



**HDFC ERGO GENERAL INSURANCE COMPANY LIMITED**

**ARCHIVAL POLICY**

<b>Created by</b>	Corporate Secretarial					
<b>Concurred by</b>	-					
<b>Review Period</b>	Annual					
<b>Version</b>	Version 1.0	Version 1.1	Version 1.2	Version 1.3		
<b>Approved by Board of Directors on</b>	January 25, 2023	January 13, 2024	January 16, 2025	January 13, 2026		
<b>Effective From</b>	January 25, 2023	January 13, 2024	January 16, 2025	January 13, 2026		



<b>Sr. No.</b>	<b>Index</b>	<b>Page No.</b>
1	Introduction	3
2	Interpretation	3
3	Archival Process	3
4	Dissemination of Policy	4
5	Review of Policy	4

## ARCHIVAL POLICY

### 1. Introduction

Regulations 51(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('SEBI Listing Regulations') requires all debt listed companies to host all the disclosures of events and other information which have been disclosed to the Stock Exchange(s) under this regulation on its website for a minimum period of five years. Further, the said regulation provides that after the period of five years, the said disclosures be maintained as per the web archival policy of the concerned company.

HDFC ERGO General Insurance Company Limited ('the Company') in continuation of its strong commitment to the highest standards of transparency, accountability and good corporate governance, has formulated this policy for ensuring protection, maintenance and archival of its disclosures, documents and records that are placed on its website [www.hdfcergo.com](http://www.hdfcergo.com)

The Company has adopted this Policy for archival of the disclosures made on the website for information and events communicated to the stock exchanges under SEBI Listing Regulations and for disclosures made on website under other statutes/regulations and shall be effective from the date of approval of Board of Directors.

### 2. Interpretation:

All the words and expressions used in this Policy, unless defined herein, shall have the same meaning assigned to them in the Companies Act, 2013, rules made thereunder, SEBI Listing Regulations and other applicable statutory enactments (collectively, the 'Applicable Laws'), as the case may be, as amended, from time to time.

In case of any conflict between the provisions of this Policy and of Applicable Laws, the Applicable Laws shall prevail over this Policy.

### 3. Archival Process:

- A. For events or information disclosed under Regulation 51(3) of SEBI Listing Regulations:
  - i. The events or information which have been disclosed by the Company to the Stock exchange(s) ('Disclosed Information') in terms of SEBI Listing Regulations will be hosted on the website of the Company for a period of five years ('Mandatory Hosting Period') except Annual report which will be hosted for a period of ten years.



## HDFC ERGO General Insurance

- ii. The Company should ensure to update any change in the content of the website within two working days of such change.
- iii. The Disclosed Information will be reviewed on an ongoing basis. Beyond the Mandatory Hosting Period, on a quarterly basis, the Disclosed Information would be moved to the archival folder. The archived folder would be available for a period of atleast one year ('Archival Period').
- iv. After the expiry of period of one year, on a quarterly basis, the archived disclosures/ announcements may be removed from the website of the Company. However, a log of such disclosures be maintained.

### B. For disclosures made under other statutes / legislations:

- i. All information required to be uploaded on the Company's website in pursuance of any other statute / legislation / regulation, shall be hosted on the Company's website, in the form, manner and for such period as may be mandated by that statute / legislation / regulation etc.
- ii. In cases where the concerned statute / legislation / regulation does not prescribe any period, the required data shall be hosted on the website for a minimum period of one year from the date of uploading or more, if deemed necessary.

## 4. Dissemination of Policy

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

## 5. Review

This policy will be reviewed at least annually and amended, as and when required by any changes in the laws, rules and regulations applicable to the Company from time to time or changes in internal processes.

\*\*\*\*\*