



# DHANLAXMI BANK

POLICY ON ARCHIVAL OF DOCUMENTS ON WEBSITE

**Version 7.0**

**Date: 22.03.2024**

**DOCUMENT DETAILS**

<b>Policy Title</b>	Dhanlaxmi Bank - Policy on Archival of Documents on Website
<b>Date Approved</b>	22.03.2024
<b>Approving body</b>	Board of Directors, Dhanlaxmi Bank
<b>Implementation date</b>	22.03.2024
<b>Version</b>	7.0
<b>Previous review date</b>	21.02.2023
<b>Frequency of review</b>	Yearly
<b>Related directions and regulations</b>	SEBI (Listing Obligations and Disclosure Requirements) 2015 (as amended from time to time)
<b>Related policies</b>	N/A
<b>Related Procedures and Guidance</b>	Various Regulatory Directions
<b>Policy Owner department</b>	Secretarial Department
<b>Policy User departments</b>	Secretarial Department
<b>Reviewed by</b>	appended below

**DOCUMENT VERSION HISTORY**

<b>Sr.No.</b>	<b>Date of Document</b>	<b>Version</b>	<b>Remarks</b>
1	December 11, 2015	1.0	Formation of Policy / Initial Version
2	April 17, 2017	2.0	Revision
3	February 4, 2020	3.0	Revision
4	March 18, 2021	4.0	Revision
5	March 17, 2022	5.0	Revision
6	February 21,2023	6.0	Revision

Policy on Archival of Documents on Website	Company Secretary	Department Heads	MD & CEO	IT Strategy Committee	Board
	R/A	C	C/I	I	I

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## **1. PURPOSE OF THE POLICY**

Regulations 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 require listed companies to disclose on its website all such events or information which have been submitted to the Stock Exchanges under Regulation 30 of the Listing Regulations for a period of five years from the date of its disclosure. Disclosed Information which is over five years old is to be archived from the website of the company as per the archival policy of the company as disclosed on its website.

## **2. POLICY STATEMENT**

This policy covers all events or information which has been disclosed to the Stock Exchanges and hosted on the website of the Bank in accordance with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

## **3. ARCHIVAL REQUIREMENT**

The events or information which has been disclosed by the Bank to the Stock exchanges in terms of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Regulations”) will be hosted on the website of the Bank for a period of six years from the date of such hosting. The Bank should ensure to update any change in the content of the website within two working days of such change.

The Company Secretary of the Bank will have the responsibility for ensuring compliance of this Policy and the SEBI Regulations with regard to hosting the contents in compliance with the Regulations on the website and reviewing the same.

## **4. ARCHIVAL OF THE CONTENTS ON THE WEBSITE**

All the announcements/ disclosures on the website, done as per the SEBI Regulations, may be archived by the Information Technology department with the support of the service provider for a period of three years after the initial period of six years of live page.

## **5. EFFECTIVE DATE**

This “Policy on Archival of Documents on Website (Version 7.0)” will be effective from the

date of approval by the Board.

## **6. REVIEW OF THE POLICY**

This policy is valid for a period of 1 year from the date of approval by the Board of Directors of the Bank. In case of any amendment (s), clarification (s), circular (s) etc. issued by the relevant authorities, in the interim, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s), etc. shall prevail upon the provisions in this Policy and this Policy shall stand amended accordingly.

The Board has the power to replace this Policy entirely with a new policy.