

**TOYOTA FINANCIAL SERVICES  
INDIA LIMITED**

**ARCHIVAL POLICY**

*Version 1.0*

<b>Classification</b>	<b>Archival Policy</b>
<b>Department</b>	<b>Corporate</b>
<b>Owner</b>	<b>Nithya Prabhu R</b>
<b>Version</b>	<b>1</b>
<b>Date</b>	<b>February 10, 2022</b>
<b>Total no of pages</b>	<b>2</b>

**Approval and sign off of Board of Directors: This document has been approved by the Board of Directors and signed off by the Managing Director & CEO as token of approval.**

Narayanaswamy Raja, MD & CEO	
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**TFSIN distribution and signoff list: This document has been issued to the following people for sign-off, review, information & recommendation.**

<b>Name</b>	<b>Designation</b>	<b>Action Required</b>	<b>Signature</b>
Narayanaswamy Raja	MD & CEO	Recommend	
Manabu Ueno	WTD	Recommend	
Anupam Vasdani	CFO	Review	
Samrat Ghosh	CRO	Review	
Nithya Prabhu R	Company Secretary	Review & Propose	
Samrat Saha	Manager – Corporate	Prepare	

**Version history:**

<b>No.</b>	<b>Description</b>	<b>Reason for Change</b>	<b>Reference to Update</b>	<b>Date</b>
1	Policy Approval	NA	Initial issue	February 10, 2022

## TABLE OF CONTENTS

Objective.....	2
Policy Statement.....	2
Review and Amendments.....	2

## 1. Objective

In accordance with Regulation 51(3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (SEBI LODR), the Company is required to adopt a formal policy with respect to archival of documents and information hosted on the website of the Company under applicable regulations of SEBI LODR.

## 2. Policy Statement

- The Company shall disclose on its website, all such events or information which have been disclosed to the Stock Exchange under Regulation 51 read with Part B of Schedule III of SEBI LODR.
- Such disclosures shall be hosted on the website of the Company for a minimum period of five years from the date of initial posting.
- Thereafter, such events or information, shall be removed from the website and archived in the Company's system and the same may be destroyed as per the Policy on Preservation of Documents thereafter.
- This Policy shall be disclosed on the website of the Company.

## 3. Review and Amendments

In the event of any conflict between the provision of this Policy and the applicable laws, the provisions of the applicable laws shall prevail over this Policy. In case of any subsequent changes in the applicable law, the relevant amended provisions would prevail over the Policy and the provisions in the Policy would be modified in due course to make it consistent with the law. This Policy will be reviewed by the Board as and when deemed appropriate and to comply with any regulatory requirements.

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