



# Nestavia Home Finance Private Limited



## Archival Policy



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**Name of the Policy: Archival Policy**

**Policy Number: AP-02/2026**

**PREAMBLE**

At Nestavia Home Finance Private Limited (hereinafter referred to as "Nestavia" or "the Company") recognizes that the success of the organization is built on a foundation of trust, integrity, and ethical behaviour.

This philosophy guides us in maintaining an ethical framework within which we operate.

In order to adopt best practices and in compliance with the Regulations 30 (8), 46 and 51(3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") and Reserve Bank of India (Non-Banking Financial Companies – Financial Statements: Presentation and Disclosures) Directions, 2025, the Company hereby frames this Archival Policy ["Policy" or "this Policy"] for hosting the disclosures of events and other information on its website - <https://nestaviahomefin.com/>.

<b>Prepared and Proposed By</b>	ED & Chief Operating Officer
<b>Reviewed and Recommended By</b>	Managing Director & CEO
<b>Approved By</b>	Board of Directors
<b>Date of Approval</b>	30-Apr-2026

**RESPONSIBILITY ASSIGNMENT MATRIX**

<b>Responsibility for Implementation</b>	Company Secretary
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**VERSION CONTROL**

<b>Version No.</b>	<b>Date of Approval by Board of Directors</b>	<b>Key Highlights/Changes</b>
1.0	20-Dec-2025	Roll-out of policy
2.0	30-Apr-2026	Updated upon Annual Review

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## 1. Objective

To define principles and guidelines for ensuring protection, maintenance and archival of the Company disclosures, documents and records that are placed on its website - <https://nestaviahomefin.com/investor-relations/disclosures/>.

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## 2. Applicability

This Policy shall apply to all disclosures, documents, and information published or hosted on the Company's website by or on behalf of the Company, including information uploaded by authorized personnel, consultants, or service providers.

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## 3. Definitions

- "Board" means the Board of Directors of Nestavia Home Finance Private Limited.
  - "The Company" means Nestavia Home Finance Private Limited.
  - "Policy" means Archival Policy of the Company, as amended from time to time.
  - "Listing Regulations" means SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.
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## 4. Authority and Responsibility

The responsibility for implementation, monitoring, and compliance with this Policy shall vest with the Company Secretary or such other officer as may be designated by the Board of Directors from time to time.

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## 5. Disclosed Event/Information

The Company is not listed on any stock exchange in India or outside India hence disclosure requirements pertaining to SEBI Listing regulations are not applicable. However, pursuant to the provisions of Reserve Bank of India (Non-Banking Financial Companies – Financial Statements: Presentation and Disclosures) Directions, 2025 read with Reserve Bank of India (Housing Finance Companies) Directions, 2025, the Company is required to made disclosures in its website. Similarly, the Company will be disclosing policies/mechanisms/procedure as per the requirements under the Companies Act, 2013 and rules made thereunder, as amended from time to time.

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## **6. Archival and Preservation of Disclosed Events/Information**

The disclosed events/information on the website of the Company will be reviewed on an ongoing basis. All disclosed events/information on the website of the Company would be moved to an archival folder after a period of 7 years from the date on which such events/information are put up on the website.

The information, documents and records placed in the archived folder may be removed from the website of the Company on a regular basis and destroyed in accordance with the Policy on Preservation of Documents.

The Company may use the services of an external vendor with appropriate experience and infrastructure in this regard.

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## **7. Access to Archived Information**

Archived information may or may not be accessible to the public and shall be made available internally or externally at the discretion of the Company, subject to applicable laws and internal policies.

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## **8. Confidentiality and Data Protection**

While archiving or preserving disclosures, the Company shall ensure that confidential, sensitive, or personal data, if any, is handled in accordance with applicable data protection laws and the Company's internal policies.

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## **9. Legal Hold**

Notwithstanding anything contained in this Policy, no document or information shall be archived or destroyed if it is required for any ongoing or anticipated litigation, regulatory proceeding, inquiry, or investigation, until such matter is finally resolved.

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## **10. Disclosure**

This Policy shall be placed on the website of the Company.

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## **11. Policy review and amendments**

The policy should be reviewed periodically by the Senior Management and amendments effected shall be subject to the approval of the Board of Directors. The Board may authorize

the Managing Director, Executive Directors and Company Secretary, severally to amend this policy as they may deem fit or from time to time and recommend to the Board of Directors for their approval. The Board of Directors has the power to amend the entire policy and the decision of the Board of Directors in this respect shall be final and binding.

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