

Suryoday Small Finance Bank Limited

Archival Policy

Version: FY: 22-23/1.0

Policy Version Control:

Version	Board Approval Date	Author	Maintained by
FY 20-21/1.0	30 th July 2020	Geeta Krishnan	Risk & Policy
FY 21-22/1.0	12 th August 2021	Geeta Krishnan	Risk & Policy
FY 21-22/2.0	25 th March 2022	Geeta Krishnan	Risk & Policy
FY 22-23/1.0	24 th March 2023	Krishna Kant Chaturvedi	Risk & Policy

Notice to the Reader:

This policy document is the property of Suryoday Small Finance Bank Ltd. and is for the use of the Bank only. It must not be copied, disclosed, circulated or referred to in correspondence with external parties or discussed with any other third party other than for any regulatory requirements without prior written consent from Company Secretary.

Contents

- 1. Background 4**
- 2. Purpose and Objective of the Policy 4**
- 3. Information Hosting and Archival Process 4**
- 4. Effective date of Policy 5**
- 5. Disclosure 5**
- 6. Review and revision 5**

1. Background

Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI Listing Regulations**”), requires Suryoday Small Finance Bank Limited (“**Bank**”) to disclose on its website all such events and/or information which have been communicated to the BSE Limited and National Stock Exchange of India Limited (“**Stock Exchanges**”) under the SEBI Listing Regulations, for a minimum period of five years and thereafter as per the archival policy of the Bank, which will be disclosed on the website of the Bank.

2. Purpose and Objective of the Policy

In compliance with the provisions of Regulation 30(8) of the Listing Regulations, the Bank adopts the Archival Policy (“**Policy**”) to ensure archival of the disclosures made on the website for information and events communicated to the Stock Exchanges under Regulation 30 of the SEBI Listing Regulations.

In the event of any conflict between the provisions of this Policy and the Applicable Laws/ Regulations / Rules (“**Applicable Laws**”), the Applicable Laws shall prevail over this Policy.

3. Information Hosting and Archival Process

- i. All the relevant disclosures of information and events communicated to the Stock Exchanges under Regulation 30 of the SEBI Listing Regulations will be hosted on the website of the Bank under the section entitled ‘*Stock Exchange Disclosures*’ under the ‘Regulatory Disclosure’ for a period of five years and thereafter it will be shifted to the section entitled ‘*Archives*’ hosted on the website of the Bank.
- ii. The disclosures of information and events communicated to the Stock Exchanges will be retained on the website of the Bank in the section entitled “Archives” for a minimum period of one year. Such disclosures which have been shifted to the section entitled “Archives” hosted on the website of the Bank may be archived from the website of the Bank after completion of the two years, commencing after completion of the five year period as prescribed under the SEBI Listing Regulations. Subsequently, anyone intending to review archived information and events communicated to the Stock Exchanges may write to the Company Secretary of the Bank.
- iii. The process for hosting and archival of events/information filed with the stock exchanges under Regulation 30 of the SEBI Listing Regulations shall be as follows:
 - a) The Company Secretary of the Bank or any member of the Corporate Secretarial team as authorized by the Company Secretary shall provide the events/information filed with the stock exchanges under Regulation 30 of the SEBI Listing Regulations to the IT Team/ Corporate Communications team of the Bank for uploading under the ‘*Stock Exchange Disclosures*’ section of the website of the Bank after filing of events/information to stock exchanges.
 - b) The Company Secretary of the Bank or any member of the Corporate Secretarial team as authorized by the Company Secretary shall ensure that the said information provided to the IT Team/ Corporate Communications team, is uploaded within 2 working days on the website of the Bank which shall remain on the website of the Bank under ‘*Stock Exchange Disclosures*’ section of the website for the period as specified in this Policy.

- c) The content of 'Stock Exchange Disclosures' section of the website of the Bank shall be reviewed by the Company Secretary of the Bank or any member of the Corporate Secretarial team as authorized by the Company Secretary on half yearly basis in order to ensure update and removal of events/information filed with the stock exchanges under Regulation 30 of SEBI Listing Regulations.

4. Effective date of Policy

This Policy shall be effective from the date of listing of the Equity shares of the Bank on the Stock Exchanges.

5. Disclosure

Adoption of this Policy shall be communicated to the Stock Exchanges where the Bank's equity shares are listed.

This Policy shall also be disclosed on the website of the Bank.

6. Review and revision

This Policy will be reviewed once in two years or earlier, if required, and will be amended based on any changes in the laws, rules and regulations applicable to the Bank from time to time or changes in internal processes. However, the amended regulatory provisions will be implemented in accordance with the timelines and shall supersede the Policy till the time Policy is suitably amended with the approval of the Board.

The Board shall have the power to amend any of the provisions of this Policy, substitute any of the provisions with a new provision or replace this Policy entirely with a new Policy.