



# IDFC FIRST Bank Limited

## Archival Policy

Status:

Version : **1.6**

Revision Date : **October 28, 2023**

## Archival Policy

### 1. Background & Objective

Pursuant to Regulation 30, 46 & 51 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), a listed entity is required to put in place 'Archival Policy' in order to ensure archival of information uploaded pursuant to Listing Regulations on the website of the Bank.

### 2. Scope

The policy applies to all such disclosures made to Stock Exchanges, pursuant to Listing Regulation and hosted on the website of the Bank.

### 3. Policy Statement

3.1. The Bank shall disclose on its website under "Investors" section, all such events or information which have been disclosed to Stock Exchange(s) pursuant to Regulation 30, 46 and 51 of the Listing Regulations and such disclosure shall be hosted on website for a minimum period of 5 years from the date of first hosting of such information.

3.2. After expiry of the aforesaid period of 5 years, the events and information so disclosed shall be archived for a period of 1 year. Thereafter, the said events and /or information may be removed after completion of aforesaid period of 5 years from the website on a quarterly basis at the discretion of the Company Secretary.

3.3. This policy shall be hosted on the website of the Bank.

### 4. Review

The policy shall be reviewed annually or need based.