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## L&T Technology Services Limited

### ARCHIVAL POLICY

#### 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.

Content archiving is the process of collecting portions of the website and ensuring that the collection is preserved in an archive and maintain records required for statutory purposes. Archived data consists of older data that is still important to the organization and may be needed for future reference, as well as documents/information that must be retained for regulatory compliance.

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

#### SCOPE AND APPLICABILITY:

The Policy applies to such documents/ information hosted and visible to the public on the website of L&T Technology Services Limited (hereinafter mentioned as Company) i.e. <http://www.lnttechservices.com/> which needs to be archived for statutory purposes.

#### DATE OF IMPLEMENTATION:

The content archiving policy shall come into force from the date of Listing with the stock exchange(s). This policy has been issued with the approval of the Board and shall also be posted on the website of the Company.



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## **DOCUMENTS/ INFORMATION WHICH SHALL BE ARCHIVED**

All Press Releases, News Announcements, Disclosures made to the Stock Exchange(s) by the Company including under Regulation 30 of the Listing Regulations as well as the financial documents/information for existing and potential stakeholders, which are regulatory in nature including annual reports and financial results.

## **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 3 years using appropriate technology. In case a Document/Information is to be archived for a longer period as per applicable law then the document/information will be archived for the period as prescribed under that law.

These archives shall be made available on a written request made to the Compliance Officer of the Company.

## **REVIEW & AMENDMENT**

The Policy shall be reviewed as and when required to ensure that it meets the objectives of the relevant regulation and remains effective. The Chief Executive Officer & Managing Director and any one of the Chief Financial Officer or Company Secretary have the right to change/amend the policy at any time at his discretion and the new policy shall be displayed to the stakeholders.