



## **POLICY ON ARCHIVAL OF DOCUMENTS**

**01/AOD/Ver-01**

### **1. OBJECTIVE**

The objective of this Policy is to lay down the principles for the preservation and archival of documents and records of the Company.

### **2. REGULATORY FRAMEWORK**

The Securities and Exchange Board of India (“SEBI”), vide its Notification dated September 2, 2015, has issued the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI LODR Regulations**”). The SEBI LODR Regulations came into force from December 1, 2015. The SEBI LODR Regulations mandate listed entities to formulate an archival policy, it is in this context that the Policy on Archival of Documents (“**Policy**”) is being framed and implemented.

Further, Regulation 30 (8) of the SEBI LODR Regulations, states as under:

“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.”

### **3. Archival Policy**

- In accordance with the provisions of the Regulation 30(8) of SEBI LODR Regulations and as per this Policy, the Company shall ensure that all the information shall be hosted on the Company’s website ([www.jgchem.com](http://www.jgchem.com)) for a period of 5 years and thereafter will be archived for a period of 1 year.
- The document and records which are no longer current, but which are required to be preserved for a specified period of time or permanently under the applicable laws/ rules/ regulations shall be archived by the Company.
- Every Function/Unit shall identify the documents and records required to be maintained and preserved and shall be responsible for archiving the same as per this Policy.
- Every Function/Unit shall follow the established procedure of archiving of documents and records and ensure ease of retrieval of such documents and records.
- The documents and records may be archived in physical and/or electronic mode and shall be stored in the premises of the Company or with any other approved place in case of physical documents and on the server of the Company and/ or the server of any third party vendor/ service provider in case of electronic documents having appropriate



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security and safety measures.

- The documents and records archived in electronic form shall be subjected to automatic back- up on a periodic basis as per the procedure established by the IT function of the Company.
- Documents and records which are no longer required or upon the expiration of the specified period of time for preservation may be destroyed in one of the following ways:
  - a. Recycle non-confidential paper records;
  - b. Shred or otherwise render unreadable confidential paper records; or
  - c. Delete or destroy electronically stored data.

#### **4. EFFECTIVE DATE**

The Policy, as and when approved by the Board of Directors, shall have immediate effect.

#### **5. AMENDMENT AND REVIEW**

The Board of Directors on its own and / or as per the recommendations of the Committee may amend this Policy, as and when deemed fit.

This policy shall be subject to review as may be deemed necessary and to comply with any regulatory amendments or statutory modifications and subject to necessary approval of the Board of Directors.

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 given in this Policy and the Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s), etc.

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