



Date: 04<sup>th</sup> January, 2016

To,  
The Manager Listing,  
**Bombay Stock Exchange Limited**  
Phiroze Jeejeebhoy Towers,  
Dalal Street,  
Fort,  
Mumbai – 400 023

To,  
The Manager Listing,  
**National Stock Exchange of India Limited**  
Exchange Plaza,  
Plot no. C/1, G Block,  
Bandra-Kurla Complex  
Bandra (E), Mumbai - 400 051

Subject: SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Dear Sir / Madam,

We would like to inform you that as required under Regulation 9 and 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the "Regulations"), the Board of Directors of the Company have approved and adopted the following Policies, which are effective from 1<sup>st</sup> December, 2015:

1. Preservation of documents
2. Archival Policy
3. Determining Materiality of events

Further, the Board of Directors have authorized the following Key Managerial Personnel for the purpose of determining materiality of an event or information and for the purpose of the making disclosure to Stock Exchange(s) under the regulations:

1. Mr. R Srikrishna, CEO and Executive Director
2. Mr. Rajesh Kanani, Chief Financial Officer
3. Mrs. Gunjan Methi, Company Secretary and Compliance Officer

The single point of contact for all the KMPs is given below:

Mrs. Gunjan Methi,  
Company Secretary, Hexaware Technologies Limited,  
152, Millennium Business Park, Sector 3 'A' Block, TTC Industrial Area, Mahape, Navi Mumbai 400710  
E- mail id: [gunjanm@hexaware.com](mailto:gunjanm@hexaware.com)  
Phone: 022-6791 8860

Further kindly note that Board of Directors have approved and adopted Code of Fair Disclosure as per regulation 8 of SEBI (Prohibition of Insider Trading) Regulations, 2015.

Kindly acknowledge receipt.

Thanking you,  
Yours faithfully,  
For **Hexaware Technologies Limited**

**Gunjan Methi**  
Company Secretary