

# INDIAN INFOTECH AND SOFTWARE LIMITED

CIN:- L7010MH1982PLC027198

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## ARCHIVAL POLICY FOR ANY MATERIAL EVENT / INFORMATION DISCLOSED TO THE STOCK EXCHANGE

### 1. Preface

The Board of Directors (the "Board") of **Indian Infotech And Software Limited** (the "Company") has adopted the following Archival Policy with regard to any Material Events or Information in terms of Regulation 30 of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations) which are disclosed to the Stock Exchange in terms of the Company's Policy for Determination of Materiality of any Event and Information.

### 2. Purpose of the Policy

The purpose of this Policy is to archive any of the material events or information which is disclosed by the Company to the Stock Exchange for a period of five years.

### 3. Policy:

Any disclosure of events or information which has been submitted by the Company to the Stock Exchange under Regulation 30 of the Listing Regulations and Policy of the Company (Disclosed Information) will be available on the website of the Company for a period of five years from the date of its disclosure. Disclosed Information which is over five years old will be archived from the website of the Company. Anyone intending to review this disclosed information may write to the Compliance Officer of the Company.

### 4. Communication of this Policy:

For all new employees and Directors, a copy of this Policy shall be handed over as a part of the joining documentation, along with other HR related policies. For all existing employees and Directors, a copy of this Policy shall be handed over within one month of the adoption of this Policy by the Board of Directors of the Company. This Policy shall also be posted on the Website of the Company.

### 5. Amendment:

Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and/or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.