

Outline for SOP in the context of Regulation 30 of the Listing Regulations

- Purpose and Coverage:
 - Clearly define the purpose and coverage of the SOP, explaining its importance in complying with Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements).
- Regulatory Framework:
 - Provide an overview of the regulatory framework, including the relevant provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and any other applicable guidelines or circulars
- Definitions and Key Terms:
 - Provide definitions for relevant terms used in the SOP to ensure clarity and understanding among users.
- Roles and Responsibilities
 - Identify key roles and responsibilities of Board of directors, KMPs, Compliance Officer, SMPs
 - **Identification of 'relevant employees'** for escalation of the details of event / information to KMPs responsible for determining material events ('Responsible KMPs')
 - Identification of responsibility centers for identification/ escalation of material events as well as who needs to ensure regular follow up on the understanding and implementation of the process under the SOP
 - Setting out the mechanism for **flow of information from the source of information/ event to the KMPs**
- Materiality Determination:
 - Guidance on Schedule III items (Para A of Part A)
 - Guidance on Identification **events emanating within or outside the listed entity**
 - Guidance on on the meaning of items provide under Para A and Para B of Part A, wherever required
 - Define the **criteria and methodology for determining material** events or information (Schedule III Para B of Part A) that require disclosure under Regulation 30.
 - The **factors to consider**, such as **financial impact, strategic importance, legal or regulatory implications, or impact on the market price of securities.**

- **Guidance on the matters falling outside the list** of Schedule III to be identified as a potential material event/ information for escalation
- Timelines and disclosure
 - Outline the timelines for making disclosures as per Regulation 30, including immediate, periodic, or event-based disclosures
 - Specify the modes of disclosure, such as stock exchange filings, press releases, company websites, or any other approved communication channels.
 - Specify the documentation and supporting evidence required for each disclosure.
- Communication and Training:
 - Frequency and manner of sensitization of relevant employees as well as other officers of the listed entity
 - on the meaning and implementation of SOP
 - Schedule III items (Para A and Para B of Part A)
 - on their obligations and the proper procedures for compliance.
 - Specify the methods for disseminating information internally and externally.
- Monitoring and compliance
 - **Describe monitoring mechanisms to track compliance with regulation 30**
 - Discuss **corrective actions** and **escalation process** in case of non-compliance or breaches.
- Record Keeping and Documentation:
 - Explain the requirements for maintaining records related to Regulation 30, including the duration and storage methods.
 - Specify the retention period for records and documents, as per SEBI regulations and any other applicable laws.
- Review and Revision:
 - the process for periodically reviewing and updating the SOP to align with any changes in SEBI regulations or best practices.
 - Identify the stakeholders responsible for reviewing and approving any revisions to the SOP.