

**HDFC CREDILA FINANCIAL SERVICES LIMITED**

## **WEB ARCHIVAL POLICY**

**EFFECTIVE FROM OCTOBER 20, 2021**

Reviewing & Approving Authority:	Board of Directors of the Company
Original Issue Date:	October 20, 2021
Current Revision Date:	–
Policy Making Body:	SECRETARIAL
Version No.:	1.0
Review Cycle	As recommended by the Board

## **Introduction**

Regulations 51 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires all listed companies to host all the disclosures of events and other information on its website for a minimum period of five years. Further the Regulations provide that after the period of five years the said disclosures be maintained as per the web archival policy of the concerned company.

HDFC Credila Financial Services Limited (“Company”), has formulated this policy for ensuring protection, maintenance and archival of its disclosures, documents and records that are placed on its website [www.hdfccredila.com](http://www.hdfccredila.com).

This Policy shall be effective from October 20, 2021.

## **Scope**

This policy covers all events or information which has been disclosed to Stock Exchange(s) and hosted on the website of the Company in accordance with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

## **Content Review**

The events or information which has been disclosed by the Company to the Stock exchanges in terms of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 will be hosted on the website of the Company for a period of five years except Annual report which will be hosted for a period of ten years. The Company should ensure to update any change in the content of the website within two working days of such change. The assigned Personnel of the Company will have the responsibility for periodically reviewing the content of the website in respect of their respective domains and keep the information Up to Date.

## **Content Archival**

The content of the website of the Company will be reviewed on an ongoing basis. On a quarterly basis all announcements/ disclosures on the website of the Company would be moved to the archival folder after a period of 5 years from the date on which such disclosures/ announcements were made. The archived folder would be available for a period of one year.

Thereafter the said information, documents, records may be destroyed, as per the Policy on Preservation of Documents.

## **Dissemination of Policy**

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

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