STARDOM UNIVERSITY

Regulatory Communications Policy

Field	Details
Policy ID	SDU-GOV-REGULATORY
Version	1.0

1. Purpose

Ensures communications with regulators are accurate, timely, authorized, documented, and coordinated across relevant units.

2. Scope

Applies to personnel who receive, prepare, approve, send, or respond to regulatory communications.

3. Core Principles

- **Accuracy —** Submissions rely on reliable, verified records.
- **Deadlines —** Deadlines are recorded, assigned, and monitored.
- **Authorization —** Responses are approved by an authorized role before submission.
- **Documentation —** The incoming message, response, proof of submission, and follow-up are retained.
- **Confidentiality —** Sensitive records are shared securely with authorized persons.

4. Procedures and Responsibilities

Receipt and logging — The communication, date, deadline, and responsible unit are logged.

Preparation and review — The relevant unit prepares an evidence-based response for review before sending.

Submission and follow-up — The representative submits the approved response, retains proof, and tracks follow-up.

Contact changes — Changes to representative details are checked against current regulator instructions.

5. Records and Evidence

Evidence generated under this policy is retained under applicable legal requirements and the Document and Records Management Policy.

6. Review and Amendment

The policy is reviewed periodically and after material changes. It may not be published as approved until the authorized authority approves and records the version.