



**TATA TELESERVICES (MAHARASHTRA) LIMITED**

**Corporate Identification Number:** L64200MH1995PLC086354

**Registered Office:** Voltas Premises, T. B. Kadam Marg, Chinchpokli, Mumbai – 400 033

**Tel:** 91 22 66671414 **fax:** 91 22 66605335 **Email:** [investor.relations@tatatel.co.in](mailto:investor.relations@tatatel.co.in)

**Website:** [www.tatateleservices.com](http://www.tatateleservices.com)

**ARCHIVAL POLICY**

**1. 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”) that have come into effect from December 1, 2015.

As per Regulation 30 of the Listing Regulations, the Company is required to frame an archival policy for archival of the disclosure of events or information made to stock exchanges and placed on the Company’s website.

**2. Objective of the Policy**

Pursuant to Regulation 30(8) of the Listing Regulations, the Company shall disclose on its website all such events or information which have been disclosed to the Stock Exchanges under the Listing Regulations and such disclosures shall be hosted on the Company’s website for a minimum period of five (5) years and thereafter as per the archival policy of the Company, as disclosed on the website of the Company.

**3. Archival of Information**

Accordingly, all such events/information disclosed to the Stock Exchanges pursuant to Regulation 30 of the Listing Regulations, which are hosted on the website of the Company for a minimum period of five (5) years, shall be archived and maintained by the Company for a further period of minimum three (3) years in the manner as deemed appropriate by the Company. This Policy shall be disclosed on the Company's website i.e., [www.tatateleservices.com](http://www.tatateleservices.com)

**4. General**

In case of any subsequent changes in the provisions of the Listing Regulations or any other regulations which make any of the clauses/provisions in this Policy inconsistent with the Listing Regulations, the provisions of Listing Regulations shall prevail over this Policy.

**5. Effective Date**

This Policy of the Company shall be effective from December 1, 2015.

**6. Amendments**

The Company may review and revise the Policy from time to time as deemed necessary.