

¹SWIGGY LIMITED

ARCHIVAL POLICY

1. Background

This policy has been framed as per requirements of Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”) pursuant to which all events or information which has been disclosed to stock exchange(s) under Regulation 30 of the Listing Regulations shall be hosted on the website of the Swiggy Limited (“**Company**”) for a minimum period of five years and thereafter as per the archival policy of the Company, which will be disclosed on the website i.e. www.swiggy.in

2. Purpose

The purpose of this document is to formulate a framework and guidelines for archival of the records / documents and disclosures made on the website for information and events communicated to the stock exchanges under Regulation 30 of the Listing Regulations.

3. Definitions

“**Act**” means the Companies Act 2013 and rules made thereunder, as amended from time to time.

“**Board**” means board of directors of Swiggy Limited (“the Company”) as constituted from time to time.

“**Chief Financial Officer**” means the Chief Financial Officer of the Company.

“**Company**” means Swiggy Limited.

“**Company Secretary and Compliance Officer**” means the company secretary and compliance officer appointed by the Board.

“**Document/s**” includes all papers, documents, agreements, filings, forms, memos, correspondences, records, files, books, etc., of the Company in physical or electronic forms.

“**Listing Regulations**” shall mean Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulation 2015, as may be amended from time to time.

The words or expressions used but not defined herein, but defined under the Act or the SEBI Regulations shall have the same meaning assigned therein.

4. Archival Process

- i. All the relevant disclosures of information and events communicated to the stock exchanges under Regulation 30 of the Listing Regulations will be hosted on the website of the Company for a period of five years and thereafter the same shall be archived for retrieval for such period as decided by the Chief Financial Officer of the Company.

¹ Formerly Bundl Technologies Private Limited and Swiggy Private Limited

- ii. Subsequently, anyone intending to review archived information and events communicated to the stock exchanges may write to the Company Secretary and Compliance Officer of the Company.
- iii. This Policy will be periodically reviewed and amended based on any changes in the laws, rules and regulations applicable to the Company from time to time or changes in internal processes.
- iv. Adoption of this Policy shall be communicated to the stock exchange(s) where the Company's equity shares are listed. This policy shall also be disclosed on the website of the Company.

5. Limitation and Amendment

In the event of any conflict between the provisions of this Policy and Listing Regulations or any other statutory enactments, rules, the provisions of Listing Regulations or statutory enactments, rules shall prevail over this Policy. Any subsequent amendment / modification in the Listing Regulations, and/or applicable laws in this regard shall automatically apply to this Policy. This Policy shall not be amended unless the amendment is approved by the Board or unless such amendment is required pursuant to change in the Listing Regulations / Applicable law.

6. Version History

Sl . No.	Version	Approved by	Effective Date	Amendment Summary
1	I	Board	From the date of listing of the shares with the Stock Exchanges	Policy Drafted