

# **ARCHIVAL POLICY**

## **SAMTEL INDIA LIMITED**

### **A. PREAMBLE**

Regulation 30 (8) of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) requires that every listed company should disclose an “Archival Policy” on the website of the Company.

This Policy aims to decide the process and manner of archiving the disclosures made to the Stock Exchanges under the Listing Regulations (the “disclosures”) and other relevant information which are hosted on the website of the Company [www.samtelgroup.com](http://www.samtelgroup.com).

### **B. ARCHIVAL PROCESS**

The Company shall host all the disclosures and such event and information which have been disclosed to the Stock Exchange given under Regulation 30 of the Listing Regulations, on its website for a minimum period of 5 years from the date of disclosure to the Stock Exchange(s).

The disclosures and information shall be in a non-editable format and cannot be deleted from the server of the Company. However same shall be retrievable from the server as and when required for a further period of 3 (three) years. Thereafter the said information, documents, records may be destroyed as per the policy on preservation of documents.

### **C. ACCESS TO ARCHIVED DOCUMENTS**

The Managing Director, Chief Financial Officer, Company Secretary and any other person duly authorized by the Board, of the Company shall have access to all archived documents.

### **D. DISCLOSURE**

The Policy shall be disclosed on the website ([www.samtelgroup.com](http://www.samtelgroup.com)) of the Company and a web link for the same shall also be provided in the Annual Report of the Company.

E. **AMENDMENT TO THE POLICY**

The Board may amend, abrogate, modify or revise any or all clauses of this Policy in accordance with the applicable provisions of the Listing Regulations and amendment thereto notified by the Securities and Exchange Board of India and/or Stock Exchanges, from time to time. However, amendments in the Listing Regulations shall be binding even if not incorporated in this Policy.