

ARCHIVAL POLICY



SBI CARDS AND PAYMENT SERVICES LTD

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SBI CARDS AND PAYMENT SERVICES LIMITED
(formerly known as SBI Cards and Payment Services Private Limited)

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[Pursuant to Regulation 30 (8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015]

I BACKGROUND

Pursuant to Regulation 30(8) of the Securities and Exchange Board of India (“SEBI”) (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), SBI Cards and Payment Services Limited (“Company”) is required to frame an archival policy to provide guidelines for archival of records and documents as are statutorily/regulatorily required to be disclosed on the website of the Company

II OBJECTIVE OF THE POLICY

Pursuant to Regulation 30 of the Listing Regulations the listed entity shall disclose on its website all such events or information which have been disclosed to stock exchange(s) under the said regulation, and such disclosures shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the archival policy of the Company. This Policy shall be disclosed on the Company’s website i.e. www.sbicard.com in order to inform the stakeholders to facilitate them to retrieve past information which is of a Statutory/Regulatory nature for a period as disclosed in the Policy.

III ARCHIVAL INFORMATION

The information that needs to be archived under the Listing Regulations comprises financial data, press releases, announcement on certain information and events, disclosed by the Company under Regulation 30 and other applicable provisions of the Listing Regulations. The Investor’s page including the links thereunder, provide access to financial documents/information which are regulatory in nature such as annual reports and financial results as also information/data which is relevant to the media, researchers or investors.

The information as statutorily/regulatorily required under the said regulations shall be hosted on the Company’s website for a minimum period of 5 (five) years from the date of first hosting such information and thereafter the said information will be moved to a archival folder for a further period of 1 (one) year in the manner as may be deemed appropriate by the Company.

After expiry of the said period of 1 (one) year the information in the archival folder shall be removed and such removal shall be done on a half yearly basis.

The Contents of the website of the Company shall be periodically reviewed in order to ensure updation and removal of event/information as required. On quarterly basis, all announcement /disclosure on the website of the Company would be moved to an archive folder after a period of 5 years, from the date of first hosting such information on the website of the Company.

IV GENERAL

In case of any subsequent changes in the provisions of the Listing Regulations or any other regulations which make any of these clauses/provisions in this Policy inconsistent with the Listing Regulations, the provisions of such regulations shall prevail.

V AMENDMENTS

The policy shall be reviewed annually or at earlier intervals, if necessary.