



NSE Clearing Limited

E-Waste Policy

PREMISES AT EXCHANGE PLAZA AND OTHER OFFICE PREMISES

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1. Purpose

NSE Clearing Limited affirms its commitment to environmental protection by ensuring proper E-Waste management through this E-Waste policy (Policy). NSE Clearing Limited seeks to address concerns over the management, handling and disposal of electronic waste generated by and in premises as per statutory requirements and industry standards.

The objective of this Policy is to provide a framework for the effective management, handling and disposal of E-Waste generated by and in NSE Clearing Limited premises, in line with the applicable statutory requirements prescribed under E-Waste (Management and Handling) Rules, 2011 ("Rules").

This Policy will contribute towards vision of being a responsible corporate citizen and also to reduce any negative or adverse impact on the environment caused by NSE Clearing Limited.

Through this Policy, NSE Clearing Limited seeks to:

- a. Achieve environmentally responsible disposal of E-Waste to the maximum possible extent.
- b. Adhere to E-Waste regulations.
- c. Carry out E-Waste disposal only through E-waste handlers/recyclers authorized by Ministry of Environment and Forests/Central or State Pollution Control board or other regulatory bodies.

2. Scope

The policy is applicable to all processes, systems, employees, third party vendors, contractors and sub-contractors of NSE Clearing Limited.

3. Policy Governance

This policy establishes, communicates, and enforces cybersecurity measures based on NSE Clearing's context, objectives, strategy, and priorities. The needs and expectations of internal and external stakeholders are understood and considered.

3.1. Ownership

This policy is maintained by Cyber Information Security (CIS) function and approved by the Governing Board of NSE Clearing.

3.2. Review frequency

The policy shall be reviewed at-least annually or when any significant changes occur to NSE Clearing's changing cyber threat landscape or major regulatory directions.

3.3. Exceptions

All exceptions shall be documented and presented to the IT committee for review and approval.

4. Policy

For the purpose of this Policy, **E-Waste/Electronic Waste** is defined as waste electrical and electronic equipment, whole or in part which are intended to be discarded. It is clarified that electrical and electronic equipment shall mean any equipment that is dependent on electrical

currents or electro-magnetic fields to be fully functional. Indicative list of E-Waste given in Annexure – A.

4.1 Conditions for disposal of IT assets

1. Where the computer is in working order but inadequate for the designated purpose, it is expected that as far as is practicable the first consideration shall be for internal reassignment. Thus, it shall be assigned to other departmental functions for which the capacity is appropriate.
2. Secondly, reasonable effort shall be made to see if there is any other department that may wish to make use of the equipment. Technology team may be called upon to assist in this investigation.
3. Equipment with residual value but which are inadequate for the business may be sold to members of the department or outside bodies.
4. Where equipment has little resale value, consideration should be given to donating it to a charitable endeavor.
5. If the equipment cannot be used, it should be scrapped for parts or disposed of in accordance with the policy and guidelines for disposal.

4.2 Identification of IT Equipment Assets

IT equipment and devices that have the ability and capability to store NSE Clearing Limited information and sensitive data include:

1. PCs
2. Laptops
3. Mobile phones
4. Multi-Functional Devices - printers/scanners
5. Servers
6. USB memory sticks and external hard drives
7. Asset Tags
8. Staff/student(s) should be aware of the origin of the IT equipment being used to fulfil NSE Clearing Limited business activities. All IT equipment which has been purchased via an NSE Clearing account shall have an asset tag assigned to it. Where practical, the asset tag shall be physically visible on the equipment stipulating that it is the property.

4.3 Ways of IT Assets Disposal

1. Data Degaussing

Tape and disk media such as computer and laptop hard drives, diskettes, reels, cassettes and cartridge tapes shall be processed for reducing or eliminating an unwanted magnetic field (or data) stored on it. When exposed to the powerful magnetic field of a degausser, the magnetic data on a tape or hard disk is neutralized or erased. Degaussing is the guaranteed form of hard drive erasure, as such; it serves as the standard method of data destruction.

2. Equipment Remarketing:

Technology assets (such as PCs, laptops, and servers) that are less than three to four years old have resale value. Technology team should work to recoup that value through a variety of remarketing channels. Re-selling, selling to employees or donating to schools or foundations are all ways to get value back from your old technology.

3. Equipment Recycling

As far as possible the equipment shall be recycled and used. A Certificate of Electronic Equipment Destruction (CEED) should be provided for all recycled technology assets.

4.4 Obsolete IT Assets:

Any and all computer or computer-related equipment that no longer meet requisite functionality or is identified as obsolete shall be classified in accordance with NSE Clearing's asset obsolescence policy. For identifying and classifying IT assets as obsolete is the sole province of National Stock Exchange Clearing Limited IT department. Decisions on this matter shall be made according to National Stock Exchange Clearing Limited's purchasing/procurement strategies. Equipment lifecycles are to be determined by IT asset management best practices (i.e. total cost of ownership, required upgrades).

5. Stakeholders

The following departments are the key stakeholders of this Policy:

1. Administration and the Premises Department
2. Technology Department.
3. Any other Department associated with disposal of E-Waste.

(Above mentioned Departments are collectively called "Policy Drivers")

6. Process for collection and disposal & Roles and Responsibility

As per Rules, NSE Clearing is deemed to be a Bulk consumer of electrical and electronic equipment.

Policy Drivers shall identify and collect all E-Waste generated on NSE Clearing premises in the manner and method deemed fit by such Departments. Policy drivers shall follow the asset disposal process for authorization and shall dispose the E-Waste collected by them respectively in accordance with the provisions of this Policy and the disposal of the E-Waste shall be at frequency as may be decided by the Policy Drivers.

7. Vendor onboarding and Responsibilities

Respective Policy Driver shall identify suitable vendor/s for disposal of E-Waste from NSE Clearing premises. Policy Drivers shall conduct a due diligence of identified/shortlisted vendors to ensure that such vendors have been certified and recognized/accredited by Regulatory/Government authority in accordance with the Rules. Policy Drivers shall ensure that NSE Clearing engages and appoints only such vendors as its authorized collection centers or registered dismantlers or recyclers, as may be the case.

The Policy Driver shall also ensure that the appointed vendor/s provides NSE Clearing with requisite certificate regarding disposal of such E-Waste in line with the statutory requirements.

8. Compliance with Policy

Policy Drivers shall deploy suitable processes to monitor compliance with this policy including compliance with statutory authorities and shall compile compliance reports and present the same to the management.

The above Policy is viewed by the Administration, Premises, Technology, Legal, Business Excellence, Societal and CSR Focus Groups.

9. Annexure – A

1	Centralized Data Processing
2	Main Frames
3	Printer Units
4	Minicomputers
5	Personal Computing
6	Personal Computers (CPU, Mouse, Screen, Keyboard, Included)
7	Laptop Computers (CPU, Mouse, Screen, Keyboard, Included)
8	Notebook Computers
9	Note Pad Computers
10	Printers
11	Copying Equipment
12	Pocket and Desk Calculators
13	User terminal and Systems
14	Light Fittings/ Bulbs / Tubes
15	Audio/Video Conferencing System
16	LCD Monitors, Projectors, Plasma Screens
17	Photocopying Machine, Tonners
18	Refrigerators
19	Heaters
20	Air Conditioners
21	Telephone, Telefax, Facsimile, and other Telecommunication Systems
22	UPS, DGS Sets, Cables
23	Other Product and equipment for the collection, processing, presentation or communication of information by electronic means
24	Wastes which could contain hazardous chemicals like Cadmium, Mercury, Lead and Polychlorinated Biphenyl,
25	Any other items which the concerned Department may think fit ids Hazardous to Environment, Health, Safety
26	Batteries – regulations pertaining to batteries shall also be followed