



UTI ASSET MANAGEMENT COMPANY LIMITED

WEB ARCHIVAL POLICY

(Updated upto 1st February, 2023)

Index

Sr. No.	Particulars	Page No.
1.	Introduction	1
2.	Scope	1
3.	Objective	1
4.	Definitions	2
5.	Interpretation	2
6.	Procedure	2
7.	Review	3
8.	Conflict	3
9.	Amendment(s)	3
10.	Disclosures	3
11.	Effective Date	3

1. INTRODUCTION:

- 1.1. The Board of Directors (the Board) of UTI Asset Management Company Limited (the Company) has adopted the ‘Web Archival Policy’ (the Policy) in compliance with Regulation 30 (8) and 46 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the Listing Regulations), as amended, for archival of the disclosures hosted on the website pursuant to the Listing Regulations.

2. SCOPE:

- 2.1. The Policy covers all events or information which has been disclosed to National Stock Exchange of India Limited and BSE Limited (the Stock Exchanges), and hosted on the website of the Company in accordance with Listing Regulations. Other contents displayed / hosted on the Company’s website shall be out of purview of the Policy and can be archived / deleted as per the requirement of the content and the Listing Regulations or other applicable law.

3. OBJECTIVE:

- 3.1. The objective of the Policy are as follows:
- i. Identification of information, documents, events etc. which are required to be disclosed on the website of the Company;
 - ii. To disseminate equal, adequate and timely information to the stakeholders 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;
 - iii. To ensure that all the information, disclosures, documents which has been communicated to stock exchanges and disclosed on the website of the Company, unless otherwise specified in the Act, shall remain on the website for the five years from the date of disclosure;
 - iv. To ensure protection, maintenance and archival of information, disclosures, documents and records that are placed on website of the Company;
 - v. To lay down the principles to retrieve the documents which are archived as per the Policy, as and when required.

4. DEFINITIONS:

- 4.1. “**Board**” means the board of directors of the Company.
- 4.2. “**Committee**” shall refer to the Audit Committee constituted by the board of directors of the Company in accordance with the Companies Act, 2013 (the Act) and Listing Regulations.

5. INTERPRETATION:

- 5.1. Any words used in the Policy but not defined herein shall have the same meaning prescribed to it in the Act, the Securities and Exchange Board of India Act, 1992, as amended, or rules and regulations made thereunder including the Listing Regulations or any other relevant legislation / law applicable to the Company.
- 5.2. In the Policy, unless the contrary intention appears:
 - i. the clause headings are for ease of reference only and shall not be relevant to interpretation;
 - ii. a reference to a clause number includes a reference to its sub-clauses; and
 - iii. words in singular number include the plural and *vice-versa*.

6. PROCEDURE:

- 6.1. All the relevant disclosures of information and events communicated to the stock exchanges in line with the Company’s ‘Policy for determination of Materiality’ and the Listing Regulations shall be hosted on the website of the Company for a period of five years and thereafter it shall be shifted to the section entitled ‘**Archives**’ hosted on the website of the Company under the respective heads / sub-folders, in a way so that these can be searched easily as and when required by any person.
- 6.2. The disclosures of information and events communicated to the stock exchanges shall be retained on the website of the Company in the Archives Section and the disclosures shall be archived on monthly basis.
- 6.3. 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.

6.4. The website of the Company shall be reviewed on annual basis to ensure that all the information or disclosures communicated to the stock exchanges are available on the website of the Company.

7. REVIEW:

7.1 The Committee shall monitor and review the Policy at least once in a financial year and recommend the necessary changes, if any, to the Board for approval.

8. CONFLICT:

8.1. In the event of any conflict between the Policy and the extant SEBI Regulations and / or other applicable law, the SEBI Regulations and / or other applicable law shall prevail.

9. AMENDMENT(S):

9.1. The Policy may be amended, modified or supplemented from time to time to ensure compliance with any modification, amendment or supplementation to the Listing Regulations and / or other applicable laws or as may be otherwise prescribed by the Committee / Board from time to time.

9.2. Any subsequent amendment, modification or supplementation to the Policy shall be effective from the date of approval of Board, unless specified otherwise.

10. DISCLOSURES:

10.1. The Policy shall be disclosed on the Company’s website at www.utimf.com.

11. EFFECTIVE DATE:

11.1. 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.

11.2. The Policy has been amended as mentioned below:

Number of times amended	Board Meeting Date
1 st Amendment	28 th October, 2020
2 nd Amendment	28 th October, 2021
3 rd Amendment	1 st February, 2023
