

## LIC HOUSING FINANCE LIMITED

### **POLICY ON ARCHIVING OF INFORMATION OR CONTENT HOSTED ON WEBSITE**

#### **OBJECTIVE**

In terms of Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Board of Directors (the "**Board**") of LIC Housing Finance Limited has adopted this Policy at its meeting held on 23<sup>rd</sup> November, 2015 on archiving of Information or Content hosted on website as required under applicable regulations in compliance with the SEBI Regulations.

#### **PREFACE**

In the present digital world, companies create and store electronic documents and information on their websites. The website is a single domain that consists of different web pages within the domain or sub-domains that convey information about the business, its products, financial information, announcements etc. of the company.

LIC Housing Finance Limited's (hereinafter referred to as 'the Company') website is hosted on the domain [www.lichousing.com](http://www.lichousing.com). The website provides reliable information about its business, its products, financial achievements, stakeholders' information etc.

Content archiving is the process of collecting portions of the website and ensuring that the collection is preserved in an archive and maintain records required for statutory purposes. Archived data consists of older data that is still important to the Company and may be needed for future reference, as well as documents / information that must be retained for regulatory compliance.

#### **SCOPE AND APPLICABILITY**

The Policy applies to such documents / information hosted and visible to the public on the Company's website i.e. [www.lichousing.com](http://www.lichousing.com) hosting Investor-related data apart from other information / data about the Company which needs to be archived for statutory purposes.

#### **DATE OF IMPLEMENTATION**

The content archiving policy shall come into force from 1st December, 2015. This policy has been issued with the approval of the Board and shall also be hosted on the website of the Company.

#### **DOCUMENTS/ INFORMATION WHICH SHALL BE ARCHIVED**

- **Financial Data:** The Investor's web pages provide access to financial documents / information for existing and potential stakeholders which are regulatory in nature, including annual reports, financial results, shareholding pattern etc.

- **Press Releases and News Announcements:** The Company's website provides information/ data which is relevant to the media, researchers or investors who seek information on the growth of the company and significant events of the past. This shall also include events or transactions or information which are disclosed by the Company to the Stock Exchanges in terms of Regulation 30 of the SEBI (Listing obligations and Disclosure Requirements) Regulations, 2015.

### **ARCHIVING MECHANISM**

The aforesaid information shall be displayed on the website of the Company for a period of five years from the date of its publication. The aforesaid information which is more than five years old will be archived from the website of the Company and shall be maintained by the Company for a further period of five years using appropriate technology. These archives shall be made available on a written request made to the Compliance Officer / Officer designated for the purpose.

For certain information / data, the validity date may not be known i.e., the content is stated to be perpetual. Under this scenario, the validity date should be mentioned as perpetual. Under no circumstances, any content is to be displayed on the website after the validity date.

With regard to some of the short lived content components like tenders, recruitment, what's new, banners, highlight, photo gallery etc. which would not have any relevance on the website after the event or intended purpose, in that case such content components would have to be regularly reviewed by the respective Heads of the Department.

The content would be reviewed at least two weeks prior to the validity date and if required revalidate the content and modify the validity date. If content is not relevant, then the same would be archived and no longer needs to be hosted on the website.

List of content contributed would be sent to the content contributor two weeks prior to the validity date to revalidate the content and if required modify the validity date. In case of no response, then a reminder would be sent by the Officer designated / responsible for website updation, a week before the validity date and therefore the content would be archived and no longer published on the Website.

### **REVIEW & AMENDMENT**

The Heads of the Department would review and suggest recommendation to Managing Director & CEO for change / amendment to the policy if required in order to align with regulation in force and if found viable will be placed to the Board for its consideration and approval. Where the terms of this policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the law, rule, regulation or standard will take precedence over this policy until such time as this policy is changed to conform to the law, rule, regulation or standard.