



ARCHIVAL POLICY

OF

STATE BANK OF INDIA

(as per SEBI (LODR) Regulations, 2015)



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1. PREAMBLE

- 1.1. The State Bank of India, ("SBI" or "the Bank"), is a body corporate constituted under State Bank of India Act, 1955 ("SBI Act") and is also bound by various statutory provisions under the State Bank of India General Regulations, 1955 ("SBIGR") framed under section 50 of the SBI Act, certain provisions of the Banking Regulations Act, 1949 ("BR Act"), the directions and guidelines issued by the Reserve Bank of India ("RBI") from time to time and or other applicable laws.
- 1.2. SBI, being a listed entity, is required to comply with the regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulation 2015 (Listing Regulations) and the other guidelines issued by the Securities and Exchange Board of India ("SEBI") from time to time in this regard.
- 1.3. Regulation 30(8) of Listing Regulations requires that a listed entity shall disclose on its website all such events/ information which have been disclosed to the stock exchange(s) under this regulation, and such disclosure shall be hosted on the website of the listed entity for a minimum period of five years and thereafter in terms of the archival policy of such entity, as disclosed on the website.
- 1.4. The State Bank of India (the "Bank") has framed this State Bank of India Archival Policy (the 'Policy') to comply with the requirement under Regulation 30(8) of the Listing Regulations.
- 1.5. This Policy shall be placed on the website of the Bank and shall be effective from date of approval by the Central Board of Directors of the Bank.

2. Title of the Policy –

This policy shall be known as "Archival Policy of State Bank of India (as per SEBI (LODR) Regulations, 2015)"

3. Definitions –

- a) "*Applicable Law*" means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulation 2015 including any amendments thereof.



- b) "Bank" means the State Bank of India (SBI), constituted under the State Bank of India Act, 1955;
- c) "Board" means the Central Board, as defined under Section 2(b) of the State Bank of India Act, 1955 as amended from time to time and includes the Executive Committee of the Central Board, constituted as per Section 30 of the State Bank of India Act, 1955.
- d) "Events or Information" refers to the information/ events that are required to be disclosed on the website of the Bank in terms of Regulation 30(8) of the Listing Regulations.
- e) "Policy" means this Policy as amended from time to time.

The terms and expression used but not defined herein shall have the same meaning as assigned to those terms under Listing Regulations, SBI Act, the Securities Contracts (Regulations) Act or any other applicable laws or regulations, as the case may be.

4. Coverage -

- a. This policy is framed in accordance with the requirement under Regulation 30(8) of Listing Regulations for ensuring protection, maintenance and archival of the relevant information/disclosures that are placed on the Bank's website.
- b. This policy covers archival of all events or information which have been disclosed to the Stock Exchange(s) and hosted on the website of the Bank in accordance with the applicable law.
- c. The Bank is required to disclose this policy on its website.

5. Hosting and Archival of Information -

- a. The information disclosed to the stock exchanges shall be uploaded on the website of the Bank viz. www.sbi.co.in / www.statebankofindia.com.
- b. All such disclosed information shall be hosted on the website of the Bank under "Corporate Governance-Listing Disclosure" Section for a period of five years (5 years) from the date of first hosting such information.
- c. The disclosures shall thereafter be archived in the folder named as "Past events/information" and shall be retained on the Bank's website in



"Corporate Governance-Listing Disclosures" Section for a period of one year.

- d. After the expiry of said time period, the disclosed information will be removed from the Archive folder. Such removal shall be done on a half yearly basis.

6. Review of Website Content -

The content of the website of the Bank shall be periodically reviewed in order to ensure updation and removal of the events/information as required. On quarterly basis, all announcements/disclosures on the website would be moved to an archive folder after a period of 5 years from the date on which such disclosures/announcements were made. After the expiry of 5 years, aforesaid disclosures/announcements shall be retained for a period of one year in a separate folder named as "Past events/information" within the Listing Disclosures Section under Corporate Governance Link.

7. Regulatory Requirement seeking amendment to the Policy -

As this policy is adopted pursuant to the applicable laws, if any change to applicable laws or interpretation thereof necessitates any change to the policy, this policy shall be read so as to accommodate the changes. The Shares & Bonds Department will review the Policy to give effect to above, as and when required and approval for necessary amendments will be sought from the Central Board of the Bank.

8. Removal of Archived Documents

After the expiry of one year from the date events/information became past events/information, the archived disclosures/ announcements shall be reviewed on half yearly intervals for removal from the website of the Bank, beyond which the documents will be preserved/retained as per State Bank of India Policy for Record Retention pertaining to Shares & Bonds department for specified period mentioned therein.

9. Right to Access/ Retrieve

The contents of the archived folder, on the website of the Bank shall be accessible to public.

10. Interpretation

In any circumstances where the terms of this Policy differ from any existing or newly enacted law, rule, regulation or standard governing the Bank, the law



rule, regulation or standard will take precedence over this policy. Any change in the prescribed period of archiving in Applicable Law shall *mutatis mutandis* apply to this Policy.

ANNEXURE

State Bank of India

Operational Guidelines on Archival Policy

The "Archival Policy of State Bank of India (as per SEBI (LODR) Regulations, 2015)", as approved by the Central Board, shall be applicable to the Bank and Shares & Bonds Department shall ensure compliance with the provisions of the Listing Regulations, relating to their operational areas. In order to implement and execute the policy in letter and spirit, these Operational Guidelines have been framed and duly approved by the Managing Director (Compliance & Risk)

Terms used but not defined herein shall have the same meaning as assigned to them in applicable laws.

Procedure

In accordance with the provisions of Regulation 30(8) of SEBI (LODR) Regulation, 2015, the Shares and Bonds Department shall control, protect and maintain archival of the Events and Information being disclosed to the stock exchange(s).

The Shares & Bonds Department shall inter alia ensure the following compliances:

- i. Vice President Compliance (Company Secretary) will ensure that the disclosures made to the stock exchanges are provided to the IT department of the Bank, for uploading on the Website of the Bank concurrently with the announcement of events/information made to the stock exchange(s).
- ii. Vice President Compliance (Company Secretary) to ensure that the information provided to the IT department, is uploaded within two working days on the website of the Bank which shall remain on the website for five years from the date of such hosting under "Corporate Governance" Section.
- iii. The position of announcements/ disclosures appearing under Corporate Governance section of website will be reviewed by Vice president Compliance (Company Secretary) on quarterly basis. Such announcements/disclosures which have completed 5 years in Corporate Governance section from their date of hosting on website will be moved for a period of 1 year to an archive folder named as "Past events/information" in Corporate Governance Section.



- iv. The contents of folder "past events/information" will be reviewed at half yearly intervals on 30th September and 31st March by Vice President Compliance (Company Secretary) in consultation with GM (S & B) and announcements/information which have completed 1 year in the folder will be removed from the said folder. A record of such reviews and removal of announcements/information from the said folder will be maintained in a Register namely "Obsolete announcement/information Register"
- v. In absence of VP Compliance (Company Secretary), DGM (Shares and Bonds) will be responsible for ensuring the compliance stated in the operational guidelines.

