Vardhaman Capital Private Limited
Member: NSE, BSE & NSDL (DP)
SEBI Regd. No.: INZ000204533
CIN: U67120WB1995PTC068108

Cyber Security Awareness

Note for our employees, stakeholders and investors

With reference to the advisory received from SEBI regarding conducting a Cyber Security Awareness Campaign among our employees, stakeholders and investors:

We at Vardhaman Capital Pvt. Ltd. worked on the resource material in co-ordination with M/s Odyssey Computer Pvt. Ltd. (a hardware and software service provider) and drafted a concept note with key pointers which need to be remembered and implemented by us all in our day-to-day work.

It is important for the safety and security of our data, hardware and software, and for providing uninterrupted services in the financial world.

Best practices to stay protected from cyber threats in the digital age

Do's

1. Back up your data regularly – only your backup can save you.
2. Change passwords regularly – fortnightly / monthly / quarterly.
3. Ensure that your system has an active antivirus which is updated daily.
4. Use strong passwords which are a combination of upper case, lower case, numbers and special characters.
5. Immediately report any suspicious activity/event on your system to your IT administrator.
6. Use a firewall to permit only the network traffic that is appropriate to the needs of the business or organisation.
7. Enable two-factor authentication (2FA) wherever possible.
8. Use a VPN wherever possible.
9. Allocate administrative privileges to users carefully, and only on a need basis.
10. While working from home on a personal device, please ensure that you are using a private internet connection and a protected PC with the necessary antivirus tools.

Don'ts

1. Don't click on advertisements while browsing.
2. Don't browse unrecognised/untrusted websites.
3. Don't click on hyperlinks in emails received from unrecognised sources.
4. Don't set easy passwords that can be guessed.
5. Don't store all your passwords in Excel files on your system.
6. Don't install any untrusted/unrecognised application on your PC.
7. Don't plug any unrecognised/untrusted USB storage device into your PC.
8. Don't save sensitive information (credit card info, personally identifiable information) on your PC.
9. Don't use any unlicensed software.

Hackers/viruses/malware don't attack the IT department/infrastructure by brute force; they enter through the vulnerabilities/weak links within the organisation. **Staying protected is a collective effort and all must contribute.**

We are disseminating this information in the form of a newsletter for people associated in any capacity with M/s Vardhaman Capital Pvt. Ltd., a SEBI-registered entity.

We trust this information will benefit us all.