

# **JAI MATA GLASS LIMITED**

## **ARCHIVAL POLICY**

### **I. BACKGROUND**

Securities and Exchange Board of India (“SEBI”) vide Notification dated 2<sup>nd</sup> September 2015, had issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Regulations”). The Regulations comes into force on 1<sup>st</sup> December 2015. The Regulations mandate every Listed Company to make available an Archival policy on the website. In this context, the following policy has been framed by the Board of Directors (“Board”) of Jai Mata Glass Limited (“JMGL”/ “Company”) at its meeting held on \_\_\_\_\_.

### **II. OBJECTIVE OF THE POLICY:**

The objective of this Policy is to comply with Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements), 2015 as mentioned below:

*“The Listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.”*

### **III. ARCHIVAL POLICY**

In accordance with the provisions of the aforesaid Regulations, the Company shall ensure that all the disclosures/information shall be hosted on the website of the Company for a period of 5 years and thereafter the same shall be archived so as to be available for retrieval for a further period of three years by storing the same on suitable media. Thereafter the said information, documents, records may be destroyed as per the policy on preservation of documents.

### **IV. EFFECTIVE DATE**

The Policy as approved by the Board of directors shall be effective 1<sup>st</sup> December 2015.