



**HDFC LIFE INSURANCE COMPANY LIMITED\***

**Archival Policy**

**Version 1.0**

**Owner Department:** Compliance & Legal

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**Version History**

SR. NO.	TYPE	VERSION	VERSION DATE	REMARKS
1	Archival Policy	Version 1.0	August 16, 2017	Adopted as per SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

\* Name of the Company has been changed from “HDFC Standard Life Insurance Company Limited” to “HDFC Life Insurance Company Limited” vide Certificate of Incorporation pursuant to change of name dated January 17, 2019 issued by Ministry of Corporate Affairs, Mumbai. Hence all references to “HDFC Standard Life Insurance Company Limited” in this document should be read as “HDFC Life Insurance Company Limited”.



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## **1. Background & Purpose**

Regulation 30(8) and Regulation 46 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Regulations) requires all listed companies to host on its corporate website all such events or information which has been disclosed to stock exchange(s) under the Regulation and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website. Thus, this policy is made to ensure protection, maintenance and archival of its disclosures, documents and records that are placed on the website.

## **2. Scope**

The Policy seeks to enhance transparency, accountability and better relationship with stakeholders, by providing for framework for disclosure of required information/ events on the website of the Company.

## **3. Effective Date**

This Code will be effective from the date of listing of the equity shares of the Company on the Stock Exchanges.

## **4. Archival of Information**

### **A. For events or information disclosed under Regulation 30 (8) of Regulations**

All events or information disclosed under Regulation 30 (8) and any other Regulations to the Stock Exchanges on which the Company is listed and hosted on the Company's website shall be available on the Company's website for a period of five years or for such period as may be mandated under law from the date of uploading of the same on the website. However, if the disclosure requires a longer storage, the same will be considered appropriately. On a quarterly basis all announcements/ disclosures on the website of the Company would be moved to the archival folder after a period of 5 years from the date on which such disclosures/ announcements were made. The archived folder would be available for a period of [one/two] years.

### **B. For disclosures made under other statutes/legislations**

- All information required to be uploaded on the Company's website in pursuance of any other statute / legislation / regulation, shall be hosted on the Company's website, in the form, manner and for such period as may be mandated by that statute / legislation / regulation etc.
- In cases where the concerned statute / legislation / regulation does not prescribe any period, the required data shall be hosted on the website for a minimum period of one year from the date of uploading or more if deemed necessary.

### **C. Removing records from website**

Any information/ form/ return/ document etc disclosed on the Website as per A or B above, may be removed/ deleted from the website after such disclosure period.

### **D. Archiving**

Post the disclosure period, the records removed from the website shall be placed in electronic archives. Depending upon the criticality/ importance of records being removed, the Company may retain those records having long term value in the archives for permanent/ specified period storage and to suitably deal with the records accordingly.

## **5. Policy**

Pursuant to requirement under Regulation 30 (8) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s), for a period no less than 5 years.

The Board of Directors of the Company shall make such alterations to this Policy as and when necessitated or as deemed fit, provided they are not inconsistent with the provisions of the applicable laws.

## **6. Amendments and Review**

This Policy is subject to review by the Board of Directors once in two years or earlier, if necessary or required.

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