



## **ARCHIVAL POLICY**

(Last reviewed on April 16, 2025)

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## **ARCHIVAL POLICY**

### **1. Background**

Regulation 51(3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”) requires the Company to disclose on its website all such events or information which has been communicated to the Stock exchanges under the Listing Regulations, such information which has been communicated to the Stock Exchanges shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the Archival Policy (“Policy”) of the Company.

In line with the above, the Company will adopt the following policy for archival of the disclosures made on the website for information and events communicated to the stock exchanges under Regulation 51 of the Listing Regulations.

### **2. Objective**

The Objective of this Policy is to enhance transparency, accountability and better relationship with stakeholders, by providing for framework for disclosure of required information/ events on the website of the Company. This policy is made to ensure protection, maintenance and archival of its disclosures, documents and records that are placed on the website.

### **3. Archival Process**

- i. All disclosures of information and events communicated to the Stock Exchanges under Regulation 51 of the Listing Regulations will be hosted on the website of the Company under the section entitled “*Investors*” for a period of five years and thereafter it will be shifted to the section entitled “*Investors-Archives*” hosted on the website of the Company.
- ii. The disclosures of information and events communicated to the Stock Exchanges will be retained on the website of the Company in the section entitled “*Investors-Archives*” for a minimum period of one year. After the expiry of said time period, the disclosures of information and events will be removed from the website of the Company. Such removal may be done on a quarterly basis or such other period at the discretion of the Company Secretary.
- iii. For disclosures made under other statutes / legislations:
  - a) All information required to be uploaded on the Company's website in pursuance of any other statute / legislation / regulation, shall be hosted on the Company's website, in the form, manner and for such period as may be mandated by that statute / legislation / regulation, etc.
  - b) In cases where the concerned statute / legislation / regulation does not prescribe any period, the required data shall be hosted on the website for a minimum period of one year from the date of uploading, if deemed necessary.

### **4. Laws to take precedence and amendments:**

If any of the provisions of this Policy are inconsistent with the applicable laws, then the provisions of applicable laws shall prevail over the Policy to that extent and the Policy shall be deemed to have been amended so as to be read in consonance with applicable laws.

As this Policy is pursuant to the applicable laws, if any change to applicable laws or interpretation thereof necessitates any change to the Policy, this Policy shall be read so as to accommodate the changes. The Company Secretary will review the Policy to give effect to above, as and when need arises, till such time as the Board of Directors makes the necessary changes to the Policy.

## **5. Review:**

This policy will be annually reviewed and amended based on any changes in the laws, rules and regulations applicable to the Company from time to time or changes in internal processes.

## **6. Dissemination of Policy**

This Policy shall be hosted on the website of the Company at <https://www.hdbfs.com/investors>