Mindtree
Welcome to possible

Registered Office Address: Mindtree Ltd.
Global Village, RVCE Post, Mysore Road,
Bengaluru-560059, Karnataka, India.
Corporate Identity Number (CIN): L72200KA1999PLC025564
E-mail: info@mindtree.com

Ref: MT/STAT/CS/15-16/136 **Dec 7, 2015**

Bombay Stock Exchange Limited
Phiroze Jeejeebhoy Towers,
Dalal Street, Mumbai 400 001
BSE: fax: 022 2272 3121/2041/ 61
Phone: 022-22721233/4
email: corp.relations@bseindia.com

National Stock Exchange of India Limited
Exchange Plaza, Bandra Kurla Complex,
Bandra East, Mumbai 400 051
NSE: fax: 022 2659 8237 / 38
Phone: (022) 2659 8235 / 36
email: cmlist@nse.co.in

Dear Sirs,

Kind Attention: Mr. Gopala Krishna and Mr. Hari

Subject: Document Retention & Archival Policy and appointment of Compliance Officer as required under Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015

We would like to bring to your kind notice the following:

- The Board of Directors of the Company have approved 'DOCUMENT RETENTION & ARCHIVAL POLICY', drawn pursuant to the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"). The certified copies of aforementioned policy are enclosed herewith for your kind reference and the same has been published on our website.

- Ms. Vedavalli S, the Company Secretary of the Company, has been appointed by the Board of Directors as Compliance Officer for the purpose of the above Listing Regulations.

Please take the above intimation on records. Kindly revert if you require any further information in this regard.

Thanking you.
Yours truly,

for **Mindtree Limited**

Vedavalli S
Company Secretary

MINDTREE LIMITED ★ BENGALURU ★

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Document Retention & Archival Policy

(As Adopted by the Board of Directors on Dec 01, 2015)

This Policy deals with the retention and archival of various documents of Mindtree Limited ("Company").

Corporate Records

The Corporate documents (other than statutory records) are papers or electronic records including but not limited to contracts, e-mails, etc. of various functions of the Company. The Company is required to keep all Corporate Records of the Company for a period of one year, unless the same is required to be retained for a longer period for litigation or under other statutory requirement.

Filings with Stock Exchanges:

All press releases and filings with stock exchanges shall be maintained for a period of eight years from the date of release/filing. All events and press releases filed with the stock exchanges shall be maintained for not less than five (5) years on the website of the company and thereafter in the archives of the Company for a period of three (3) years.

Statutory and other Records

a) Minutes and Board related documents: Minutes of meetings of the Board of Directors, Committees and shareholders shall be maintained in perpetuity. A copy of all materials provided to the Board of Directors or Committees of the Board shall be maintained for a period of one (1) year.

b) Statutory Registers and other documents pursuant to Companies Act: The Statutory Registers, filings with Registrar of Companies and other documents as required under the Companies Act 2013 shall be retained as per the requirement of the Act.

c) Books of Accounts and Tax Records: Books of accounts and Tax records should be retained for at least eight (8) years following the completion of the relevant transactions or assessment year for which the records were last used or as per the requirement of the relevant statute.

d) Employment Records: The Company maintains personnel records that include recruitment, employment, revision and personal information. These records should be retained for a period of one (1) year following the expiry or termination of employment. The employment records, which are statutory in nature shall be maintained as required under the relevant statute.



e) Intellectual Property Records: Documents relating to the development and protection of intellectual property rights should be maintained for the life of such intellectual property right.

f) Contracts: Execution copies of all contracts entered into by the Company should be retained for at least one (1) year following the expiry or termination of the contracts.

g) Judicial Orders: Judicial orders shall be preserved permanently.

g) Other Statutory records: The other statutory records as required under various statutes shall be retained as per the requirement under the relevant statute.

Policy Review

This Policy shall be subject to review as may be deemed necessary by the Board of Directors /Administrative Committee and in accordance with any Regulatory Amendments.

For Mindtree Limited

Company Secretary

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