

ARCHIVAL POLICY
(as per SEBI (LODR) Regulations, 2015)

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Shares & Bonds Department
State Bank of India
Corporate Centre,
Mumbai

This policy document has been uploaded at SBI Times >>Manuals/Master Circular/ Policies/ SOP >> Shares & Bonds Department Policies >> Archival Policy (as per SEBI (LODR) Regulation, 2015)
and

This policy document has been uploaded at Bank's website (<https://bank.sbi>) >> Investor Relations >> Disclosure Under Regulation 46 >> Codes & Policies >> Archival Policy (as per SEBI (LODR) Regulation, 2015))

Instructions issued up to 28.02.2025 by the Bank / regulatory authority have been incorporated in the Policy.

VERSION CONTROL

Version	Date of review	Approved By
1.0	27.10.2016	Central Board
2.0	31.01.2018	Central Board
3.0	06.03.2019	Central Board
4.0	18.02.2020	Central Board
5.0	24.02.2021	Central Board
6.0	23.03.2022	Central Board
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8.0	27.03.2024	Central Board

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1. PREAMBLE

- 1.1. The State Bank of India, (“SBI” or “the Bank”), is a body corporate constituted under the 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 Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) and other guidelines issued by the Securities and Exchange Board of India (“SEBI”) and/or stock exchanges from time to time. In terms of Regulation 9 of Listing Regulations, every listed entity shall frame a policy on preservation of documents.
- 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 the listed entity, as disclosed on the website.
- 1.4. The Bank has framed this Archival Policy (‘the Policy’) to comply with the requirements under Regulation 30(8) of the Listing Regulations. The Policy shall be read in conjunction with and in addition to the Bank’s Policy on Record and Data Retention prepared pursuant to Regulation 9 of Listing Regulations.
- 1.5. This Policy shall be available on the website of the Bank and shall be effective from date of approval by the Central Board of the Bank.

2. Title of the Policy

This Policy shall be known as “Archival Policy (as per Listing Regulations)”

3. Definitions

- a) “*Applicable Law*” means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and any other applicable Regulations as may be prescribed by the Regulator from time to time 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) “*Document(s)*” refers to notes, agreements, notices, advertisements, requisitions, orders, declarations, forms, correspondence, minutes, registers, documents executed by shareholders/ bondholders or their legal heirs/claimants and or any other record (including required under or in order to comply with the requirements of any applicable law) maintained on paper or in electronic form and does not include multiple or identical copies.
- f) “*Electronic Form*” means maintenance of documents in 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 Bank;
- g) “*Policy*” means this Policy as amended from time to time.

The terms and expressions 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 / <https://bank.sbi>.
- b. All such disclosed information shall be hosted on the website of the Bank under “Corporate Governance-Listing Disclosures” section for a period of 5 (five) years from the date of first hosting of such information. However, if the disclosure requires a longer storage, the same will be considered appropriately.
- c. After a period of 5 (five) years from the date on which the disclosures were made, they shall be archived in the folder named as “Past events/information”. The archived folder shall be retained on the Bank’s website in “Corporate Governance-Listing Disclosures” Section for a period of 1 (one) year unless the same is required to be displayed for a longer period under any law for the time being in force.

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 archived folder after a period of 5 (five) years from the date on which such disclosures/announcements were made. After the expiry of 5 (five) years, aforesaid disclosures/announcements shall be retained for a period of 1 (one) year in a separate folder named as “Past events/ information” within the Listing Disclosures’ Section under Corporate Governance Link.

7. Removal of Archived Documents

After the expiry of 1 (one) year from the date events/information becoming “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 Bank’s Policy on Record and Data Retention pertaining to Shares & Bonds Department for specified period mentioned therein.

8. Right to Access / Retrieve

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

9. 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 in consonance with such changes till the Policy is reviewed by the Central Board. 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.

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 Laws shall *mutatis mutandis* apply to this Policy.

11. Ownership, implementation and Review of Policy

11.1 This Policy is owned by Shares & Bonds Department and is subject to updation / review, on account of any change in the provisions of the Listing Regulations or as may be required to do so from time to time. The Central Board shall review the Policy at least once in every three years.

11.2 Consequent upon change in the Listing Regulations or other applicable laws after the Policy gets approved, the relevant amended provisions would prevail over the Policy and the provisions in the Policy would be modified in due course to make it consistent with law.