

HCL TECHNOLOGIES LIMITED

Archival Policy

(Effective from January 6, 2016)

ARCHIVAL POLICY

1. Introduction:

Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, requires that the Company shall make disclosures of any material events or information.

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

2. Purpose & Scope:

The purpose of this Policy is to define the period up to which the material information shall be hosted on the website of the Company.

3. Definitions:

“Board of Directors” or **“the Board”** means the Board of Directors of HCL Technologies Limited, as constituted from time to time.

“Listing Regulations” means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

“Policy” means the Archival Policy.

“Material Events” means events as specified in Schedule III to the Listing Regulations from time to time upon occurrence of which the Company shall make disclosures to stock exchange(s) and host such disclosures on its website.

4. Period for hosting the information on the website:

The disclosure of material events shall be hosted on the Company’s website for a period of five years from the date of disclosure of information to the Stock Exchanges.

5. Amendment:

Any change in the Policy shall be approved by the Board of Directors of the Company. The Board shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.