

## WEB-ARCHIVAL POLICY

### 1. Introduction

The Board of Directors (“Board”) of PNB Gilts Limited (“Company”) has adopted the following Archival Policy (“The Policy”). This Policy has been formulated in terms of Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”).

### 2. Purpose of the Policy

The Purpose of this Policy is in regard to archive the material events or information which are disclosed to the Stock Exchanges in terms of the Company’s Policy for determination of Materiality of any event or information.

### 3. Objective of the Policy

Any event or information which has been disclosed by the Company to the Stock Exchange(s) under Regulation 30 of the Listing Regulations and as per the Policy on Determination of Materiality, shall be made available on the website of the Company for a period of 5 (five) years from the date of its disclosure.

After completion of aforesaid 5(five) years, such Disclosed Information, on selective basis, shall be transferred to the Archive section of the website of the Company, with the permission of the Managing Director or in his absence, the Dy. CEO or the Sr. Exec. Vice President or the CFO or any other Whole time Director (“Authorized Person”). The information so transferred in Archive section shall remain available for 3 (three) years, after which it will be disposed of.

### 4. Authority and Responsibility

It shall be the responsibility of the Company Secretary to inform the Webmaster managing the Website of the Company or such other person, as designated by the Managing Director, to keep on updating the Archive section on the Website from time to time, by placing the Records therein. The Webmaster shall submit a statement as to the Records moved in the Archive section of the Website, on half yearly basis to the Sr. Exec. Vice President under intimation to the Company Secretary, Dy. CEO and Managing Director.

## **5. Amendments / Review of the Policy**

The Board may amend, abrogate, modify or revise any or all clauses of this Policy in accordance with the applicable provisions of the Listing Regulations and amendment(s) thereto notified by the Securities and Exchange Board of India and/or the Stock Exchanges, from time to time. In case any provision(s) of this Policy is contrary to or inconsistent with the provisions of the Companies Act, 2013, rules framed thereunder and Listing Regulations (“Statutory Provisions”), the Statutory Provisions shall prevail. Further, amendments in the Statutory Provisions shall be binding even if not incorporated in this Policy.

## **6. Communication of Policy**

This Policy shall be hosted on the Company’s Website and the intranet.

## **7. General**

Any or all provisions of this Policy would be subject to revision/amendment in accordance with the guidelines on the subject as may be issued by Government, from time to time.