

# ARCHIVAL POLICY FOR THE DOCUMENTS HOSTED ON THE WEBSITE OF THE COMPANY

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| <b>Version:</b><br>4.0 | <b>Process Owner</b><br>Corporate Secretarial | <b>Reviewed by</b><br>Corporate Secretarial | <b>Approved by</b><br>Board of Directors |

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## 1. PREAMBLE

As per Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this Regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the Archival Policy of the listed entity, as disclosed on its website.

## 2. DEFINITIONS

- a) "Listing Regulations" means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.
- b) "Company" means Firstsource Solutions Limited.

## 3. POLICY OBJECTIVE

This Policy is framed to ensure compliance with the above Listing Regulation. This Policy lays down the tenure of availability of documents on the website of the Company after the expiry of period of five years.

## 4. LIST OF POLICIES/ INFORMATIONS HOSTED ON THE WEBSITE OF THE COMPANY

1. Corporate Social Responsibility Policy
2. Details of Independent Directors' Familiarisation Programme
3. Policy on familiarisation of Independent Directors
4. Related Party transactions Policy
5. Material Subsidiary Policy
6. Whistle Blower Policy
7. Anti Bribery Policy
8. Global Anti Fraud Policy
9. Gifts and Entertainment Policy
10. Global Ethics Policy
11. Policy for determination of materiality, based on criteria specified in Regulation 30(4) of the Listing Regulation, for disclosure of events and information
12. Events specified in Para A of Part A of Schedule III as per the Regulation 30(2) of the Listing Regulation
13. Events specified in Para B of Part A of Schedule III as per the Regulation 30(3) of the Listing Regulation based on application of the guidelines for materiality, as specified in Regulation 30(4)
14. Information making disclosures updating material developments on a regular basis, till such time the event is resolved/closed, as specified in Regulation 30(7) of the Listing Regulation
15. Events or information with respect to subsidiaries which are material for the Company
16. Events or information available with the Company, which has not been indicated in Para A or B of Part A of Schedule III, but which may have material effect on the Company
17. Contact details of Key Managerial Personnel authorised by the Board of Directors of the Company for the purpose of determining materiality of an event or information under Regulation 30(5) of the Listing Regulation
18. Statement showing holding of securities and shareholding pattern under Regulation 31 of the Listing Regulation
19. Events or information as specified under the Regulation 46, Regulation 62 and Regulation 91 of the Listing Regulation
20. Events or information as may be further specified under the Regulations to be disclosed on the website of the Company, from time to time
21. Events or information to be disclosed on the website of the Company as may be specified under the Companies Act, 2013 and the rules framed thereunder, as modified from time to time.

## 5. TENURE OF AVAILABILITY OF DOCUMENTS

- a) Information which has been disclosed to stock exchange(s) under the Regulation 30 of the Listing Regulation will be made available on the website of the Company for a period of five financial years after the expiry of the financial year in which the events or information is disclosure/hosted on the website.
- b) (i) If any specific period has been prescribed for disclosure of the events or information under the Listing Regulation, the Companies Act, 2013 or the rules made thereunder and any other Act/Regulations/Rules, then such events or information shall be available on the website of the Company for such specified period.
- (ii) In respect of Policies formed under the Listing Regulation, the Companies Act, 2013 or the rules made thereunder and any other Act/Regulations/Rules, the same shall be available on the website of the Company till the Policy is in force or until it is modified by revised Policy.
- (iii) Event/Information for which any disclosure period is not specified under the Listing Regulation, the Companies Act, 2013 or the rules made thereunder and any other Act/Regulations/Rules, the same shall be available till the Event/Information is in force and for a period of 2 financial years after the end of the financial year in which it is disclosed on the website of the Company.

## 6. MODIFICATIONS IN THE POLICY

The Managing Director & CEO and the CFO of the Company are authorized severally to make any change or modification in this Policy as may be necessitated due to the change in Listing Regulations or in the Companies Act, 2013 and the rules thereunder, or any other Act/Regulations/Rules at any point of time or due to any other reason as they may at their discretion consider appropriate