

## **ARCHIVAL POLICY**

### **I. OBJECTIVE AND SCOPE:**

In accordance with Regulations 30 and 46 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements), Regulations, 2015 ("**2015 Regulations**"), **HDFC BANK LIMITED**, (hereinafter referred to as "**Bank**") has formulated this archival policy ("**Policy**") in order to have a framework in place to ensure proper hosting of events and information disclosed to the Stock Exchanges pursuant to Regulation 30 of the 2015 Regulations (collectively "**Disclosed Information**").

The terms and expressions used but not defined herein shall have the same meaning as assigned to those terms under the 2015 Regulations, the Companies Act, 2013, the Securities Contracts (Regulations) Act, 1956 or any other applicable laws or regulations, as the case may be.

### **II. HOSTING AND ARCHIVAL OF INFORMATION:**

The Disclosed Information shall be uploaded on the website of the Bank.

All such Disclosed Information shall be hosted on the website of the Bank for a period of five years (5 years) from the date of first hosting such Disclosed Information respectively.

After the expiry of said time period, the Disclosed Information will be removed from the website of the Bank. Such removal may be done on a quarterly basis or such other period at the discretion of the Company Secretary.

### **III. REVIEW OF WEBSITE CONTENT:**

The website of the Bank shall be periodically reviewed in order to ensure updation and removal of the events as required.

### **IV. LAWS TO TAKE PRECEDENCE AND AMENDMENTS:**

If any of the provisions of this Policy are inconsistent with the applicable laws, then the provisions of applicable laws shall prevail over the Policy to that extent and the Policy shall be deemed to have been amended so as to be read in consonance with applicable laws.

As this Policy is 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 so as to accommodate the changes. The Company Secretary will review the Policy to give effect to above, as and when need arises, till such time as the Board of Directors makes the necessary changes to the Policy.

The Board of Directors of the Bank 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.

**V. DISSEMINATION OF POLICY:**

This Policy shall be hosted on the website of the Bank.

\*\*\*\*\*