LIMITED

  
Satish Gaikwad  
Head - Legal, Compliance & Company Secretary

