

**ARCHIVAL POLICY
OF
STATE BANK OF INDIA
(as per SEBI (LODR) Regulations, 2015)**

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**Shares & Bonds Department
State Bank of India
Corporate Centre,
Mumbai**

(Note: The policy document has also been uploaded in SBI Times >> Manuals/Master Circular/ Policies/ SOP >> Shares & Bonds Department Policies >> Archival Policy of State Bank of India (as per SEBI (LODR) Regulation, 2015)

and

This policy document has also been uploaded in Bank's website (<https://bank.sbi>) >> Investor Relations >> Disclosure Under Regulation 46 >> Codes & Policies >> Archival Policy of State Bank of India (as per SEBI (LODR) Regulation, 2015))

VERSION CONTROL

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1. PREAMBLE

- 1.1. The State Bank of India, (“SBI” or “the Bank”), is a body corporate constituted under State Bank of India Act, 1955 (“SBI Act”) and is also bound by various statutory provisions under the State Bank of India General Regulations, 1955 (“SBIGR”) framed under section 50 of the SBI Act, certain provisions of the Banking Regulations Act, 1949 (“BR Act”), the directions and guidelines issued by the Reserve Bank of India (“RBI”) from time to time and or other applicable laws.
- 1.2. SBI, being a listed entity, is required to comply with the regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) and the other guidelines issued by the Securities and Exchange Board of India (“SEBI”) from time to time in this regard.
- 1.3. Regulation 30(8) of Listing Regulations requires that a listed entity shall disclose on its website all such events/ information which have been disclosed to the stock exchange(s) under this regulation, and such disclosure shall be hosted on the website of the listed entity for a minimum period of five years and thereafter in terms of the archival policy of the listed entity, as disclosed on the website.
- 1.4. The State Bank of India (the “Bank”) has framed this State Bank of India Archival Policy (the ‘Policy’) to comply with the requirement under Regulation 30(8) of the Listing Regulations.
- 1.5. This Policy shall be available on the website of the Bank and shall be effective from date of approval by the Central Board of the Bank.

2. Title of the Policy

This policy shall be known as “Archival Policy of State Bank of India (as per Listing Regulations)”

3. Definitions

- a) “*Applicable Law*” means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and any other applicable Regulations as may be prescribed by the Regulator from time to time including any amendments thereof.
- b) “*Bank*” means the State Bank of India (SBI), constituted under the State Bank of India Act, 1955;
- c) “*Board*” means the Central Board, as defined under Section 2(b) of the State Bank of India Act, 1955 as amended from time to time and includes the Executive Committee of the Central Board, constituted as per Section 30 of the State Bank of India Act, 1955.
- d) “*Events or Information*” refers to the information/ events that are required to be disclosed on the website of the Bank in terms of Regulation 30(8) of the Listing Regulations.
- e) “*Policy*” means this Policy as amended from time to time.

The terms and expression used but not defined herein shall have the same meaning as assigned to those terms under Listing Regulations, SBI Act, the Securities Contracts (Regulations) Act or any other applicable laws or regulations, as the case may be.

4. Coverage

- a. This Policy is framed in accordance with the requirement under Regulation 30(8) of Listing Regulations for ensuring protection, maintenance and archival of the relevant information/disclosures that are placed on the Bank’s website.
- b. This Policy covers archival of all events or information which have been disclosed to the Stock Exchange(s) and hosted on the website of the Bank in accordance with the applicable law.
- c. The Bank is required to disclose this Policy on its website.

5. Hosting and Archival of Information

- a. The information disclosed to the stock exchanges shall be uploaded on the website of the Bank viz. www.sbi.co.in / <https://bank.sbi>.
- a. All such disclosed information shall be hosted on the website of the Bank under “Corporate Governance-Listing Disclosures” Section for a period of five years (5 years) from the date of first hosting of such information. However, if the disclosure requires a longer storage, the same will be considered appropriately.
- b. After a period of five (5) years from the date on which the disclosures were made, they shall be archived in the folder named as “Past events/information”. The archived folder shall be retained on the Bank’s website in “Corporate Governance-Listing Disclosures” Section for a period of one year unless the same is required to be displayed for a longer period under any law for the time being in force.

6. Review of Website Content

The content of the website of the Bank shall be periodically reviewed in order to ensure updation and removal of the events/information as required. On quarterly basis, all announcements/disclosures on the website would be moved to an archive folder after a period of 5 years from the date on which such disclosures/announcements were made. After the expiry of 5 years, aforesaid disclosures/announcements shall be retained for a period of one year in a separate folder named as “Past events/information” within the Listing Disclosures Section under Corporate Governance Link.

7. Removal of Archived Documents

After the expiry of one year from the date events/information became “past events/information”, the archived disclosures/ announcements shall be reviewed on half yearly intervals for removal from the website of the Bank, beyond which the documents will be preserved/retained as per State Bank of India Policy for Record Retention pertaining to Shares & Bonds Department for specified period mentioned therein.

8. Right to Access / Retrieve

The contents of the archived folder, shall be accessible to public, on the website of the Bank.

9. Regulatory requirement seeking amendment to the Policy

As this Policy is adopted pursuant to the applicable laws, if any change to applicable laws or interpretation thereof necessitates any change to the Policy, this Policy shall be read in consonance with such changes till the Policy is reviewed by the Central Board. Shares & Bonds Department will review the Policy to give effect to above, as and when required and approval for necessary amendments will be sought from the Central Board of the Bank.

10. Interpretation

In any circumstances where the terms of this Policy differ from any existing or newly enacted law, rule, regulation or standard governing the Bank, the law, rule, regulation or standard will take precedence over this policy. Any change in the prescribed period of archiving in Applicable Law shall *mutatis mutandis* apply to this Policy.

11. Ownership & Review of Policy

This policy is owned by Shares & Bonds Department and is subject to updation / review, on account of any change in regulatory requirements or as may be required from time to time. The Central Board shall review the Policy annually or as and when required.