



Archival Policy

Jayant Agro-Organics Limited

Leadership through Innovation

Archival Policy		Version- 3	
Approved by:		Board of Directors	
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JAYANT AGRO-ORGANICS LIMITED

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1. OBJECTIVE

The Policy is framed in accordance with the requirements of the Regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 [SEBI (LODR) / Regulations / Listing Regulations].

The Policy is to maintain complete, accurate and high quality records as required under Regulation 30 of SEBI (LODR). Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth below. Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed.

The Board of Directors reserves the right to amend and alter this policy at any time.

2. EFFECTIVE DATE

This Policy is effective December 1, 2015.

3. DEFINITION

“**Act**” shall mean the Companies Act, 2013 and the Rules framed thereunder, including any modifications, clarifications, circulars or re-enactment thereof.

“**Board of Directors**” or “**Board**” means the Board of Directors of Jayant Agro – Organics Limited, as constituted from time to time.

“**Company**” means Jayant Agro – Organics Limited.

“**Key Managerial Personnel**” mean key managerial personnel as defined in sub-section (51) of section 2 of the Companies Act, 2013;

“**Policy**” means this Policy for preservation of documents.

“**Regulations / SEBI (LODR) / Listing Regulations**” mean Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 including any modifications, clarifications, circulars or re-enactment thereof.

Any other term not defined herein shall have the same meaning as defined in the Companies Act, 2013, the Listing Regulations or any other applicable law or regulation to the extent applicable to the Company.



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4. STATEMENT OF POLICY

This Policy applies to all physical records and electronic documents as required under Regulations from time to time in the course of operation, including both original documents and reproductions. The Board of Directors are the officers in charge for the approval this policy and modify from time to time to ensure the compliance of the applicable laws. The Key Managerial Personnel's shall ensure the implementation of processes and procedures that the Record Retention Schedule is followed.

In line with the Company's Policy on Determination of Materiality of Events and as per Listing Regulations, the Company shall disclose all such events to the Stock Exchanges and such disclosures shall be hosted on the website of the Company and thereafter the same shall be archived so as to be available for retrieval for a such period as may be decided by the Board of Directors from time to time by storing the same on suitable media. Thereafter the said information, documents, records may be destroyed as per the policy on preservation of documents.

This Policy was approved by the Board of Directors of the Company on 31st October, 2015.

5. AMENDMENTS

The Board may subject to the applicable laws amend any provision(s) or substitute any of the provision(s) with the new provision(s) or replace the Policy entirely with a new Policy. However, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.

6. SCOPE AND LIMITATION

In the event of any conflict between the provisions of this Policy and the Listing Regulations; Companies Act, 2013; Regulations or any other statutory enactments, the relevant act, the provisions of such Listing Regulations / Companies Act, 2013 or statutory enactments, rules shall prevail over this Policy and the part(s) so repugnant shall be deemed to severed from the Policy and the rest of the Policy shall remain in force.

The Company shall keep the documents/papers for the maximum period applicable for retention of documents under respective statutes/ rules as may be applicable to such documents vis-a-vis the Policy on Preservation of Documents made under Listing Regulations, whichever is longer.