



JAI BALAJI INDUSTRIES LIMITED

POLICY ON PRESERVATION OF DOCUMENTS

BACKGROUND

The Securities and Exchange Board of India (Listing Obligations & disclosure Requirements) Regulations, 2015 effective from December 1, 2015, under its Regulation 9 requires a listed entity to formulate a policy for preservation of documents for the purpose of safe keeping of records to avoid them from being tampered, altered.

Considering the above requirement of the Listing Regulation, M/s. Jai Balaji Industries Limited, hereinafter referred to as “Company” formulates the policy on Preservation of Documents in pursuance of Regulation 9 of the Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015.

DEFINITIONS

1. “Board”

Board means “Securities and Exchange Board of India.”

2. “Company”

Company means “Jai Balaji Industries Limited”

3. “Listing Regulations”

Listing Regulations means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”)

4. “Documents”

Documents means all papers, records, files, books etc., and the like as required to be maintained under Listing Regulations.

OBJECTIVE

The purpose of this policy is to have a binding framework for the preservation of documents of the company classified in at least two following categories as follows:

- Documents with preservation period of not less than eight (8) years after completion of the relevant transactions.
- Documents whose preservation shall be permanent in nature;

The documents / records required to be prepared and disclosed to the stock exchanges pursuant to the Listing Regulations (“the Listing Records”), whether physically or in electronic form be preserved for a minimum period of 8 years from the date of completion of relevant transaction.

Further, if any other applicable law requires the preservation of any of these Listing Records for a longer period or permanently, then those shall be preserved / maintained accordingly.

DOCUMENTS TO BE SAVED ELECTRONICALLY

The preserved documents can be saved electronically, whenever it seems to be obligatory or felt necessary, to ensure there is effective utilization of space and for affluence in record keeping. In case of any discrepancy between electronic copy or physical copy, the reliability with allusion to physical copy would prevail.

ARCHIVAL POLICY

The Company shall ensure that all the information disclosed on the Company’s website (www.jaibalajigroup.com) is maintained live and in archive for a period of 5 years.

DESTRUCTION OF DOCUMENTS

The documents can be destroyed or mutilated after the prescribed period as per the Applicable law pursuant to which the documents were preserved. This applies to both physical and electronic documents.

AMENDMENT

The Policy can be reviewed by the Board of Directors of the Company and the Board is severally authorized to make such changes as it may deem expedient or necessary in adherence of applicable laws.