

**Archival Policy**

**Keynote Financial Services Limited**

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*Note: The Name of the Company was changed from "Keynote Corporate Services Limited" to "Keynote Financial Services Limited" w.e.f. 23<sup>rd</sup> April, 2019. Other than name change in this policy, the content of the policy adopted earlier by the Board of Directors of the Company remains the same.*

## KEYNOTE FINANCIAL SERVICES LIMITED ARCHIVAL POLICY

### **INTRODUCTION:**

Pursuant to Regulation 30(8) of Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulation, 2015 (Listing Regulations, 2015), every listed company shall disclose on its website all such events or information which have been disclosed to the Stock Exchange (s) under Regulation 30. Such disclosures shall be hosted on the website of the company for a minimum period of Five years and thereafter as per the archival policy of the Company.

Accordingly, the Board of Directors (the Board) of Keynote Corporate Services Limited has adopted policy which will be effective from 1<sup>st</sup> December 2015.

### **POLICY:**

1. This policy shall be applicable to all disclosure made under Regulation 30 of the Listing Regulations, 2015.
2. The Company will host the disclosure on its website for period of 5 years from the date of disclosure to the Stock Exchange(s). Such disclosures thereafter will be archived for further period of 5 years.