



ARCHIVAL POLICY OF THE SOUTH INDIAN BANK LIMITED

Confidential

Version 3.0

Version	Date	Department
FORMATION	DBR/SEC/S-246/2015-16 dated 20-01-2016	Secretarial Dept.
Version 1.0	DBR/SEC/S-108/2021-22 dated 22-07-2021	Secretarial Dept.
Version 2.0	DBR/SEC/S-105/2022-23 dated 12-07-2022	Secretarial Dept.
Version 3.0	DBR/SEC/S-102/2023-24 dated 31-07-2023	Secretarial Dept.

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➤ **LEGAL FRAME WORK:**

Regulations 30(8) and 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 require all listed companies to disclose on its website all such events or information which have been submitted by the Company to the Stock Exchange(s) under Regulation 30 of the Listing Regulations for a period of five years from the date of its disclosure.

Disclosed Information which is over five years old will be archived from the website of the Company as per the archival policy of the listed entity as disclosed on its website.

This Policy shall be effective from December 1, 2015.

➤ **SCOPE:**

This policy covers all events or information which has been disclosed to Stock Exchange(s) and hosted on the website of the Bank in accordance with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

➤ **OBJECTIVE OF THE POLICY:**

The South Indian Bank Limited (“Bank”) in continuation of its strong commitment to the highest standards of transparency, accountability and good corporate governance, has formulated this policy for ensuring protection, maintenance and archival of its disclosures, documents and records that are placed on its website www.southindianbank.com.

➤ **ARCHIVAL REQUIREMENT:**

The events or information which has been disclosed by the Bank to the Stock exchanges in terms of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 will be hosted on the website of the Bank for a period of five years from the date of such hosting. The Bank should ensure to update any change in the content of the website within two working days of such change.

The Company Secretary of the Bank will have the responsibility for periodically reviewing the content hosted on the website in relation to preservation / maintenance of Listing Records.



Content Archival

The content of the website of the Bank will be reviewed on an ongoing basis. On a quarterly basis, all announcements/ disclosures on the website would be moved to an archival folder after a period of 5 years from the date on which such disclosures/announcements were made. The archived folder would be available for a period of one year under the Heading “Past events/Information”

After the expiry of one year, on a quarterly basis the archived disclosures/ announcements will be removed from the website of the Bank. However, a log of such disclosures be maintained for a period of two years.

➤ RIGHT TO ACCESS / RETRIEVE:

The Company Secretary and his subordinate (direct report) in the Secretarial Department, shall have the right of access to the Listing Records.

➤ PERSON RESPONSIBLE:

The Company Secretary shall be responsible for ensuring compliance under this Policy.

➤ REVIEW OF THE POLICY:

In case there are any regulatory requirements seeking modifications to the policy, the policy shall be reviewed and amended with due approval from the Board of Directors. However, the amended regulatory requirements will supersede the policy till the time the policy is suitably amended.

➤ DISSEMINATION OF POLICY:

This Policy shall be hosted on the website of the Bank.
