

ARCHIVAL POLICY

1. TITLE

This Policy shall be called '**Archival Policy**'.

2. BACKGROUND

The Securities and Exchange Board of India ("SEBI"), vide its Notification dated September 2, 2015, has issued the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Regulations"). The Regulations come into force from December 1, 2015. The Regulation mandate listed entities to formulate an archival policy. It is in this context that the Policy on Archival of Documents ("Policy") is being and implemented.

3. OBJECT OF THE POLICY

This Policy is framed in accordance with the requirement under Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof).

The Company is required to disclose the policy on its website.

4. DEFINITIONS

"Board" means the Board of Directors of Melstar Information Technologies Limited.

"Company" means Melstar Information Technologies Limited.

"Policy" means this Policy, as amended from time to time.

"Listing Regulations" means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any amendments thereof).

5. ARCHIVAL POLICY

In accordance with the provisional of the aforesaid Regulation, the Company shall ensure that all the information shall be hosted on the Company's website (www.melstar.com) for a period of 5 years and thereafter shall be retained on the Company's website for such period as may be decided by the Managing/Executive Director from time to time, subject to applicable law.

6. EFFECTIVE DATE

The Policy as approved by the Board of Directors shall be effective from 1st December, 2015.

7. AMENDMENTS

The Board shall have the power to amend any of the provisions of this Policy, substitute any of the provisions with a new provision or replace this Policy entirely with a new Policy.