



PC JEWELLER LIMITED

ARCHIVAL POLICY

APPROVED BY	APPROVAL DATE	EFFECTIVE FROM
BOARD OF DIRECTORS	06/11/2015	01/12/2015

AMENDMENT / UPDATION

N.A.

ARCHIVAL POLICY

1) PREFACE

The Archival Policy (the “**Policy**”) has been framed in accordance with Regulation 30(8) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”).

2) OBJECTIVE

The objective of the Policy is to decide the process and manner of archiving the disclosures made to the Stock Exchanges under the Listing Regulations, which are hosted on the website of PC Jeweller Limited (“**the Company**”), in accordance with Regulation 30 of the Listing Regulations.

3) ARCHIVAL PROCEDURE

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. For ensuring safety of the data hosted on the website of the Company, back-up of the website shall be taken periodically.

After five years, such disclosures shall be removed from the Company’s website and preserved in a secured server. Such disclosures shall be preserved in a logical manner e.g. as per nature/year of disclosures, 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**”) in the server. After the end of Preservation Period, such archives would be deleted from the server.

4) ACCESS TO ARCHIVED DISCLOSURES

The Managing Director, the Company Secretary and Head-IT Department shall have access to the archived disclosures.

5) DISCLOSURE

The Policy shall be disclosed on the Company’s website.

6) AMENDMENT

Any subsequent amendment/modification in the Listing Regulations and other applicable laws in this regard shall automatically apply to the Policy and it shall stand amended/modified accordingly. The Chairman and Managing Director of the Company are severally authorized to approve the amended Policy.

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