

**TOYOTA FINANCIAL SERVICES INDIA LIMITED**  
**ARCHIVAL POLICY**

Version 1.0

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## **I. Objective**

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

## **II. Policy Statement**

- A. 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 Regulations.
- B. The Company shall keep all disclosures hosted on its website for at least five years from the date they are first published.
- C. The Company shall remove such disclosures from its website after five years, archive them in its internal system, and may delete them later as per Company's Policy for Preservation of Documents
- D. The Company shall make this Policy available on its official website.

## **III. Review and Amendments**

- A. The Policy shall be reviewed on need basis, and at least once every year.
- B. In the event of any conflict or inconsistency between the provisions of the Policy and the applicable laws, the provisions of the applicable laws shall prevail. The Policy shall be reviewed and updated, as necessary, to reflect any changes in the applicable laws.

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