

## WEBSITE ARCHIVAL POLICY

### POLICY STATEMENT

The Company is committed to establish and maintain information that meets its business needs, accountability requirements and stakeholder expectations.

Through this Archive Policy, the Company aims to have a central archive for historical records with permanent value. The Policy would provide a strong historical background to the organization and governance, its major developments, achievements and relationship with stakeholders.

### DEFINITION

- i. **“Company”** mean PTC India Limited
- ii. **“Board”** means the board of directors of the Company;
- iii. **“Policy”** means this Website Archival Policy
- iv. **“Record”** is any recorded or disclosed information or event or in any format or medium that has been created by or for the Company, or received by the Company in connection with the organization’s affairs and operations
- v. **“Website”** means Web-site of PTC India Limited.

### PURPOSE OF THE POLICY

The Company being listed on NSE & BSE (“Stock Exchanges”), regularly sends various information, financial statements, notices and other disclosures, as required under listing agreement to Stock Exchanges where securities of the Company are listed. As required under the Act and the Listing agreement the same are also displayed and hosted on the website of the Company. Regulation 46 read with Regulation 62 of Regulations requires the listed Companies to maintain a functional website containing basic information about the Company and other prescribed details. Regulation 30(8) requires the Listed Companies to disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the archival policy of the Company, as disclosed on its website.

This Policy emphasizes on the importance of preservation of disclosures hosted on the website of the Company for historical purposes. The Policy has been framed with an objective of maintenance of the Company’s historical data and records hosted on the website at one place, in known locations for making it accessible to staff, shareholders of the Company and other stakeholders.

### OBJECTIVE OF THE POLICY

Through this Policy, the Company seeks to preserve and manage the information or events posted on its Website in a consistent and logical manner to achieve the below mentioned objectives:

- to meet the legal standards for protection, storage, and retrieval of information or events
- to use the space on the website efficiently; and
- to minimize the cost of record retention;

## **SCOPE OF INFORMATION IN ARCHIVE**

Every kind of information or event which is disclosed to stock exchange and posted on the Website and such information or event which is mandated to be disclosed on the website as per the provisions of applicable statutes, rules and regulation shall be preserved in the Archive section provided on the Website. Any kind of information or event which is of significant and enduring value as per the management of the Company shall be made available in the Archive section.

The information or event as disclosed aforesaid on the website shall be collectively called as “Records”

## **TIMELINES**

The Company’s Record(s) shall be moved at the Archives section on the website of the Company at the below mentioned Uniform Resource Locator (URL) after [5 years] years, from the time when the said Record(s) were hosted on the Company’s website. The Record shall be moved in the Archive section of website within a period of 30 days after the expiry of the aforesaid mentioned 5 years. The Records stored in the Archives may be in any format or medium but shall be easy to retrieve, view and read.

URL:

## **AUTHORITY & RESPONSIBILITY**

It shall be the responsibility of the Webmaster managing the Website of the Company or such other person, as designated by the Board of Directors of the Company, to keep on updating the Archive section on the Website from time to time, by placing the Records therein. The authorized person shall submit a statement as to the Records moved in the Archive section of the Website, on half yearly basis to the company secretary of the Company for placing the same before the Board.

## **EFFECTIVE DATE**

The above said Policy is approved by Board in its meeting held on 5<sup>th</sup> February 2016 and shall be effective from date of the approval.

## **REVIEW**

This Policy may be amended with the approval of CEO as may be deemed necessary and in accordance with any regulatory amendments.

Should there be any inconsistency between the terms of the Policy and the Listing Regulations, the provisions of the Listing Regulations shall prevail. Any amendments to the Listing Regulations shall *mutatis mutandis* be deemed to have been incorporated in this Policy.