

## **ARCHIVAL POLICY**

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## 1. Introduction /Background / Purpose of the Policy:

The Central Depository Services (India) Limited (hereinafter referred to as “**CDSL/Company**”) 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 (“**SEBI Listing Regulations**”) 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. [Further such disclosures are required to be hosted on the website of the listed entity for a minimum period of 5 years and thereafter as per its Archival Policy.]<sup>1</sup>

## 2. [Applicability

This Policy is applicable to CDSL and ensures that the Company complies with regulatory requirements and safeguards the availability of important information for future reference.]<sup>2</sup>

## 3. Scope:

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

[The Policy applies specifically to disclosures mandated by SEBI Listing Regulations and those disclosed to the Stock Exchange.]<sup>3</sup>

Other information/contents displayed /uploaded on the website shall be out of the purview of the Policy and can be archived/deleted as decided by the Company considering the usefulness of information/content to stakeholders or the Company itself. [The Company may review the relevance and accessibility of such non-regulatory information at regular intervals.]<sup>4</sup>

## 4. Definitions:

4.1 [**“Applicable Law”** means any law, rules, regulations, circulars, guidelines or standards under which the preservation or archival of the Documents has been prescribed.]<sup>5</sup>

<sup>1</sup> Inserted via amendment approved by Governing Board on May 21,2025.

<sup>2</sup> Inserted via amendment approved by Governing Board on May 21,2025.

<sup>3</sup> Inserted via amendment approved by Governing Board on May 21,2025.

<sup>4</sup> Inserted via amendment approved by Governing Board on May 21,2025.

<sup>5</sup> Inserted via amendment approved by Governing Board on May 21,2025.

- 4.2 [**“Archive/archiving”** is the process of transferring records to a repository managed by personnel specialized in storing, appraising, conserving, and authorizing access to the records entrusted. Archiving allows for the future retrieval and use of information. Archiving serves two main functions: conserving evidence in case of a legal claim or audit, and preserving the historical memory and proof of an activity.]<sup>6</sup>
- 4.3 **“Policy”** means this Archival Policy.
- 4.4 **“SEBI Listing Regulations”** means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and amendments thereto.
- 4.5 **“CDSL”** or the **“Company”** means Central Depository Services (India) Limited.
- 4.6 **“Board of Directors/Governing Board”** shall mean the Board of Directors of the Company, as constituted from time to time.
- 4.7 [**“Electronic Form”** means any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise accessible to the Company.]<sup>7</sup>
- 4.8 [**“Records / Documents”** includes and contains all relevant information relating to the Company and necessary documentations required to be maintained under the Applicable Law and includes summons, notice, requisition, order, declaration, form and register, whether issued, sent or kept in pursuance of this Act or under any other law for the time being in force or otherwise, maintained on paper or in electronic form.]<sup>8</sup>

Any other term not defined in this Policy shall have the meaning assigned to it under applicable law or regulatory framework.

## 5. 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, 2015, 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. The interpretation of the terms in this Policy shall be in line with the provisions of relevant statutes and regulations, as applicable from time to time.

<sup>6</sup> Inserted via amendment approved by Governing Board on May 21,2025.

<sup>7</sup> Inserted via amendment approved by Governing Board on May 21,2025.

<sup>8</sup> Inserted via amendment approved by Governing Board on May 21,2025.

[The Company shall archive personal data in compliance with the Digital Personal Data Protection Act, 2023, and the Information Technology Act, 2000, ensuring lawful retention, data security, integrity, and restricted access. Personal data shall not be retained beyond the necessary period except where required by law, regulatory obligations, or legitimate business purposes, after which it shall be securely deleted or anonymized to prevent unauthorized access or misuse.]<sup>9</sup>

## 6. 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](http://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.

[This ensures transparency and provides stakeholders with access to timely and accurate information regarding the Company's performance and significant events.

After completion of the above-mentioned minimum period, the Event/ Information / Intimation/Announcement shall be archived by the Company for a further period of two years. The Company may also assess the need to retain certain records beyond the archival period if deemed necessary for business or legal purposes.]<sup>10</sup>

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 to 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. [The Company commits to adhering to all relevant legal and regulatory requirements regarding the retention of such information.]<sup>11</sup>

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

<sup>9</sup> Inserted via amendment approved by Governing Board on May 21,2025.

<sup>10</sup> Inserted via amendment approved by Governing Board on May 21,2025.

<sup>11</sup> Amended via amendment approved by Governing Board on May 21,2025.

years from the date of uploading or till it is relevant.

[The Company will periodically review the relevance and retention of such data, considering any new developments in applicable laws and regulations.] <sup>12</sup>

After completion of the above-mentioned 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.

## **7. [Archival Methodology**

The Company's archival records are those records which are no longer current but have been chosen or classified as "to be preserved for a specified length of time". The records are classified into the following categories:

The Records that are eligible to become archives may need to be kept permanently because they constitute evidence or for some other legal reason.

Documents which do not require permanent preservation but require years of preservation as prescribed under Applicable Law. The Archives might consist of all the Documents prescribed or maintained as per the Preservation of Documents Policy of the Company and other Documents which are of relevance to the Company in general. An archival record may be the only copy that exists anywhere. Archival records are maintained in both the formats viz., physical and Electronic Form.]<sup>13</sup>

## **8. Review / Amendments to Policy:**

The Policy would be reviewed [atleast once in every 3 (three) financial years] <sup>14</sup>by the Board of Directors. In case, there are any regulatory/statutory 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/statutory provisions will supersede the existing Policy till the time Policy is suitably amended.

## **9. Disclosure:**

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

<sup>12</sup> Inserted via amendment approved by Governing Board on May 21,2025.

<sup>13</sup> Inserted via amendment approved by Governing Board on May 21,2025.

<sup>14</sup> Amended via amendment approved by Governing Board on May 21,2025.