

(AN ISO 9001:2015 CERTIFIED COMPANY)
CIN : L65993DL1994PLC060154

Regd. Office: 209, Bhanot Plaza - II
3, D .B. Gupta Road, Paharganj
New Delhi - 110055

CERTIFIED TRUE COPY OF THE BOARD RESOLUTION PASSED IN THE MEETING OF BOARD OF DIRECTORS OF SUNSHINE CAPITAL LIMITED HELD ON 15TH JULY 2022 AT 11.00 AM AT THE REGISTERED OFFICE OF THE COMPANY AT 209 BHANOT PLAZA-II, 3 D.B GUPTA ROAD, NEW DELHI - 110055

BOARD RESOLUTION:

ADOPTION OF INFORMATION TECHNOLOGY (IT), BUSINESS CONTINUITY (BC), AND DISATER RECOVERY (DR) POLICY.

WHEREAS THE COMPANY is a registered NBFC company and all applicable NBFCs shall frame their Various Policy with the approval of the Board of Directors, enhancing the scope of the guidelines without sacrificing the spirit underlying the below guidelines for the information of various stakeholders.

"RESOLVED THAT as per the latest Master Direction of the RBI, consent of the board be and is hereby given to adopt the Policies in compliance of the RBI/DNBR/2016-17/45 Master Direction DNBR. PD. 008/03.10.119/2016-17 (Updated as on date) applicable to all Non-Banking Financial Company.

RESOLVED FURTHER THAT any Director of the company be and is hereby authorized to submit all the necessary documents to the Reserve Bank of India office, New Delhi and to do all such acts, deeds and things that are necessary to give effect to the said Resolution."

CERTIFIED TRUE COPY

FOR SUNSHINE CAPITAL LIMITED



ANIL PRAKASH
DIRECTOR
DIN: 05187809

SUNSHINE CAPITAL LIMITED

BUSINESS CONTINUITY POLICY

Policy Governance

Frequency of Review	Annual
Framed & Last reviewed	15/07/2022
Amended on	
Approved by	Board of Directors



❖ Introduction

The NBFC (Non-Banking Finance Company) sector has grown in size and complexity over the years. As the NBFC industry matures and achieves scale, its Information Technology /Information Security (IT/IS) framework, Business continuity planning (BCP), Disaster Recovery (DR) Management, IT audit, etc. must be benchmarked to best practices.

2. Accordingly, directions on IT Framework for the NBFC sector that are expected to enhance safety, security, efficiency in processes leading to benefits for NBFCs and their customers are enclosed. NBFCs may have already implemented or may be implementing some of the requirements indicated in the circular. NBFCs are therefore required to conduct a formal gap analysis between their current status and stipulations as laid out in the circular and put in place a time-bound action plan to address the gap and comply with the guidelines.

3. The focus of the proposed IT framework is on IT Governance, IT Policy, Information & Cyber Security, IT Operations, IS Audit, Business Continuity Planning and IT Services Outsourcing. The directions are categorized into two parts, those which are applicable to all NBFCs with asset size above Rs. 500 Crore (Considered Systemically Important) are provided in Section-A. Directions for NBFCs with asset size below Rs. 500 Cr. are provided in Section-B.

4. NBFCs may place these directions before their Board, together with a gap-analysis vis-a-vis the Master Direction and the proposed action by September 30, 2017.

5. NBFCs- Systemically Important shall comply with the Master Directions by June 30, 2018 and other NBFCs (asset size below Rs. 500 Crore) shall comply by September 30, 2018

SUNSHINE CAPITAL LIMITED ("the Company"/SCL) recognizes its role as a corporate citizen and endeavors to adopt the best business practices and the highest standards through transparency in business ethics, accountability to its customers, government and others. The Company's activities are carried out in accordance with good business practices and the Company is constantly striving to better them and adopt the best practices.

The Company is a registered Non-Deposit taking Systemically Important Non-Banking Financial Company ("NBFC-ND-SI") and has received a Certificate of Registration from RBI. The Company's philosophy on Information Technology policy that it's era of technology, Information Technology (IT) aids plenty of resources to enhance the credit system of the country and through the information technology its ease in doing the business in ethical and transparent way ("the Company"/ SCL) recognizes its role as a corporate citizen and endeavors to adopt the best business practices and the highest standards through transparency in business ethics, accountability to its customers, government and others. The Company's activities are carried out in accordance with good business practices and the Company is constantly striving to better them and adopt the best practices.



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❖ **PURPOSE:**

This document outlines the steps required to ensure continuity of the business process at SCL Securities in the event of an anticipated or unanticipated interruption of normal operations. The routine tasks and exception handling mechanism and the staff, vendors and consultants involved are outlined here.

❖ **SCOPE:**

The document covers the I.T. Department of the company and the processes below:

- IT Hardware and Software procurement,
- Installations & maintenance
- On-site and Off-site support (if any) on Software and Hardware
- IT Application Design, Development, Maintenance and Support
- Reports generation

❖ **IMPORTANT TOOLS USED TO CONDUCT BUSINESS:-**

1. Gmail/Google
2. Microsoft Windows and Office
3. Postman - Courier services
4. Quick heal Security
5. Sophos Firewall
6. Tally 7.2
7. Webtel (TDS & Income Tax Return)
8. NAS Storage
9. Google



❖ EXTERNAL AGENCIES:

Product/Service	Name	Address	Contact	Email
Microsoft Windows and Office	HP computer Solutions & Komal Micro Systems- IT Solution	Shanker Road & 21/681, Faiz Road, New Delhi-11005	Sandeep Komal 011-41545464	sales@komalmicrosystems.com
Quick Heal Total Security	Komal micro system- IT Solution	21/681, Faiz Road, New Delhi-11005	Sandeep Komal 011-41545464	sales@komalmicrosystems.com
Sophos Firewall	Komal micro system- IT Solution	21/681, Faiz Road, New Delhi-11005	Sandeep Komal 011-41545464	sales@komalmicrosystems.com
Tally	Tally ERP & Komal micro system- IT Solution	Online Support & 21/681, Faiz Road, New Delhi-11005	Support	support@tallysolutions.com, sales@komalmicrosystems.com
Webtel	Webtel Support, & Komal micro system- IT Solution	Online Support & 21/681, Faiz Road, New Delhi-11005	Support	support@webtel.in, sales@komalmicrosystems.com
Google	Email	Online Support	Support	Online Support

❖ DATA STORAGE LOCATION AND DATA BACKUP:

Sr. No.	Location	Content	Backup	Backup Owner
1	NAS Storage	Dept. files	Manual + Auto	IT Dept.
2	Microsoft Office	Tally/NAS Backups	Manual	IT Dept.

For SUNSHINE CAPITAL LIMITED



DIRECTOR