



# Archival Policy

July 2023

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## **1. Introduction**

### **1.1 Background**

SBI Life Insurance Company Limited “SBI Life/ the Company” has framed a Policy for determination of materiality for events/ information and disclosure thereof to the stock exchange as required under Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as Listing Regulations), for determination of materiality for disclosure of events or information to Stock Exchanges, based on the criteria specified in the Listing Regulations.

As per the requirement of Regulation 9 of Listing Regulations, all events or information which has been communicated to stock exchange(s) under Listing Regulation, shall be preserved as per Record Maintenance and Document Retention Policy of the Company.

Regulation 30(8) of the Listing Regulations requires the Company to disclose on its website all such events or information which has been communicated to stock exchange(s) under this Regulation, such information which has been communicated to the stock exchanges 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, which will also be disclosed on its website.

In line with the above, the Company shall adopt the following policy for archival of the disclosures made on the website for information and events communicated to the stock exchanges under Regulation 30 of the Listing Regulations.

### **1.2 Objective**

The goal of the Policy is 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.

### **1.3 Applicability**

In line with the Company’s Policy on Determination of Materiality of Events and as per the SEBI Listing Regulations, the Company shall disclose all such events to the Stock Exchanges and such disclosures shall be hosted on the website of the Company for a period of 5 years and thereafter the same shall be archived so as to be available for retrieval for a further period of three years by storing the same on suitable media.

### **1.4 Review and approval of the policy**

The Board may modify, add, delete or amend any of the provisions of this Policy as and when required or at least annually. Any exceptions to the Policy must be consistent with the Regulations and must be approved in the manner as may be decided by the Board of Directors.

The modifications if any in the Policy shall be recommended by the Board Risk Management Committee to the Board of Directors for approval.

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## 2. Archival Process

All the relevant disclosures of information and events communicated to the stock exchanges under Regulation 30 of the Listing Regulations will be hosted on the website of the Company under the section titled “Investor Relations” for a period of five years and thereafter it will be shifted to the section titled “Archives” hosted on the website of the Company.

The disclosures of information and events communicated to the stock exchanges will be retained on the website of the Company in the section titled “Archives” for a minimum period of three years.

## 3. Disclosures

The Archival Policy is available on the website of the Company i.e. at [www.sbilife.co.in](http://www.sbilife.co.in)

The Company will ensure displaying of the information on its official website, under the Investor Relations. The Company will also ensure that the disclosures that are made on its website will be available for downloading or viewing as per the policy. Further, the Company will ensure that all disclosures made by the Company that are required to be communicated to the shareholders are disseminated on its website.

## 4. Appendices

### 4.1 Definitions

**“Policy”** means Archival Policy.

**“Archive”** is the process of transferring records to a repository managed by personnel specialized in storing, appraising, conserving and authorizing access to the records entrusted. Archiving allows for future retrieval and use of information. Archiving serves two main functions: conserving evidence in case of a legal claim or audit, and preserving the historical memory and proof of an activity.

**“Documents”** includes and contains all relevant information relating to the Company and necessary documentations required to be maintained under the Applicable Law.