

**INDOCO REMEDIES LIMITED**

**POLICY FOR ARCHIVAL OF WEBSITE  
INFORMATIONS**

## **INTRODUCTION**

The purpose of this policy is to state the principles that guide the archival and storage of Indoco Remedies Limited website information. This policy explains what web archiving is and how it can be used to store information published online in our company's website.

## **LEGAL FRAMEWORK**

The Board of Directors of Indoco Remedies Limited (the 'Company') adopted a 'Policy for Archival of Website Information' under 'Regulation 30(8)' of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

## **OBJECTIVE**

Websites are created by us as part of our communication with the public and other organisations as they are powerful tools for sharing information. Websites document the public character of an organisation and their interaction with their audiences and customers. The website provides access to up-to-date information and hence are regularly updated and are constantly evolving.

## **WEB ARCHIVING**

Web archiving is the process of collecting information from the company website and preserving these in an archive. Web archiving is a similar process to traditional archiving of paper or documents; the information is selected, stored, preserved and made available to people whenever required. Access is usually provided to the archived sections in website.

## **WEBSITE AS RECORDS**

The management of information on a website is a part of a wider approach to information and records management. Just like paper and digital files, websites support the current and future activities of you and your organisation. If websites are valued as records and for the information they contain, capturing, managing and retrieving that information for as long as it is needed is a powerful and positive contribution to management of all of your essential records and information.

## **SCOPE**

### **ARCHIVAL OF WEBSITE INFORMATION**

As per the policy adopted by Indoco Remedies Limited, the archival procedure will be maintained as under:

- a) Any information / document / data shared on the company's website will be displayed for a period of 5 years from the month of uploading the same onto the website.
- b) All historical information / document / data on the company's website which is older than 5 years from the month of uploading the same on the website will be displayed in the Archived Section under the respective heads/tabs.
- c) All historical information / document / data will be removed from the Archived section after a period of 5 years from the date of transferring the same to the Archived section.
- d) Back-up of the website contents should be taken twice every month (once in 15 days) and preserved separately on the network drive. This in turn will be backed up on the tape drive every month.

### **RESPONSIBILITY OF ARCHIVAL OF WEBSITE INFORMATION**

It will be responsibility of Website developer to maintain Archival information on the Website and to preserve or backup the contents of website as per the policy stated above. Regular retrieval and checks should be carried out by the Website developer to verify the website contents backed up.

### **POLICY REVIEW**

The Policy shall be subject to review as may be deemed necessary and in accordance with any regulatory amendments and Managing Director is authorised to make suitable amendments on behalf of the Company.