



SURAT TRADE AND MERCANTILE LIMITED

CIN: L17119GJ1945PLC000214

Registered office: 6th Floor, Tulsi Krupa Arcade, Near Aai Mata Chowk, Puna Kumbharia Road, Dumbhal, Surat, Gujarat, 395010

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ARCHIVAL POLICY

1. INTRODUCTION:

The Securities and Exchange Board of India (SEBI) on 2nd September, 2015 issued the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as the “Regulations”) with the aim to consolidate and streamline the provisions of existing Listing Regulations thereby ensuring better enforceability and bringing the basic framework governing the regime of Listed Entities in line with the Companies Act, 2013 and at the same time compiling all the mandates of varied SEBI Regulations / Circulars governing Equity as well as Debt segments of capital market.

Prior to this Regulations, the regulations were enforced through Listing Regulations and where spread under different regulations for different types of securities. The present consolidation helps in harmonization and reinforcement of listing regulations for different types of securities. The securities presently covered by the Regulations are equity and convertible securities, non-convertible preference shares, debt securities, securitized debt instruments, IDRs and units of mutual funds.

2. ARCHIVAL POLICY:

The Policy is in compliance with Regulation 30(8) of the Regulations. This Policy aims to achieve the disclosures made to Stock Exchanges under Regulation 30 of the Regulations to be hosted on the website of the Company.

3. ARCHIVAL PROCESS:

The Company shall host all the disclosures on its website for a minimum period of 5 years. After completion of 5 years, all such disclosures shall be preserved permanently in a secured server of the Company. Such disclosures shall be preserved in a logical manner viz. as per nature, date of disclosures etc. The disclosures 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.

4. ACCESS TO ARCHIVED DOCUMENTS:

The Managing Director, Chief Financial Officer, Chief Executive Officer, Senior President and Company Secretary of the Company shall have access to all archived documents.

5. DISCLOSURE:

The Policy shall be disclosed on the website of the Company and any one of the Key Managerial Personnel shall be authorised to make necessary disclosure(s).

6. AMENDMENT TO THE POLICY:

The Board of Directors shall alter, amend or modify the clauses of this Policy from time to time in line with the requirement of the SEBI Guidelines or any other rules, regulations etc., which may be amended and applicable from time to time.