



ARCHIVAL POLICY

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Policy Owner	Chairman, Board of Directors
Approved By	Board of Directors
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CP CAPITAL LIMITED

(Formerly Known as Career Point Limited)

Registered Office: Village Tangori, Banur, Mohali, Punjab-140601

Corporate Office: CP Tower-1, Road No.-1, IPIA, Kota, Rajasthan-324005

Ph: +91-744-3559282 **Website:** www.capital.in **E-mail:** investors@cpil.in **CIN:** L64990PB2000PLC054497

-:TABLE OF CONTENTS:-

Sr. No.	Particulars	Page no
1	Introduction	3
2	Objective	3
3	Definitions	4
4	Archival Policy	4
5	Dissemination of Policy	6
6	Review and Amendments of the Policy	6

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1. INTRODUCTION :

CP Capital Limited (erstwhile Career Point Limited) (hereinafter referred as “the Company” or “CPCAP”) a Non-Banking Financial Company (‘NBFC’) holding a valid Certificate of Registration (“CoR”) with Reserve Bank of India (‘RBI’) vide registration no. B-10.00318 dated April 01, 2025, classified as NBFC - Investment and Credit Company (“NBFC-ICC”) under NBFCs-Base Layer (“NBFCs-BL”) as per Master Direction- Reserve Bank of India (Non-Banking Financial Company – Scale Based Regulation) Directions, 2025, with more than twelve (12) years of experience in asset finance business.

Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI LODR**”) requires the Company to disclose on its website all such events or information which has been communicated to the Stock exchanges under the SEBI LODR, such information which has been communicated to the Stock Exchanges shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the Archival Policy (“**Policy**”) of the Company.

In line with the above, the Company will adopt the following policy for archival of the disclosures made on the website for information and events communicated to the stock exchanges under Regulation 30 of the SEBI LODR.

2. OBJECTIVE:

The objective of this Policy is to ensure compliance with the applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI LODR”) relating to the dissemination, maintenance and archival of documents, disclosures and information on the website of the Company. The Policy provides a framework for hosting such documents and disclosures on the Company's website in a timely and transparent manner.

This Policy further aims to ensure the protection, maintenance and archival of documents, disclosures and records placed on the Company's website. In accordance with the applicable regulatory requirements, such disclosures shall remain available on the website for the prescribed period and shall thereafter be transferred to the archives section of the website upon completion of five years from the date of disclosure or event, thereby promoting transparency, accountability and effective stakeholder communication.

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3. DEFINITIONS:

- (a) **“Act”** means the Companies Act, 2013 and Rules framed there under, as amended from time to time
- (b) **“Board of Directors or Board”** means the board of directors of CP Capital Limited.
- (c) **“Company”** means CP Capital Limited.
- (d) **“SEBI LODR”** or **“SEBI Listing Regulations”** means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended from time to time.
- (e) **“Policy”** or **“this Policy”** means Archival Policy
- (f) **“Material Event / Information”** shall mean events or information as specified under Regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 .

The words and expressions used and not defined in this Policy shall have the same meaning assigned to them in the Act, SEBI LODR, and/or any other SEBI Regulation(s) as amended from time to time.

4. ARCHIVAL POLICY :

- A. The Company is required to submit/disclose/file various information, financial statements/results, notices and other disclosures, with the Stock Exchange(s) where its securities (including equity shares) are listed, in accordance with the applicable provisions of the Act, SEBI LODR and other applicable laws. Such information and disclosures shall also be hosted on the website of the Company, wherever required.
- B. All disclosures made by the Company to the Stock Exchange(s) under Regulation 30 of the SEBI LODR shall be hosted on the website of the Company for a minimum period of five years from the date of such disclosure or announcement, or such other period as may be prescribed under applicable law. However, audio and video recordings of analysts’ or institutional investors’ meetings shall be hosted on the website for a period of two years.
- C. Where any applicable law, regulation or statutory requirement prescribes a retention period longer than that specified above, the relevant disclosure or document shall remain hosted on the website for such a longer period.

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- D. Upon completion of the applicable hosting period, the disclosures and announcements referred to above shall be transferred to the archives section of the Company's website under appropriate categories and sub-folders in a manner that facilitates easy retrieval and reference. Such archived disclosures shall remain available in the archives section for a minimum period of one year or such longer period as may be required under applicable law. Thereafter, the Company may remove such disclosures from its website.
- E. The contents of the Company's website shall be reviewed at regular intervals to ensure that all disclosures required to be hosted on the website are available and updated in accordance with applicable laws. Any change in the content of the website shall be updated within two working days of such change, or within such timeline as may be prescribed under applicable law.
- F. Documents required to be hosted on the website for a specified period under any applicable law and not covered under the archival requirements of this Policy may be removed upon expiry of the prescribed period and need not be transferred to the archives section.
- G. Documents such as policies, codes, charters and other documents that are required to be displayed on a continuous basis under applicable laws shall remain available on the website and shall not be subject to archival under this Policy.
- H. In respect of disclosures or information required to be hosted on the Company's website pursuant to any statute, legislation, regulation or regulatory requirement other than the SEBI LODR:
 - a) Such information shall be hosted on the Company's website in the form, manner and for the period prescribed under the relevant statute, legislation, regulation or regulatory requirement; and
 - b) Where no specific hosting period is prescribed, such information may be hosted for a minimum period of one year from the date of uploading or for such period as may be considered appropriate by the Company.
- I. This Policy shall apply only to disclosures, information and documents hosted on the Company's website pursuant to the requirements of the SEBI LODR and disclosed to the Stock Exchange(s). Any other content hosted on the website shall fall outside the scope of this Policy and may be retained, archived or removed in accordance with the Company's requirements and applicable laws.

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5. DISSEMINATION OF POLICY :

This policy shall be hosted on the website of the Company at <https://cpcapital.in>

6. REVIEW AND AMENDMENTS TO THE POLICY:

The Board shall review and amend this policy at least once in a year to ensure compliance with SEBI (LODR) Regulations.

If at any point a conflict of interpretation / information between the policy and any regulations, rules, guidelines, notification, clarifications, circulars, master circulars/ directions issued by relevant authorities (“Regulatory Provisions”) arises, then interpretation of the Regulatory Provisions shall prevail.

In case of any amendment(s) and/or clarification(s) to the Regulatory Provisions, the policy shall stand amended accordingly from the effective date specified as per the Regulatory Provisions.

Approved by the Board of Directors of CP Capital Limited.

Chairman's Signature:

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