



MOONGIPA
CAPITAL FINANCE LTD.

ARCHIVAL POLICY

(Pursuant to Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015)

(CIN: L65993DL1987PLC028669)

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1. PREAMBLE

This Archival Policy (“Policy”) has been formulated in accordance with the requirements of Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI LODR Regulations”), as amended from time to time.

The purpose of this Policy is to ensure preservation and archival of all disclosures made to the Stock Exchange(s) under Regulation 30 and other applicable provisions of the SEBI LODR Regulations, which are hosted on the website of the Company.

2. OBJECTIVE

The objective of this Policy is to:

- ensure systematic archival of disclosures and material events/information hosted on the Company’s website;
- comply with applicable provisions of the SEBI LODR Regulations;
- maintain transparency and accessibility of information for stakeholders; and
- preserve records in accordance with statutory and regulatory requirements.

3. DEFINITIONS

Unless the context otherwise requires:

a) “Act”

means the Companies Act, 2013 and the rules made thereunder.

b) “Board”

means the Board of Directors of the Company.

c) “Company”

means **Moongipa Capital Finance Limited**.

d) “Listing Regulations” or “SEBI LODR Regulations”

means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.

e) “Policy”

means this Archival Policy.

f) “Website”

means the official website of the Company.

Words and expressions used but not defined in this Policy shall have the meanings assigned to them under the SEBI LODR Regulations, Companies Act, 2013 or any other applicable law.

4. APPLICABILITY

This Policy shall apply to all disclosures of events or information made by the Company to the Stock Exchange(s) pursuant to Regulation 30 and other applicable provisions of the SEBI LODR Regulations and hosted on the website of the Company.

5. ARCHIVAL OF DISCLOSURES

1. All disclosures made to the Stock Exchange(s) under Regulation 30 of the SEBI LODR Regulations shall be hosted on the website of the Company.
2. Such disclosures shall remain available on the website for a minimum period of five (5) years from the date of hosting.
3. After completion of the aforesaid period, the disclosures may be archived and retained in electronic mode or any other suitable mode as determined by the Company.
4. The archived records shall be preserved in a manner that ensures:
 - easy retrieval and accessibility;
 - security and confidentiality of records;
 - protection from tampering or unauthorized modification; and
 - compliance with applicable laws and regulatory requirements.

6. MODE OF ARCHIVAL

The Company may maintain archived disclosures:

- in electronic form;
- on cloud servers;
- in physical records, wherever considered necessary.

The Company may create a separate archival section on its website for maintaining records beyond the mandatory hosting period.

7. RESPONSIBILITY

The Company Secretary and Compliance Officer of the Company shall be responsible for:

- implementation and monitoring of this Policy;
- ensuring timely uploading of disclosures on the website;
- preservation and archival of disclosures in accordance with applicable laws;
- maintenance and retrieval of archived records; and
- ensuring compliance with SEBI LODR Regulations and other applicable laws.

The Compliance Officer may authorize any official(s) of the Company for effective implementation of this Policy.

8. REVIEW OF POLICY

This Policy shall be reviewed periodically by the Board of Directors or as may be required due to amendments in applicable laws, rules or regulations.

Any subsequent amendment/modification in the SEBI LODR Regulations or any other applicable law shall automatically apply to this Policy.

9. DISCLOSURE

This Policy shall be hosted on the website of the Company in accordance with the applicable provisions of the SEBI LODR Regulations.

- The Board of Directors may review, amend or modify this Policy from time to time in accordance with applicable laws and regulatory requirements.

Date: 25/05/2026

CHAIRMAN