

**Suryoday Small Finance Bank Limited**

## **Archival Policy**

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**Policy Version Control:**

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## 1. Background

Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI Listing Regulations**”), requires that listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosure shall be hosted on the website of the listed entity for a minimum period of 5 years and thereafter as per the Archival Policy of the listed entity, as disclosed on the website. In accordance with the Regulations 30(8) and 46 of the SEBI Listing Regulations, Suryoday Small Finance Bank Limited (the “**Bank**”) is required to disclose on its website all such events and/or information which have been communicated to the BSE Limited and National Stock Exchange of India Limited (“**Stock Exchanges**”) under the SEBI Listing Regulations, for a minimum period of five years pursuant to Regulation 30 of SEBI Listing Regulations .. On expiry of said 5 years, the Bank will adopt the following process for archival of the disclosures made on the website.

## 2. Purpose and Objective of the Policy

In compliance with the provisions of Regulation 30(8) of the SEBI Listing Regulations, the Bank adopts the Archival Policy (“**Policy**”) to ensure archival of the disclosures made on the website for information and events communicated to the Stock Exchanges under Regulation 30 of the SEBI Listing Regulations.

In the event of any conflict between the provisions of this Policy and the Applicable Laws/ Regulations / Rules (“**Applicable Laws**”), the Applicable Laws shall prevail over this Policy.

## 3. Information Hosting and Archival Process

- i. All the relevant disclosures of information and events communicated to the Stock Exchanges under Regulation 30 of the SEBI Listing Regulations will be hosted on the website of the Bank under the section entitled ‘*Disclosures to Stock Exchanges*’ for a period of five years and thereafter, it will be shifted to the section entitled ‘**Archives**’ hosted on the website of the Bank.
- ii. The disclosures of information and events communicated to the Stock Exchanges will be retained on the website of the Bank in the section entitled “**Archives**” for a minimum period of one year. Such disclosures which have been shifted to the section entitled “**Archives**” hosted on the website of the Bank may be archived from the website of the Bank after completion of the two years, commencing after completion of the five years period as prescribed under the SEBI Listing Regulations. Subsequently, anyone intending to review archived information and events communicated to the Stock Exchanges may write to the Company Secretary of the Bank.

- iii. The process for hosting and archival of events/information filed with the stock exchanges under Regulation 30 of the SEBI Listing Regulations shall be as follows:
- a) The Company Secretary of the Bank or any member of the Corporate Secretarial team as authorized by the Company Secretary shall provide the events/information filed with the stock exchanges under Regulation 30 of the SEBI Listing Regulations to the IT Team/ Corporate Communications team of the Bank for uploading under the '*Disclosures to Stock Exchanges*' section of the website of the Bank after filing of events/information to stock exchanges.
  - b) The Company Secretary of the Bank or any member of the Corporate Secretarial team as authorized by the Company Secretary shall ensure that the said information provided to the IT Team/ Corporate Communications team, is uploaded within 2 working days on the website of the Bank which shall remain on the website of the Bank under '*Disclosures to Stock Exchanges*' section of the website for the period as specified in this Policy.
  - c) The content of '*Disclosures to Stock Exchanges*' section of the website of the Bank shall be reviewed by the Company Secretary of the Bank or any member of the Corporate Secretarial team as authorized by the Company Secretary on half yearly basis in order to ensure update and removal of events/information filed with the stock exchanges under Regulation 30 of SEBI Listing Regulations.

#### **4. Effective date of Policy**

This Policy shall be effective from the date of listing of the Equity shares of the Bank on the Stock Exchanges.

#### **5. Disclosure**

Adoption of this Policy shall be communicated to the Stock Exchanges where the Bank's equity shares are listed.

This Policy shall also be disclosed on the website of the Bank.

#### **6. Removal of records from website**

The information/disclosures/documents etc., as disclosed on the Website of the Bank as aforesaid, may be removed/deleted from the website after completion of such disclosure period, as prescribed under the applicable Regulations, as amended from time-to-time.

#### **7. Archiving**

Post completions of the disclosure period, the records removed from the website shall be placed in electronic archives. Depending upon the criticality/ importance of records being removed. The

Bank may retain those records having long term value in the archives for permanent/ specified period storage and to suitably deal with the records accordingly with the requisite approvals.

#### **8. Review and revision**

This Policy will be reviewed once in two years or earlier, if required, and will be amended based on any changes in the laws, rules and regulations applicable to the Bank from time to time or changes in internal processes. However, the amended regulatory provisions will be implemented in accordance with the timelines and shall supersede the Policy till the time Policy is suitably amended with the approval of the Board.

The Board shall have the power to amend any of the provisions of this Policy, substitute any of the provisions with a new provision or replace this Policy entirely with a new Policy.