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Information Security Management System



Archival Policy-Religare.com

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Document Release History


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1. Overview

This policy is designed to set the guidelines for managing the content on Religare website for defined timeframe along with the archival of the content post usage.

2. Purpose

This Policy is framed to ensure retention and archival of data located <http://www.religare.com/>

Contents/information/documents hosted on the Investor Relations page of the website will remain on the Religare.com website for a period of 5 years and then will be archived as per the guidelines specified below.

3. Scope

This policy is applicable for archival of all those documents which are available on Religare website.

4. Retention of Records and Documents

Below locations on Religare website will store data for 5 years, post which it will be achieved as per mentioned details:


- Investor Relations -> Quarterly & Annual Results
 - Link: <http://www.religare.com/QAR-FY2011-12.aspx>
- Investor Relations -> Annual Reports
 - Link: <http://www.religare.com/annual-reports.aspx>

Above mentioned events/information/documents will be hosted on Religare website for a minimum period of five years. Authorized person will ensure these details are available on the website.

5. Archival of Records and Documents

Events, Information and Documents mentioned in above section that have been kept for the required periods (5 Years) on Religare website; and/or are no longer required, must be archived to below link for next 5 years:

- Quarterly Reports Link: http://www.religare.com/QAR_Archive.aspx
- Annual Reports Link: http://www.religare.com/AR_Archive.aspx

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Approval of concerned Authorized individuals from Religare is required for Archival of listed documents:

1. Name: Kuntal Shukla
Designation: Manager
Email ID: kuntal.shukla@religare.com

2. Name: Subhrangshu Neogi
Designation: Director
Email ID: Subhrangshu.Neogi@religare.com

Post 5 years of Archival, data or documents will be purged.

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