



**POLICY ON ARCHIVAL OF DOCUMENTS**

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*Last amended on March 23, 2024*

**Table of Contents:**

<b>TITLE</b>	<b>PAGE NO.</b>
<b>Background</b>	3
<b>Purpose &amp; Objective</b>	4
<b>Archival Policy</b>	5
<b>Review and Revision</b>	6
<b>Disclosure</b>	7
<b>Contact Details</b>	8
<b>Annexure-1</b>	9

**Background:**

The SEBI vide its Notification dated September 2, 2015, has issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”). The Listing Regulations came into force from December 1, 2015.

Regulation 30(8) of the Listing Regulations mandates listed entities to formulate an archival policy. It is in this context that the Policy on Archival of Documents (“Policy”) is being framed and implemented.



**Purpose & Objective:**

The purpose and objective of the Policy is to comply with Regulation 30(8) of Listing Regulations, as mentioned below:

*“The 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 disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.”*



**Policy:**

In compliance with the provisions of aforesaid Regulation, the Bank shall ensure that all the information shall be hosted on the website of the Bank for a period of 5 (Five) years and thereafter will be archived for a period of 1 (One) year and shall be hosted under “**past event/information**” section on the website of the Bank. Further, from the expiry of one year from the date events/information became “past events/information”, the archived disclosures/ announcements shall be reviewed half yearly for removal from the website of the Bank. The process for hosting and archival of events/information filed with the stock exchanges under Regulation 30 of Listing Regulations shall be as specified in **Annexure-1**.

**Review and Revision:**

The Board of the Bank shall review this policy on annual basis and as and when any changes are notified by the Regulators and may review and make necessary revisions or changes in this policy at any time, if required.



**Disclosure:**

This policy shall be available on the website of the Bank at <https://www.ujjivansfb.in/corporate-governance-policies.html>



**Contact Details:**

Any question/clarification or doubt about this Policy should be referred to the Company Secretary and Compliance Officer of the Bank, who is in charge of administering, enforcing and updating this policy.

Mr. Sanjeev Barnwal

Company Secretary and Compliance Officer

Ujjivan Small Finance Bank Limited

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### **Annexure-1:**

The following procedures and compliances shall be ensured while hosting and archiving events/information filed with the stock exchanges under Regulation 30 of Listing Regulations:

1. Company Secretary of the Bank or any member of Corporate Secretarial Team as authorised by Company Secretary shall provide the events/information filed with the stock exchanges under Regulation 30 of Listing Regulations to the Marketing/IT Department of the Bank for uploading the same under **“Disclosures to Stock Exchanges”** section of the website of the Bank after filing of events/information with the stock exchanges.
2. Company Secretary of the Bank or any member of Corporate Secretarial Team as authorised by Company Secretary shall ensure that the said information provided to the Marketing/IT Department of the Bank, is uploaded within 2 (Two) working days on the website of the Bank which shall remain on the website of the Bank for such period as specified in the Policy.
3. The content of **“Disclosures to Stock Exchanges”** section on the website of the Bank shall be reviewed, by Company Secretary of the Bank or any member of Corporate Secretarial Team as authorised by Company Secretary, on regular basis in order to ensure update and/or removal of events/information filed with the stock exchanges under Regulation 30 of Listing Regulations.