



ARCHIVAL POLICY

(Version 04)

Owner: Legal and Secretarial Department

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Document Control

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1. Introduction /Background / Purpose of the Policy:

Central Depository Services (India) Limited has formulated and adopted an “Archival Policy” (**Policy**) in accordance with Regulation 30(8) of the Securities and Exchange Board of India (SEBI) (Listing Obligations and Disclosure Requirements) Regulations, 2015 which requires every Listed Entity to determine the period for which the information required by the Company to be disclosed on its website, will be hosted on the website and the period for which it will be archived thereafter.

2. Scope:

This policy shall govern the disclosure and archival of such information/ contents only which have been disclosed on the website of the Company pursuant to the compliance with the abovementioned Regulations and which are disclosed to the Stock Exchange.

Other information/contents displayed /uploaded on the website shall be out of purview of the Policy and can be archived / deleted as decided by the Company considering usefulness of information/content to general public or Company itself.

3. Definitions:

“**Policy**” means this Archival Policy.

“**SEBI Listing Regulations**” means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and amendments thereto.

“**CDSL**” or the “**Company**” means Central Depository Services (India) Limited.

“**Board of Directors**” shall mean the Board of Directors of the Company, as constituted from time to time.

4. Interpretation:

All words and expressions used but not defined in this Policy shall have the same meaning as defined in the Companies Act, 2013, read with Rules made thereunder, SEBI Listing Regulations, SEBI (Depositories and Participants) Regulations, 2018, the Depositories Act, 1996 and any other laws applicable to the Company including any statutory modification(s) or re-enactment thereof as the case may be.

5. Website Disclosures and Archival:

A. For disclosures under Regulation 30 of SEBI Listing Regulations

The Event / Information / Intimation / Announcement disclosed to the Stock Exchange including Audio or video recordings and transcripts of post earnings/quarterly calls, by whatever name called, conducted physically or through digital means, submitted to Stock Exchange, disclosure of information having bearing on performance of Company and price sensitive information shall also be placed on the website of the Company (www.cdslindia.com) for a minimum period of five years from the date of uploading of the same on the website or such other period as prescribed by the Regulations and/or applicable law.

After completion of the abovementioned minimum period, the Event / Information / Intimation / Announcement shall be archived by the Company for a further period of two years.

Documents that are no longer required, or have satisfied their required periods of retention, shall be destroyed as per the Company's Policy on Preservation of Documents.

B. For disclosures under any other Statute or Legislation

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 for such period as may be mandated by that statute/legislation/regulation.

In cases where the concerned statute or legislation does not prescribe any period, the required data shall be hosted on the website for a minimum period of five years from the date of uploading or till it is relevant.

After completion of the abovementioned minimum period, the required data shall be archived by the Company for a further period of two years.

Documents that are no longer required, or have satisfied their required periods of retention, shall be destroyed as per the Company's policy on preservation of documents.

6. Review / Amendments to Policy:

The Policy would be reviewed as and when required by the Board of Directors. In case, there are any regulatory changes requiring 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 existing Policy till the time Policy is suitably amended.



7. Disclosure:

The Archival Policy shall be disclosed on the Company's website.