



ARCHIVAL POLICY

BACKGROUND

The Securities and Exchange Board of India (“SEBI”), vide its Notification dated September 2, 2015, has issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”). The Regulations come into force from December 1, 2015. The Listing Regulations mandate listed entities to formulate an archival policy. It is in this context that the Policy on Archival of Documents (“Policy”) is being framed and implemented.

OBJECTIVE

This Policy aims to achieve the disclosures / information being made to Stock Exchanges under Regulation 30 of the Listing Regulations to be hosted on the website of the Company i.e., www.seil.co.in and the same is to be archive on completion of 5 years from the date of being disseminated on the website of the company.

EFFECTIVE DATE

This Policy shall come into force and effective from 02nd February, 2016.

ARCHIVAL PROCESS

The Company shall host on its website all such events or information which has been disclosed to stock exchange under the Regulation 30 of the Listing Regulations for a minimum period of 5 years. On completion of 5 years, all such events or 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 by the authorized person from the server as and when required.

ACCESS TO ARHIEVED DISCLOSURES

The Managing Director, Chief Financial Officer and Company Secretary or such other executive of the company to be decided by the Board from time to time shall have access to all archived documents.





DISCLOSURE

What so ever events or information shared with the stock exchanges in compliance with Regulation 30 of the Listing Regulations, the same shall be disseminated on the website of the company and shall keep the same for a minimum period of 5 years and on completion of said 5 years, and the same shall be archived as per this policy.

The company will not only disclose the information as required under Listing Regulations but shall also disclose such other information which it may feel material one and the same be disseminated on the website of the company.

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.

