

JIK INDUSTRIES LIMITED

JIK INDUSTRIES LIMITED Policy on Preservation of Documents

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1. BACKGROUND

The Securities and Exchange Board of India has issued SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") on September 2, 2015 to be effective from December 1, 2015.

Regulation 9 of these Listing Regulations deals with preservation of documents divided in two categories:

- a). Documents whose preservation shall be permanent in nature.
- b). Documents with preservation period of not less than 8 years.

2. DOCUMENTS WHOSE PRESERVATION SHALL BE PERMANENT IN NATURE.

Sr No	Nature of Documents
1	Certificate of Incorporation
2	Certificate of Commencement of Business
3	All statutory records and documents required to be kept permanently by the Company as prescribed under the Companies Act, 2013 and other applicable laws, Rules and Regulations
4	All licenses, registrations, approvals received by the Company under applicable statutes.
5	Trademark registrations, Copyright registrations, patent registrations and other intellectual property right registrations which are permanently assigned or licensed to the Company.

3. DOCUMENTS TO BE PRESERVED FOR NOT LESS THAN 8 (EIGHT) YEARS AFTER COMPLETION OF RELEVANT TRANSACTIONS

Sr No	Nature of Documents
1	All registers, records and documents required to be maintained for the statutory period prescribed under the Companies Act, 2013 and other applicable laws, Rules and Regulations.
2	Books of accounts, Financial Statements and other records connected thereto
3	Tax Returns and other filings made under the Income Tax Act and other applicable laws, rules and regulations.
4	All documents pertaining to litigations in courts and quasi-judicial bodies.

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4. MODE OF PRESERVATION

The Company may maintain the documents referred in Para 3 & 4 mentioned above, either in physical mode or in electronic mode or both for such period and in such manner as deemed appropriate.

5. AMENDMENT

Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.
