



## **POLICY ON ARCHIVAL OF DOCUMENTS**

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Version 6.0

**Prepared by: Secretarial Department**  
**Approved by: <Sijo Varghese> <Company Secretary>**

## Document history

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## Document Contact Details

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## Distribution List

Name

## Contents

1. BACKGROUND.....	4
2. OBJECTIVE OF THE POLICY .....	4
3. ARCHIVAL POLICY.....	4
4. EFFECTIVE DATE.....	4
5. REVIEW OF WEBSITE CONTENT .....	4
6. LAWS TO TAKE PRECEDENCE AND AMENDMENTS.....	4

## 1. BACKGROUND

The Securities and Exchange Board of India (“SEBI”), vide its Notification dated September 2, 2015, has issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Regulations”). The Regulations came into force from December 1, 2015 and mandated listed entities to formulate an archival policy. It is in this context that the Policy on Archival of Documents (“Policy”) is being framed and implemented by CSB Bank Limited (“Bank”).

## 2. OBJECTIVE OF THE POLICY

The objective of this Policy is to comply with Regulation 30 and 46 of the Regulations, and, have a framework in place to ensure proper hosting of events and information disclosed to the stock exchange(s) pursuant to Regulation 30 of the Regulations (“Disclosed Information”).

## 3. ARCHIVAL POLICY

The Disclosed Information shall be uploaded on the website of the Bank. In accordance with the provisions of the Regulations, the Bank shall ensure that the Disclosed Information shall be hosted on the Bank’s website ([www.csb.co.in](http://www.csb.co.in)) for a period of 5 years from the date of first hosting such Disclosed Information respectively, and thereafter will be archived for a period of 1 year.

## 4. EFFECTIVE DATE

The Policy, as approved by the Board of Directors, shall be effective from May 06, 2019.

## 5. 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.

## 6. 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.