

## **COFORGE LIMITED**

**(ERSTWHILE NIIT TECHNOLOGIES LIMITED)**

### **ARCHIVAL POLICY**

#### **BACKGROUND:**

The Board of Directors (“the Board”) of the Company in its meeting held on October 16, 2015 approved the Policy on Preservation and Archival of Documents.

The policy has been framed in compliance with Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements). The policy covers the archival mechanism of documents as stipulated in Regulation (8) of the SEBI (Listing Obligations and Disclosure Requirements). The said regulation also requires every Listed Company to make available an Archival policy on the website.

#### **PRESERVATION AND ARCHIVAL OF MATERIAL EVENTS:**

The Company will ensure dissemination of all such events, information and records as required under the Fair Disclosure Policy and the Policy for Determination of Material/Price Sensitive Information to the Stock Exchanges and subsidiaries financial statements and records and such disclosures shall be hosted on the website of the Company for a period of 7 years and thereafter the same shall be preserved for another period of 5 years on suitable media with the Legal & Secretarial Department and may be archived from the Records in charge of Legal & Secretarial Department. Thereafter the said information may be disposed off as per the Policy.