



UTI ASSET MANAGEMENT COMPANY
LIMITED

WEB ARCHIVAL POLICY

(Updated upto 28th October, 2021)

1. Introduction

Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI Listing Regulations**”), requires the Company to disclose on its website, all such events or information which has been communicated to the Stock Exchanges where its shares are listed, for a minimum period of five years and thereafter as per the archival policy of the Company, which will be disclosed on its website of the Company.

In line with the above, the UTI Asset Management Company Limited (“**the Company**”) will adopt the following policy for archival of the disclosures (“**Policy**”) made on the website for information and events communicated to the BSE Limited and National Stock Exchange of India Limited under Regulation 30 of the SEBI Listing Regulations.

2. Objective

The objective of this policy are as follows:

- 2.1. To disseminate equal, adequate and timely information to the shareholders through the website of the Company and to enable them to track the performance of the Company over regular intervals of time and assess the current status of the Company.
- 2.2. To ensure protection, maintenance and archival of its disclosures, documents and records that are placed on website of the Company.
- 2.3. To lay down the principles to retrieve the documents which are archived as per this policy, as and when required.

3. Definitions

The words, terms and expressions referred to in this policy will have the same meaning as defined under the Companies Act, 2013 (the “Act”) and the rules made there under and the SEBI Listing Regulations including any statutory modification or re-enactment thereto, as the case may be.

In this Policy, unless the contrary intention appears:

- 3.1. the clause headings are for ease of reference only and shall not be relevant to interpretation;
- 3.2. a reference to a clause number includes a reference to its sub-clauses;
- 3.3. words in singular number include the plural and vice-versa.

4. Procedure for Archival of Documents:

- 4.1. All the relevant disclosures of information and events communicated to the Stock Exchanges in line with the Company's "Policy on determination of Materiality" will be hosted on the website of the Company for a period of five years and thereafter it will be shifted to the section entitled "Archives" hosted on the website of the Company.
- 4.2. The disclosures of information and events communicated to the Stock Exchanges will be retained on the website of the Company in the section entitled "Archives" for a minimum period of two years, commencing after completion of the five year period as prescribed under the SEBI Listing Regulations. Thereafter, such events or information may cease to be displayed on the website of the Company. Subsequently, anyone intending to review archived information and events communicated to the Stock Exchanges may write to the company secretary and compliance officer of the Company.
- 4.3. After the archival period of two years as stated in sub-clause 4.2 above, the documents and records may be archived in physical and/or electronic mode and shall be stored in the premises of the Company or with an approved warehousing agency in case of physical documents and on the server of the Company and/ or the server of any third-party vendor/ service provider in case of electronic documents having appropriate security and safety measures.
- 4.4. The documents and records archived in electronic form shall be subjected to automatic back-up on a periodic basis as per the procedure established by the IT function of the Company as per the IT policy.
- 4.5. Documents and records which are no longer required or upon the expiration of the specified period of time for preservation may be destroyed in one of the following ways:
 - a. Recycle non-confidential paper records;
 - b. Shred or otherwise render unreadable confidential paper records; or
 - c. Delete or destroy electronically stored data.

5. Review:

The Policy would be subject to revision/ amendment in accordance with the applicable laws.

Further, the Audit Committee shall review the Policy at least once in a year and recommend the necessary changes to the Board for its approval.

6. Conflict:

In the event of any conflict between this policy and the extant regulations, the regulations shall prevail.

7. Amendment:

Any subsequent amendment/modification in the Act, SEBI Listing Regulations and/or other applicable laws in this regard shall automatically apply to this Policy.

8. Disclosure of Policy:

This Policy shall also be disclosed on the website of the Company.

9. Effective Date:

The Policy has come into effect from the date of listing of equity shares of the Company on the Stock Exchanges *i.e.* 12th October, 2020.

The Policy has been amended, from time to time as mentioned below:

Number of times, policy amended	Board Meeting Date
1 st Amendment	28 th October, 2020
2 nd Amendment	28 th October, 2021
