WEBSITE ARCHIVAL POLICY

DEFINITION

i. **"Company"** shall mean VCCL Limited;
ii. **"Board"** shall mean the Board of Directors of VCCL Limited;
iii. **"Policy"** shall means this Website Archival Policy
iv. **"Website"** shall means official website of VCCL Limited

BACKGROUND

The Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires every listed company to have a policy on archival of information and events 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 statues, rules and regulation shall be preserved in the Archive section provided on the Website.

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 for 3 years on the website of the Company after 5 years from the time when the said Record(s) were first hosted on the Company's website. The Records stored in the Archives may be in any format or medium but shall be easy to retrieve, view and read.

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

This Policy was approved by the Board of Directors by circulation and resolution adopted on 7th January, 2016 effective from 1st day of December, 2015.

REVIEW

This Policy shall be subject to review by the Board as may be deemed necessary and in accordance with any regulatory amendments.