

INDOSOLAR LIMITED
ARCHIVAL POLICY

BACKGROUND

The Policy is framed in accordance with the requirements of the regulation 30(8) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations'). This Policy aims to decide the process and manner of archiving the disclosures made to the Stock Exchanges under the Listing Regulations (the "**disclosures**") and other relevant information which are hosted on the website of the Company www.indosolar.co.in

In this context, the following policy has been framed by the Board of Directors of the Company **Indosolar Limited** at its meeting held on January 25th, 2016.

ARCHIVAL PROCESS

The Company shall disclose on its website all such events and information which have been disclosed to the Stock Exchanges under Regulation 30 of the Listing Regulations. Such disclosures shall be hosted on the website of the Company for a period of five years from the date of disclosure to the Stock Exchanges.

After five years, such disclosures shall be removed from the Company's website and preserved in a secured server of the Company. Such disclosures shall be preserved in a logical manner viz. as per nature/date of the disclosure, etc. to facilitate easy retrieval as and when required. The disclosures shall be preserved in a non-editable format for a further period of ten years ("Preservation Period") on the server of the Company. After the Preservation Period, such archives would be deleted /removed from the server of the Company after obtaining approval of Board of Directors of the Company.

ACCESS TO ARCHIVED DISCLOSURES

The Key Managerial Personnel shall have access to all archived disclosures. Whereas the Key Managerial Personnel includes:

- (i) Managing director, or Chief Executive Officer or Manager and in their absence, a Whole-time Director;
- (ii) Company Secretary; and
- (iii) Chief Financial Officer

DISCLOSURE

This Policy shall be disclosed on the Company's website **www.indosolar.co.in**

REVIEW / AMENDMENT

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 thereto notified by the Securities and Exchange Board of India and/or Stock Exchanges, from time to time. However, amendments in the Listing Regulations shall be binding even if not incorporated in this Policy.