

## **BACKUP POLICY**

VARDHAMAN CAPITAL PVT LTD, herewith referred as VCPL, is the SEBI registered Stock Broker & Depository Participant. The under-mentioned backup policy is created by the Compliance Officer and approved by the Board of Directors on 06/06/2022

### **OBJECTIVE**

The objective to design the policy is to store all type of data in such frequency so that it is always available to provide uninterrupted services for business needs and to maintain integrity and availability of information.

Back up device should be kept in remote location for safety and security purpose.

### **INTRODUCTION**

The data can be divided in two parts: -

Front end Data: -This consists of data generated from trading and exchange system. Examples: - Database, Audit Trails, Reports, Logs, History, Reports, Alert log, Market Watch etc.

Back End Data: - This consists of data stored and generated from entries in accounting and other related software's.

### **POLICY**

- There should be a separate set of storage for everyday backup day (Maximum two sets) or otherwise minimum one set should be maintained.
- Backup can be taken on Hard Disk/Cloud and on CD/DVD at end of day or beginning of day. The backup of database is required to be kept in two locations.
- It is advisable to maintain a backup register for all type of backup. In that case the person who is taking the backup should sign it, mentioning the time and date. Compliance Officer is advised to monitor and check the register.

### **ERROR REPORTING**

This is required to make sure that the backup was successful. The error reports can be printed or sent through email. The report will indicate the status of backup with the detailed report on any error.

### **CONCLUSION**

Backup logs are maintained and is tested periodically for consistency. The backup media is stored safely in line with the risk involved and the company has a recovery procedure.

### **APPROVAL AUTHORITY AND REVIEW POLICY**

This policy is approved by the Board of VARDHAMAN CAPITAL PVT LTD.

The policy may be reviewed by the Compliance Officer/ Director and place the changes in policy before the Board.

### **POLICY COMMUNICATION**

A copy of this policy shall be made available to all the relevant staff/persons such as: compliance officer / department in-charge /authorized persons.

Further, a copy of this policy has to be displayed on our website.