



Policy on Archival

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Newgen Software Technologies Ltd.

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Revision History

Release Date <i>(DD-MM-YY)</i>	Revision No.	Changes Summary <i>(Mention Sections Affected)</i>	Approved By <i>(Designation)</i>
14-06-2017	1.0	First Release	Board of Directors

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1. Objective:

This Policy is framed in accordance with the requirement under Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof). This regulation mandate listed entities to formulate an archival policy.

Accordingly, the Board of Directors ("**Board**") has adopted & formulated an Archival Policy ("**Policy**") at its meeting held on 14th June, 2017.

2. Definition

- **Act** shall mean the Companies Act, 2013 and includes any statutory amendment or re-enactment thereof.
- **Board** means the Board of Directors of Newgen Software Technologies Limited.
- **Company** means Newgen Software Technologies Limited
- **Listing Regulations or Listing Agreement** means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof).
- **Policy** means Archival Policy, as amended from time to time.

3. Policy Description/Guidelines:

3.1. For Company

A. Archival Policy

1. The Company shall disclose on its website under "Investor Relation" section under the heading "Shareholder Information" all such events or information ("disclosures") which are required to be disclosed to the stock exchanges under Regulation 30 read with Schedule III of the Listing Regulations.
2. The disclosures made to the stock exchanges shall be hosted on the Company's website for a period of five (5) years from the date of initial posting
3. The disclosures shall thereafter be archived under the heading "Archives" and shall be retained in the server for a minimum period of three years and after expiring the said period of three years, the same shall be permanently deleted from time to time, with the intimation to the Board.

3.2. General

All the words and expressions used in this Policy, unless defined hereafter, shall have meaning respectively assigned to them under the Listing Agreement and in the absence of its definition or explanation therein, as per the Companies Act, 2013 ("Act") and the Rules, Notifications and Circulars made/issued there under, as amended, from time to time.

In the event of any conflict between the provisions of this Policy and of the Act or Listing Agreement or any other statutory enactments, rules, the provisions of such Act or Listing Agreement or statutory enactments, rules shall prevail over this Policy.

3.3. Amendment

This policy can be amended, modified or revised anytime with the approval of Board of Directors.