

**Jai Corp Limited**

*Policy for Preservation of Documents*

### **Preamble:**

Pursuant to Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**the Listing Regulations**) the Board of Directors of a listed entity is required to formulate a policy for preservation of documents.

Pursuant to the requirements stated above, the present policy is framed.

### **Title:**

This policy shall be called "**Policy for Preservation of Documents**".

### **Provisions of the Companies Act, 2013-**

Pursuant to Section 128(5) of the Companies Act, 2013, the books of account of every company relating to a period of not less than eight financial years immediately preceding a financial year, or where the company had been in existence for a period less than eight years, in respect of all the preceding years together with the vouchers relevant to any entry in such books of account shall be kept in good order:

Section 94 of the Companies Act, 2013 read with Rule 15 of the Companies (Management and Administration) Rules, 2015 prescribes certain period of maintenance of certain types of documents.

### **The Policy -**

Under the Policy, the retention period for preservation of documents is as under—

<b>Sr. No.</b>	<b>Name of Documents</b>	<b>Period of preservation</b>
1.	Register of members along with the Index	Permanent
2.	The foreign register of members, unless it is discontinued and all the entries are transferred to any other foreign register or to the principal register	Permanent
3.	Annual Report of the Company	Permanent
4.	Minutes of Board, Committees and General Meetings	Permanent

<b>Sr. No.</b>	<b>Name of Documents</b>	<b>Period of preservation</b>
<b>4.</b>	Foreign register of debenture holders or any other security holders	8 years from the date of redemption of such debentures or securities.
<b>5.</b>	Register of debenture holders or any other security holders along with the index	8 years from the date of redemption of debentures or securities
<b>6.</b>	Copies of annual returns prepared under section 92 and copies of all certificates and documents required to be annexed thereto	8 years from the date of filing with the Registrar
<b>7.</b>	Books of accounts and supporting documents	8 financial years immediately preceding a financial year
<b>8.</b>	Share transfer deeds and other supporting documents by the Registrar and Share Transfer Agent	3 financial years immediately preceding a financial year

The retention period of preservation of documents shall remain the same irrespective of maintenance of documents in physical format or in electronic format.

**Applicability:**

This Policy, duly approved by the Board of Directors on 4<sup>th</sup> November, 2015, shall be applicable with effect from the 1<sup>st</sup> day of December, 2015 and future amendments / modifications shall take effect from the date stated therein.