

## **CHANGE MANAGEMENT POLICY**

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

### **OBJECTIVE**

To objective of this policy is to ensure that the practice is tracking changes to networks, systems, and workstations including software releases and software vulnerability patching in information systems. Change tracking allows the Department to efficiently troubleshoot issues that arise due to an update, new implementation, reconfiguration, or other change to the system.

### **POLICY**

- The IT staff or other designated employee who is updating, implementing, reconfiguring, or otherwise changing the system shall carefully know all changes made to the system.
- When changes are tracked within a system, i.e. Windows updates in the Add or Remove Programs component updates performed by the IT, they do not need to be logged on the change management tracking log; however, the employee implementing the change will ensure that the change tracking is available for review if necessary.
- The IT Department implementing the change will ensure that all necessary data backups are performed prior to the change.
- The employee/vendor implementing the change shall also be familiar with the rollback process in the event that the change causes an adverse effect within the system and needs to be removed.
- All changes to the CTCL/IBT software if done by the vendor has to be properly informed by the concerned vendor through mail well in advance with details of the new releases and bugs if any.
- After installation, to participate in mock trading to check for the proper working of the changed software.
- All Desktops OS to be periodically checked for updation, patches through WSUS server, antivirus databases to be checked regularly for the recent updates.
- Firewall is to be checked regularly for updates and backup should be done before new up gradation.

- Circulars regarding change to IML/TAP servers should be properly read and backup of important files kept and then go for the changes. Also participate in mock trading to check for the success of the changes done.
- All Trading terminals backup to be taken before any version changes done and participate in mock trading actively to test the software.

**APPROVAL AUTHORITY AND REVIEW POLICY:**

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

This policy may be reviewed as and when there are any changes introduced by any statutory authority or as and when it is found necessary to change the policy due to business needs.

**POLICY COMMUNICATION:**

A copy of this policy shall be made available to all the relevant staff/persons such as: compliance officer / department in-charge. Further, a copy of this policy has to be displayed on our website.