
UNIINFO TELECOM SERVICES LIMITED

POLICY ON ARCHIVAL OF DOCUMENTS

1. Preamble

The Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("**SEBI LODR**") came into force from December 1, 2015. In accordance with Regulation 30 of SEBI LODR, the Board of Directors of **Uniinfo Telecom Services Limited** ("**the Company**") is required to frame a Policy on Archival of Documents ("**Policy**").

Accordingly, the Board of Directors of the Company on January 17, 2018 has adopted the Policy.

2. Objective and Scope

Pursuant to regulation 30(8) of SEBI LODR, the Company shall disclose on its website certain events or information prescribed therein to the stock exchange. Such disclosures shall also be made available on the Company's website for certain periods as statutorily required. This Policy shall be disclosed on the Company's website www.uni-info.co.in in order to inform the stakeholder to facilitate them to retrieve past information which is of statutory nature for a period as disclosed in the Policy.

The objective of this Policy is to disseminate equal, adequate and timely information to the shareholders through the website of the Company and to enable them to track the performance of the company over regular intervals of time and provide sufficient information to enable investors to assess the current status of the Company.

3. Archival policy

The Company shall disclose events and information to the Stock exchange in line with the Company's Policy on determination of Material Events/Disclosures and as per the regulations and such disclosures shall be hosted on the website of the Company for a period of five years. The same shall be archived so as to be made available for retrieval for a further period of three years by storing the same on suitable media. Thereafter, the said information, documents records may be destroyed as per the policy on preservation of documents.