

	TATA POWER DELHI DISTRIBUTION LIMITED	
	WORK INSTRUCTION /OPERATING GUIDELINES	
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Background:

The Tata Power Delhi Distribution Limited (Tata Power-DDL) maintains a website www.tatapower-ddl.com which inter alia contains details of the Company’s business and operations; Company Profile; Corporate Anthem; Corporate Philosophy; leadership; its corporate policies, service offerings; sustainability initiatives. The website also hosts information mandated by statutory authorities under various laws, including the Companies Act, 2013.

Scope of Policy:

This Policy provides a framework for ensuring that information relating to the Company is adequately disclosed on its website as required by law.

Disclosure of Information on website:

The respective Functional Heads will be responsible for ensuring that the information supplied to the Corporate Communications Department for uploading on the Company’s website is correct, complete and kept current at all times. They will be responsible for ensuring that any changes required to be made to keep the information updated is promptly conveyed to the Corporate Communications Department.

The Company Secretary or Compliance Officer appointed will be responsible for ensuring that all information required to be statutorily disclosed on the Company’s website is promptly provided to the Corporate Communications Department for uploading on the website and that the same is correct, complete and kept updated at all times.

Archival Policy:

All events or information disclosed and hosted on the Company’s website shall be available on the Company’s website for a duration approved by the management from the date of uploading of the same on the website. However, based on feedback over a period of time, if the disclosure requires a longer storage, the same will be considered appropriately.

All information required to be uploaded on the Company’s website in pursuance of any other statute / legislation / regulation, shall be hosted on the Company’s website for such period as many be mandated by that statute / legislation / regulation. In cases where the concerned statute / legislation / regulation does not prescribe any period, the required data shall be hosted on the website for a maximum period of two years from the date of uploading or till it is relevant.

Revision of Policy:

The Policy is reviewed on annual basis and updated if required. This Policy may be reviewed and amended by the management, as and when deemed necessary.