



ADITYA BIRLA FASHION AND RETAIL LIMITED

POLICY FOR ARCHIVAL OF DOCUMENTS

1.0 OBJECTIVE

1.1 The Board of Directors of Aditya Birla Fashion and Retail Limited (*"the Company"*) has adopted this policy for the archival of documents of the Company (*"the Policy"*), in accordance with, and to comply with the provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (*"Listing Regulations"*).

1.2 This Policy shall be effective from December 1, 2015.

2.0 DEFINITIONS

All the words and expressions used in this Policy, unless defined herein, shall have meaning assigned to them in the in the Companies Act, 2013, rules made thereunder, Listing Regulations and other applicable statutory enactments (*collectively, "the Statutory Provisions"*), as the case may be, as amended from time to time.

3.0 ARCHIVING OF DOCUMENTS HOSTED ON THE COMPANY'S WEBSITE

3.1 The events or information of the Company disclosed to the stock exchanges (*"the Disclosed Information"*) where the securities of the Company are listed, shall be disclosed on the website of the Company i.e. www.abfrl.com (*"the Website"*) and shall be hosted on the Website for a minimum period of five (5) years from the date of each such disclosure (*"Mandatory Hosting Period"*).

3.2 Beyond the Mandatory Hosting Period, the Disclosed Information shall be archived for such other additional period as may be required considering the requirement of various statutes, law, regulations etc. and other legal & administrative aspects (*"the Archival Period"*).

3.3 No Disclosed Information shall be deleted or destroyed or purged from the Website or from the archival without the prior written approval of any one of the Key Managerial Personnel of the Company appointed under the Companies Act, 2013.

4.0 DISCLOSURE

This Policy shall be disclosed on the Website of the Company.

5.0 INTERPRETATION

In case of any conflict between the provisions of this Policy and of Statutory Provisions, the Statutory Provisions shall prevail over this Policy. Any subsequent amendment/ modification in the Statutory Provisions shall automatically apply to this Policy.

In case of any clarification required with respect to this Policy, kindly contact the Company Secretary of the Company.

6.0 REVIEW

This Policy shall be reviewed periodically and may be amended by the Board/ Committee thereof, as may be deemed necessary.

7.0 ADMINISTRATION

Approval : Key Managerial Personnel of the Company

Prepared & Reviewed by : Legal and Secretarial Department of the Company

Review Date : May 18, 2022

Reason for issue : For simplification of Retention of Documents