

**RP-SG BUSINESS PROCESS SERVICES LIMITED**  
**POLICY ON ARCHIVAL OF DOCUMENTS**

**Background**

The Securities and Exchange Board of India ("SEBI"), has issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Regulations"). The Regulations mandate listed entities to formulate an archival policy. It is in this context that the Policy on Archival of Documents ("Policy") is being framed and implemented.

**Objective of the Policy**

The objective of the Policy is to comply with Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015, as mentioned below:

*"The listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website."*

**Archival Policy**

In accordance with the provisions of the aforesaid Regulation, the Company shall ensure that all the information shall be hosted on the Company's website ([www.cesc.co.in](http://www.cesc.co.in)) for a period of 5 years and thereafter will be archived for a period of 1 year.

**Policy Review**

In case of any subsequent changes in the provisions of the Regulations or any other regulations which makes any of the Clauses/provisions in the Policy inconsistent with the Regulations, the provisions of the Regulations would prevail over the Policy and the Clauses /provisions in the Policy would be deemed to be modified accordingly. The Board also, at its discretion, has the power to review and revise the Policy.