



VIKAS WSP LIMITED

ARCHIVAL POLICY (WEBSITE)

VIKAS WSP Ltd.

1. PURPOSE

This policy is prepared in compliance with Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “**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**”) which are hosted on the website of the Company www.vikaswspltd.in.

2. ARCHIVAL PROCESS

The Company shall disclose on its website all such events and information which have been disclosed to the Stock Exchanges under 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. For ensuring safety of the data hosted on the website of the Company, a back-up of the website shall be taken at least on a quarterly basis.

After five years, such disclosures shall be removed from the Company's website and preserved by 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 five years (“**Preservation Period**”). After the Preservation Period, such archives would be deleted/removed after obtaining approval of the Chief Financial Officer.

3. ACCESS TO ARCHIVED DISCLOSURES

Chief Financial Officer and the Company Secretary shall have access to all archived disclosures.

4. DISCLOSURE

This Policy shall be hosted on the Company's website www.vikaswspltd.in.

5. 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. In case any provision(s) of this Policy is contrary to or inconsistent with the provisions of the Companies Act, 2013, rules framed there under 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.

This Policy has been approved.