



ARCHIVAL POLICY

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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, which will be disclosed on its website i.e. "www.hdbfs.com".

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. Archival Process

- i. All the relevant 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 "*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 "*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. This policy will be periodically 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.
- iv. This policy shall also be disclosed on the website of the Company.

3. 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.

The Board of Directors of the Bank shall make such alterations to this Policy as and when necessitated or as deemed fit, provided they are not inconsistent with the provisions of the applicable laws.