



## ***SUNRISE GILTS & SECURITIES PVT. LTD.***

### **BACKUP & RECOVERY POLICY**

**(EFFECTIVE DATE: 10/06/2025)**



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<b>Approved by:</b>	BOARD OF DIRECTORS
<b>Organization:</b>	SUNRISE GILTS & SECURITIES PRIVATE LIMITED
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#### Document Control

**Document Title** Backup & Recovery Policy

#### Version History

Version No.	Version Date	Author	Summary of Changes
1.1	10/06/2025	PRATIK KUMAR MORE	Review and Approval of BOD

#### Approvals:

Name	Title	Approval Date	Version No
PRATIK KUMAR MORE	Backup & Recovery Policy	28/05/2025	1.1



## **BACKUP & RECOVERY POLICY**

### **1. Purpose:**

The purpose of this Backup & Recovery Policy is to ensure that all critical data, systems and applications of Sunrise Gilts & Securities Pvt. Ltd. are regularly backed up and can be restored in case of:

- System failure
- Data corruption
- Cyber incident
- Accidental or unauthorized deletion
- Disaster situations

### **2. Scope:**

This policy applies to:

- All proprietary trading systems
- Dealer terminals
- Back-office and accounting systems
- Servers, databases and network devices
- All employees and IT administrators

### **3. Applicability:**

The Company is engaged only in **Proprietary Trading** and does not maintain client data. This policy covers **internal operational and trading data only**.

### **4. Backup Strategy:**

#### **4.1 Backup Frequency:**

- **Daily backups** of all critical systems and user data
- **Weekly full backups**
- Backup success is verified through system reports

#### **4.2 Data Covered:**



- Trading data
- Accounting records
- System configuration files
- User documents
- Software license records

#### **5. Backup Media & Storage:**

- Backup data is stored on secure media / cloud / encrypted storage.
- Copies of backup data are stored at **offsite location**.
- Backup media is protected from unauthorized access.

#### **6. Backup Logs & Monitoring:**

- Daily backup logs are maintained.
- Logs record:
  - Backup status
  - Date and time
  - Systems covered
  - Errors, if any
- Logs are reviewed by IT Administrator.

#### **7. Recovery & Restoration:**

##### **7.1 Recovery Scenarios:**

Scenario	Recovery Objective
Disk failure	Restore to last committed transaction
Data corruption	Point-in-time recovery
Object deletion	Restore previous version
Cyber incident	Restore clean backup

#### **8. Restore Testing:**

- Periodic restore tests shall be conducted.
- Test results shall be documented.
- Failures shall be escalated to Management.

#### **9. Retention Period:**

Backup data and logs shall be retained for a minimum period of **5 years or as prescribed by regulators, whichever is higher**.



**10. Security of Backups:**

- Backup data shall be encrypted where feasible.
- Access restricted to authorized personnel only.
- No unauthorized deletion or modification permitted.

**11. Policy Review:**

This policy shall be reviewed annually or upon system/regulatory changes.

**12. Approval:**

This policy is approved by the Directors of Sunrise Gilts & Securities Pvt. Ltd.

