

# MBL AND COMPANY LIMITED

## BACKUP POLICY

All the important data backup is taken on daily basis. Backup is taken to prevent loss of data in the event of equipment failure or destruction.

### Backup Storage

There shall be a separate or set of storage for each backup day. The old data is kept at the back up site for the period of 10 Years.

### Monthly Backups

Every month a monthly backup shall be made using the latest backup on the USB hard disk and the same is taken to separate location by the directors.

**Policy last reviewed on December 31, 2024**