



## POLICY ON PRESERVATION OF DOCUMENTS

### 1. INTRODUCTION

Pursuant to Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as "The Regulations") every listed entity shall frame a policy on preservation of documents, physically or in Electronic mode, which shall, inter alia, provides for:

- Documents whose preservation shall be of permanent nature;
- Documents with preservation period of not less than eight years after completion of the relevant transactions to which such document relates.

### 2. OBJECTIVE

The main objective of this policy is to ensure that all the statutory documents are preserved in compliance with the Regulations and as per Policy framed in compliance with the Regulations and to ensure that the records no longer needed or which are of no value are discarded after following due process for the same. The major objectives of the policy are:

- a) To identify statutory records to be preserved.
- b) To identify records to be maintained either for a period of eight years or permanently.
- c) To decide the mode of preserving the documents, whether in physical form or in electronic form.
- d) To decide the procedure to destroy the documents after eight years or other applicable period
- e) To help employees understanding their obligations in retaining and preserving the documents and records. This policy is framed as per requirement of Regulation 30 (4) of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015.

### 3. DEFINITIONS

"Act" means the Companies Act, 2013, Rules framed thereunder and any amendments thereto;

"Regulations" means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and any amendments thereto;

"Company" means "Jindal Cotex Limited".

"Board of Director" or "Board", means the collective body of the Directors of the company;



# JINDAL COTEX LIMITED

Regd. Off. : Village Mandiala Kalan, P.O. Bija, Tehsil Khanna, Distt. Ludhiana (PB) 141412  
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info@sigroup.in www.jindalcotex.com

“Employees” shall mean the employees and office-bearers of the Company, including but not limited to Whole Time Directors.

“Key Managerial Personnel” shall mean the officers of the Company as defined in Section 2(51) of the Companies Act, 2013 and rules prescribed there under.

“Document” includes a memorandum, summons, order of a judicial regulatory or administrative authority, an email, a contract, registers maintained by the company under the provisions of a statute, books of account, a payment voucher, minutes of the meeting of the members or board of directors or any committee of board of directors or management, returns or reports filed with statutory authorities or the regulators, tax records, press release, etc.

“Maintenance” means keeping Documents, either physically or in Electronic Form.

“Preservation” means to keep in good order and to prevent from being altered, damaged or destroyed.

“Electronic Form” means any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it.

“Listing Regulations” means the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

#### 4. PRESERVATION OF DOCUMENTS

The Company shall preserve all its documents as per the requirements and provisions of the Companies Act, 2013 and the rules made thereunder, the Regulations and any other law, rules, regulations as may be applicable to the Company from time to time. For the purpose of preservation, documents are classified under three categories-

- i. Documents which are required to be preserved permanently (Schedule A).
- ii. Documents which are required to be preserved for not less than 8 years after completion of the relevant transaction (Schedule B).

#### 5. MODE OF MAINTENANCE

The Company shall maintain these records either in physical or electronic mode. The applicable provisions of law, rules, and regulations with regard to electronic maintenance of records shall be adhered to. All the records shall be maintained as per the prescribed formats, if any, as amended from time to time under the various rules and regulations.



## 6. ARCHIVAL POLICY

As per Regulation 30 of the SEBI (LODR) Regulations, 2015, every equity listed entity is required to make disclosures to Stock Exchange(s) of any events or information which, in the opinion of the board of directors of the listed company, is material and such disclosures shall be hosted on the website of the listed company for a minimum period of 5 years & thereafter as per the Archival Policy of the company as disclosed on its website.

This Policy has been framed keeping in view the requirements of SEBI (LODR) Regulations. This Policy applies to such documents/information hosted and visible to the public on the website of the Company.

All disclosures made under Regulation 30 of the LODR by the Company to the Stock Exchange(s), shall be kept on the website of the Company for a period of 5 years and thereafter in the archives of the Company for a period of 1 year.

**7. CUSTODY OF DOCUMENTS:** The documents shall be kept in the custody of respective head of the department responsible for creation and maintenance of such documents. Place of keeping the documents shall be as per the applicable provisions of laws, rules or regulations under which they are created and shall be subject to specific resolutions passed by the Board from time to time.

**8. DISPOSAL AND DESTRUCTION OF RECORDS** After the expiry of the statutory retention period, the preserved documents may be destroyed. Destruction of documents as a normal administrative practice shall be followed for the records which are duplicate/unimportant/irrelevant. The Company will keep the policy updated as per statutory guidelines.

## 9. AMENDMENTS TO THE POLICY

The Board of Directors can amend this Policy, as and when deemed fit. In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.

## SCHEDULE A: DOCUMENTS PRESERVED PERMANENTLY

The Company shall maintain the following documents permanently:

1. The Signed and Stamped Memorandum of Association and Articles of Association of the Company
2. Minutes of General Meeting, Board Meetings and various Committee Meetings



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3. Register of Members along with Index
4. Foreign Register of Members; if any.
5. Register of Loans, guarantee, security and acquisition made by the Company
6. Register of investments not held in its own name by the Company, if any
7. Register of Contracts with related party and contracts and Bodies etc., in which directors are interested
8. Register of Charges
9. Register of Renewed and duplicate share Certificates
10. Register of director and KMP
11. Intellectual Property Documents shall include, but shall not be limited to copyrights, Trademarks, Patents, and Industrial Design, Intellectual Property Rights documents that are owned by the Company shall be retained by the Company permanently.

### **SCHEDULE-B: DOCUMENTS PRESERVED FOR AT LEAST EIGHT YEARS**

The Company shall maintain following documents for at least Eight Years

1. Books of accounts together with the vouchers relevant to any entry in such books of account.
2. Register of Debenture holders (Including Foreign Register or debentures) or Register of any other Securities issued by the Company.
3. Copies of all Annual Return
4. Disclosure of interest receive form all the Directors of the Company in the manner prescribed
5. Attendance Registers, Notices, Agenda, Notes to Agenda and other related papers of General Meeting, Board Meeting and various Committee Meeting
6. Instrument creating a Charge or Modifying a Charge, if any.
7. Changes to the Memorandum of Association and Articles of association, if any
8. Register of deposits accepted or renewed, if any



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9. Tax Records- Tax records including, but not limited to documents concerning tax assessment, tax filing, proof of deduction, tax returns, appeal preferred against any claim made by the relevant tax authorities, shall be maintained for a period of 8 years or for a period of 8 years after the final order has been received with respect to any matter which was preferred for Appeal, as the case may be

10. Employment/Personnel Record in case of employees of the Company

11. Relevant marketing and sales documents

12. Press Release

13. Legal documents including but not limited to contracts, legal opinions, pleading, order passed by any court or tribunal or any other Authority empowered to give a decision on any matter, awards, document relating to property matters.