



CANARA HSBC LIFE INSURANCE COMPANY LIMITED
CIN : L66010DL2007PLC248825

Archival Policy

Owned by: Corporate Governance

Version no. 1.0

Release Date: 11th April 2025

Version History

Release Date	Version	Revision Description	Approved By
11/04/2025	1.0	Initial version	Board of Directors

1. Preamble

- 1.1. Canara HSBC Life Insurance Company Limited (“Company”) has in place 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, as amended (“LODR Regulations”).
- 1.2. Regulation 30(8) of the LODR Regulations requires the Company to disclose on its website all such events or information which has been communicated to stock exchange(s) under Regulation 30.
- 1.3. Regulation 30(8) also prescribes all listed companies to put in place a policy on archival of information/ events disclosed on the website of the Company, under Regulation 30.
- 1.4. Accordingly, this Archival Policy (“Policy”) has been prepared and adopted by the Board of Directors of the Company (“Board”) to give effect to the provisions of the LODR Regulations and shall be effective from the date of listing of the equity shares of the Company on the relevant stock exchanges (“Stock Exchanges”).
- 1.5. This Policy shall be hosted on the website of the Company.

2. Objective

- 2.1. The Policy seeks to enhance transparency and accountability, by providing for framework for disclosure of required information/ events on the website of the Company. This Policy provides for archival of the disclosures made on the website for information and events communicated to the Stock Exchanges under Regulation 30 of the LODR Regulations.

3. Archival Process

- 3.1. All disclosures of information and events communicated to the Stock Exchanges under Regulation 30 of the LODR Regulations will be hosted on the website of the Company under the section titled ‘Investor Relations’ for a period of five years, or as mandated under applicable laws, from the date of uploading the same on the website.
- 3.2. On a quarterly basis all announcements/ disclosures uploaded on the website of the Company would be moved to an archives folder (“Archives”) after a period of five years from the date on which such disclosures/ announcements were made.
- 3.3. The Archives folder would be available for a period of three years (“Retention Period”).
- 3.4. Any information/ document etc disclosed on the website as above, may be removed/ deleted after obtaining approval of the Chief Financial Officer or the Company Secretary, from the website after the Retention Period.

4. Review and Amendment(s)

- 4.1. The Policy will be approved by the Board. The Board shall also undertake an annual review of the Policy. Changes/ amendments, if any, in this Policy (including on account of amendments or changes in applicable law or regulations, if any) will be approved by the Board.
- 4.2. In case any amendments or clarifications are issued by the relevant regulatory authorities which are not consistent with the provisions laid down under this Policy, then such amendments clarifications, etc. shall prevail and changes will be incorporated in the Policy in the immediate next meeting.