## **JC**ΛΡCPL

Dated: January 31, 2024

## CIRCULAR

JCAPCPL has an Information Security Policy for protection of confidentiality, integrity and availability of data and records that are received, stored and transmitted in electronic form including personal sensitive information received from and with respect to its employees, persons hired on temporary basis, trainees, business partners, vendors, customers and service providers associated with the Company.

Every employee has an obligation to report potential and actual violation of the abovementioned policy.

All queries, question and reporting pertaining to the policy, including violation thereof, should be addressed to Mr. Shambhu Tiwary, Grievance Officer for the policy. Mr. Tiwary shall also be the contact person for receiving & handling requisitions from the Nodal Officer for monitoring or collection of data

Mr. Tiwary may be contacted either through e-mail at : <u>shambhu.tiwary@jcapcpl.com</u> or on mobile at + 919234551859.

(Ujjal Chakraborti) Managing Director