

POLICY ON ARCHIVAL OF DOCUMENTS

FCS SOFTWARE SOLUTIONS LIMITED

Contents

1. Background
2. Objectives of the Policy
3. Documents/Information which shall be archived
4. Disclosure
5. Effective Date
6. Amendment

1. BACKGROUND

The Securities and Exchange Board of India (“SEBI”), vide its Notification dated September 2, 2015, has issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Regulations”). The Regulations come into force from December 1, 2015.

Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015 requires every listed entity to make available an archival policy on its website. It is in this context that the Policy on Archival of Documents (“Policy”) is being framed and implemented.

2. OBJECTIVES OF THE POLICY

The objective of this Policy is to comply with Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015, as mentioned below:

“The listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation , and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.”

FCS Software Solutions Limited

Regd. off : 205, 2nd Floor, Aggarwal Chamber IV, 27, Veer Sawarkar Block, Vikas Marg, Shakerpur, Delhi 110 092

Tel: +91-011-42418371, www.fcsltd.com

Corporate Office: Plot No. 83, NSEZ, Noida Phase II, Noida-201305, Tel: 0120-4635900 Fax. 0120-4635941

Email id: Investors@fcsltd.com website:- www.fcsltd.com

Noida Office: A-86, Sector-57, Noida-201301, India, Tel: 0120-3061100, Fax No-0120-3061111

Plot No. 1A, Sector-73, Noida-201301

Chandigarh Office: Plot –J-7, Rajiv Gandhi Chandigarh Technology Park, Kishan Garh Chandigarh-160101

Panchkula Office: Plot No.-11, HSIIDC Park, Sector-22, Panchkula, Haryana -134109

Gurugram Office: Plot No-54, EHTP, Sector-34, Gurugram-122004



3. DOCUMENTS/INFORMATION WHICH SHALL BE ARCHIVED

Any disclosure of events or information which have been submitted by the Company to the Stock Exchange(s) under Regulation 30 of the Listing Regulations and Policy of the Company (Disclosed Information) will be available on the website of the Company for a period of five years from the date of its disclosure. Disclosed Information which is older more than five years old will be archived from the website of the Company. Anyone intending to review those Disclosed Information may write to Compliance Officer of the Company.

4. DISCLOSURE

The Archival Policy is available on the website of the Company i.e. at www.fcsltd.com.

5. EFFECTIVE DATE

The Policy, as approved by the Board of Directors, shall be effective December 1, 2015.

6. AMENDMENT

The Policy shall be reviewed as and when required to ensure that it meets the objectives of the relevant regulation and remains effective. The Chairman & Managing Director and any one of the Chief Financial Officer or Company Secretary have the right to change/amend the policy at any time at his discretion and the new policy shall be displayed to the stakeholders.

FCS Software Solutions Limited

Regd. off : 205, 2nd Floor, Aggarwal Chamber IV, 27, Veer Sawarkar Block, Vikas Marg, Shakerpur, Delhi 110 092

Tel: +91-011-42418371, www.fcsltd.com

Corporate Office: Plot No. 83, NSEZ, Noida Phase II, Noida-201305, Tel: 0120-4635900 Fax: 0120-4635941

Email id: investors@fcsltd.com website:- www.fcsltd.com

Noida Office: A-86, Sector-57, Noida-201301, India, Tel: 0120-3061100, Fax No-0120-3061111

Plot No. 1A, Sector-73, Noida-201301

Chandigarh Office: Plot -J-7, Rajiv Gandhi Chandigarh Technology Park, Kishan Garh Chandigarh-160101

Panchkula Office: Plot No.-11, HSIIDC Park, Sector-22, Panchkula, Haryana -134109

Gurugram Office: Plot No-54, EHTP, Sector-34, Gurugram-122004

