

**JYOTI OVERSEAS LIMITED**

**POLICY ON PRESERVATION OF DOCUMENTS**

## **BACKGROUND**

As per Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as SEBI Listing Regulations), a listed entity is required to frame a policy for preservation of documents and the same is also required to be disclosed on the Company's website.

## **OBJECTIVE OF POLICY**

The objective of the policy is to specify the documents which are to be preserved for lifetime and for specific time period.

## **TYPE OF DOCUMENTS AND TIME PERIOD FOR PRESERVATION**

The Company shall preserve and maintain documents as specified hereunder:

**CATEGORY A:** The documents of permanent nature (Listed in ANNEXURE I) shall be maintained and preserved permanently by the Company subject to such modifications, amendments addition, deletion and changes as required from time to time

**CATEGORY B:** The documents to be maintained and preserved for specified time period after completion of relevant transaction (Listed in ANNEXURE II) shall be preserved for a period not less than 8 (Eight ) years after completion of relevant transaction subject to the modifications, amendments, addition, deletion and changes as required from time to time.

## **ROLES AND RESPONSIBILITIES**

Pursuant to the listing Agreement, the policy has been established and approved by the Board of Directors.

The Company Secretary and Chief Financial Officer shall be responsible to deal with the records according to the time frame prescribed in the policy for the preservation.

## **DESTRUCTION OF DOCUMENTS**

The documents of the Company which are no longer required as per the time schedule prescribed in Annexure II may be destroyed. The concerned officer may direct the employee to destroy the documents as no longer required as per the preservation schedule.

The details of the documents as destroyed by the Company from time to time shall be recorded in the Register for Disposal of records to be kept by the employees who destroys the same as per the format prescribed in **ANNEXURE III**.

### **POLICY REVIEW**

The policy shall be reviewed from time to time so that the policy remains compliant with the applicable laws. The Company Secretary shall keep the policy updated with the applicable laws.

### **AMENDMENT**

The Board from time to time as required by the amendments in the applicable laws and regulation will amend the policy accordingly such that it does not become inconsistent with the applicable law for the time being in force.

## ANNEXURE I

### **Documents whose preservation shall be permanent in Nature**

<b>S. No.</b>	<b>Name of Documents</b>
<b>1.</b>	Certification of Incorporation
<b>2.</b>	Memorandum and Articles of Association
<b>3.</b>	Minutes Book of Board Meeting and Committees
<b>4.</b>	Minutes Book of General Meeting
<b>5.</b>	Register of Members
<b>8.</b>	Statutory Register
<b>9.</b>	Agreement with the Stock Exchanges
<b>10.</b>	Licenses and Permissions

## ANNEXURE-II

### Documents with preservation period of not less than eight years after completion of the relevant transactions

S.No.	Name of Documents
1.	Register of Charge
2.	Disclosure of Interest Received by the Directors
3.	Attendance Register, Notices, Agenda and other related papers of General Meetings, Board Meeting and various Committee
4.	Instrument Creating a Charge and modifying Charge
5.	Register of Transfer of Share
6.	Register of renewed and duplicate Share Certificate
7.	Annual Return

### ANNEXURE-III

#### Format for Register of Document destroyed

<b>S.No</b>	<b>Name of the Document with applicable laws</b>	<b>Method of Destroying</b>	<b>Signature of the Authorised Person</b>