

# **KOTAK MAHINDRA BANK LIMITED**

## **WEB ARCHIVAL POLICY**

### **1. Preamble**

The Board of Directors ('Board') of Kotak Mahindra Bank Ltd. ('Bank') has adopted the following Archival Policy ('Policy') in respect of archival of documents which are hosted on the website of the Bank. This Policy shall be effective from December 1, 2015.

### **2. Disclosed Material**

All documents and disclosures uploaded on the website of the Bank for the purpose of shareholder communication pursuant to any statutory/regulatory requirements, or otherwise, are the property of the Bank, and shall constitute 'Disclosed Material'.

Any disclosure of event/information which has been submitted to the stock exchanges under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Bank's Policy for Determination of Materiality of Events or Information shall be available on the Bank's website for a period of five years from the date of its being hosted on the website. Upon expiry of a period of five years from the date of such disclosures being hosted to the website of the Bank, the disclosed event or information will be archived as per the Policy.

Any information/documents which have been submitted to the stock exchange to comply with the disclosure norms as required under any other applicable law, and also uploaded on the Bank's website, will be archived as per the Policy after it has been removed from the Bank's website.

### **3. Archival and Preservation of Disclosed Material**

All Disclosed Material shall be stored in the Bank's electronic archival system post the expiry of the required period of disclosure under applicable law. The archived folder would be available for a period of one year.

### **4. Amendment to the Policy**

Subject to applicable law, the Board may, in its absolute discretion from time to time amend or alter the Policy or any terms and conditions thereof.

### **5. Issues**

In respect of any issues arising in respect of the Policy, the decision of the Board shall be final and binding on all concerned.

### **6. Variation**

In the event of any variation or inconsistency between the provisions of the Policy and applicable law, the provisions of the applicable law shall prevail over the Policy and the provisions of the Policy shall be deemed to have been amended so as to be read in consonance with such applicable law.