



WEB ARCHIVAL POLICY

Regulatory Reference	Regulation 46 SEBI (LODR) 2015 SEBI Circular SEBI/HO/CFD
IT Law Reference	Information Technology Act 2000 IT (Amendment) Act 2008

1. Preamble

This Web Archival Policy ('Policy') has been formulated by Prompt Corporate Services Limited ('PCSL' or 'the Company') to comply with Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and SEBI circulars requiring listed companies to maintain their websites and host specific information/documents thereon for prescribed periods. The Policy also serves to ensure compliance with the Information Technology Act, 2000, and RBI and NBFC guidelines on record keeping and disclosures.

2. Scope and Applicability

This Policy applies to all information and documents hosted on PCSL's official website(s) and any other digital platforms maintained by the Company. It covers:

- Statutory disclosures required under Companies Act, SEBI LODR Regulations.
- Regulatory filings and communications.
- Financial results, annual reports and other mandatory disclosures.
- Policies, codes and other governance documents.
- Information about promoters, directors, KMP.

3. Website Content Requirements

As per Regulation 46 of SEBI LODR Regulations, PCSL's website shall contain the following:

PROMPT CORPORATE SERVICES LTD.

Shalini Singhaia
Director



S.No	Content/Document	Retention Period
1	Details of business and operations of the Company	Perpetual / Updated as changed
2	Terms and conditions of appointment of Independent Directors	Perpetual
3	Composition of Board and Committees of Board	Updated as changed
4	Code of Conduct for Board of Directors and Senior Management	Perpetual
5	Details of establishment of vigil mechanism	Perpetual
6	Criteria for making payments to non-executive directors (Policy)	Perpetual
7	Policy for determining material subsidiaries	Perpetual
8	Policy on dealing with related party transactions	Perpetual
9	Policy for determination of materiality of events/information	Perpetual
10	Financial results (quarterly, half-yearly, annual)	Last 5 years
11	Annual Reports including financial statements	Last 10 years
12	Shareholding Pattern	Last 10 years
13	Email address for investor grievances	Perpetual
14	Dividend Distribution Policy	Perpetual

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4. Archival Process

Upon removal of content from the live website, PCSL shall archive such content in the following manner:

- All removed/superseded content shall be moved to a dedicated 'Archive' section of the website.
- Archived content shall be accessible by navigating to the archive section or through direct URL.
- A dedicated server/cloud repository shall be maintained for all archived digital content.
- Metadata including upload date, removal date, and reason for removal shall be maintained.

5. Web Security and Integrity

To ensure the integrity of hosted content, PCSL shall:

- Maintain SSL/TLS encryption for its website.
- Implement regular backups of website content.
- Ensure version control for documents posted on the website.
- Designate a website administrator responsible for updates and maintenance.
- Ensure that no unauthorized modifications are made to publicly hosted disclosures.

6. Review

This Policy shall be reviewed at least annually or when there is a material change in regulatory requirements.

PROMPT CORPORATE SERVICES LTD.
Shalini Lingmania
Director