

POLICY ON PRESERVATION OF DOCUMENTS

Jai Mata Glass Limited

Village Tipra Barotiwala

District Solan Himachal Pradesh-

CIN:

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JAI MATA GLASS LIMITED

POLICY ON PRESERVATION OF DOCUMENTS

1. PREAMBLE:

The Securities and Exchange Board of India has issued and notified SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “Regulations”) on 2nd September 2015.

The Regulations require the Board of Directors of a Company to frame a policy for Preservation of Documents classifying them in to two categories:

1. Documents whose preservation shall be permanent;
2. Documents to be preserved for not less than eight years;

In compliance with Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), the Board of Directors (“Board”) of Jai Mata Glass Limited (“Company”) has approved the following Policy For Preservation of Documents (“Policy”) for the Company.

An indicative list of the Documents and the timeframe of their preservation is provided in **Annexure A**.

2. APPLICABILITY:

The Policy shall be applicable on preservation of documents / records maintained by the Company either in Physical Mode or Electronic Mode.

3. DEFINITIONS:

- 3.1 “**Applicable Law**” means SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Companies Act, 2013 and all the rules, provisions and regulations made there under.
- 3.2 “**Authorised Person**” means the Company Secretary, Chief Financial Officer, General Manager (Finance &Accounts) and/or any other person duly authorised by the Board.

3.3 **“Board”** means the Board of directors of the Company or its Committee.

3.4 **“Company”** means JAI MATA GLASS LIMITED.

3.5 **“Documents”** means all papers, records, files, books etc., and the like as required to be maintained under any law or regulation for the time being in force.

4. PURPOSE:

The purpose of this Policy is to ensure that the all the necessary documents and records of the Company are adequately protected and preserved as per the statutory requirements and to ensure that the records of the Company which are no longer needed or are of no value are discarded after following the due process for discarding the same.

5. MODES OF PRESERVATION:

5.1. The Documents may be preserved in

- a. Physical form or
- b. Electronic Form.

5.2. The Authorised Person is expected to observe the compliance of requirements of Applicable Law.

5.3 The preservation of Documents should be such as to ensure that there is no tampering, alteration, destruction or anything which endangers the content, authenticity, utility or accessibility of the Documents.

5.4. The preserved Documents must be accessible at all reasonable times. Access may be controlled by Authorized Person with preservation, so as to ensure integrity of the Documents and prohibit unauthorized access.

6. CUSTODY OF THE DOCUMENTS:

Subject to the Applicable Law, the custody of the Documents shall be with the Authorised Person. Where the Authorised Person tenders resignation or is transferred from one location of the Company to another, such Person shall hand over all the relevant Documents, lock and key, access control or password, or Company Disc, other storage devices or such other Documents and devices

in his possession under the Policy. The Board may authorise such other person as it may deem fit as the Authorised Person.

7. ADHERENCE OF THE POLICY BY THE EMPLOYEES:

The Company expects from its Authorised Person to understand and fully comply with this Policy and schedules, provided however that if it is believed, or the Company informs otherwise, that Company records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then the same be preserved until the Authorised Person determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If any employee believes that exception may apply, or have any question regarding the possible applicability of that exception, please contact the Authorised Person. Further, in the event that the Company is served with any legal or statutory notice for any Document(s) from any of the statutory authorities or any litigation / proceeding is commenced by or against the Company, than the disposal of documents which are subject matter of such notice or litigation, etc. shall be suspended till such time the matter is settled or resolved or disposed of. The Authorised Person shall immediately inform relevant employees of the Company for suspension of further disposal of Documents.

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

8. PROCEDURE FOR DISPOSAL OF DOCUMENTS:

The Documents that are no longer required as per the time schedule prescribed in the Appendix A may be destroyed. The Authorised Person may direct the relevant employees from time to time to destroy the Documents which are no longer required as per the Indicative List given under Annexure A. The details of the Documents destroyed by the Company shall be recorded in the Register for Disposal of Records to be kept by employees who are disposing the Documents in the format prescribed at **Annexure B**.

9. AUTHORITY TO MAKE ALTERATIONS TO THE POLICY:

The Board is authorized to make such alterations to this Policy as considered appropriate, subject, however, to the condition that such alterations shall be in consonance with the provisions of the Acts and Regulations.

ANNEXURE A:**INDICATIVE LIST**

S.NO.	Documents to be preserved permanently	Documents to be preserved for 8 years or more	Documents to be preserved for 5 years	Location of the documents (Place where preserved)
1	Memorandum & Articles of Association of the Company	Register of buy-back of securities.	Register of SEBI (Prohibition of insider trading) Regulations, 2015.	Corporate Office of the Company at EC-176, Inderpuri, New Delhi-110012.
2	Registers of investments in securities not held in the name	Register and index of debenture holders - 15 years from the date of redemption of debentures	Price Sensitive Information and the disclosures to be made under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.	
3	Register of charges	Register of deposits.	Office copies of papers, documents, information filed with the Stock Exchange	
4	Register and index of members	Register of allotment.	All such events or information which has been disclosed to stock exchange and such disclosures has been hosted on the website of the Company.	
5	The foreign register of members	Register of payment of dividend		
6	Register of renewed and duplicate certificates	Register of Director's attendance		
7	Register of contracts in which directors are interested	Register of postal ballot - Until the resolution has been implemented or for a period of 10 years whichever is later		
8	Register of Directors, Managing Director, Manager and Secretary	Register of proxies.		
9	Register of directors' shareholding	Register of inspection		
10	Register of inter corporate loans and investments	Register of investor's complaints		
11	Register of documents executed under common seal	Register of employee stock options - 15 years		

		from the date of exercise of options		
12	Register of records and documents destroyed	Register of sweat equity shares.		
13	Register of transfer of shares	Books of Accounts.		
14	Annual Reports	Office copies of Notice, Scrutinizer's report and related papers(as long as they remain current or for 8 years whichever is later.		
15.	Minutes of Board and General Meetings.			
16.	Copy of all the e-forms alongwith its Annexures /attachment filed with the ROC.			

B: All other documents:

All other documents of the Company shall be maintained in compliance with the requirements of the applicable laws.

ANNEXURE B:

THE FORMAT OF REGISTER OF RECORDS AND DOCUMENTS DESTROYED

S.NO.	Particulars of documents destroyed	Date and mode of destruction with the initials of the Authorised Person