

JOONKTOLLEE TEA & INDUSTRIES LIMITED
(CIN: L01132WB1900PLC000292)

POLICY ON DOCUMENT PRESERVATION & ARCHIVAL OF DOCUMENTS

Statutory Mandate & Objective

The policy on preservation and archival of documents is mandated by the provisions of Chapter III of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“LODR”). With this policy, the Company intends to safeguard significant documents and preserve them to ensure durability of documents including documents in electronic form.

SCOPE

These guidelines will be valid for determining preservation period for commercial and legal records; and will be applicable to all locations of the Company.

RESPONSIBILITY

The departmental head concerned will be responsible for the maintenance, preservation and destruction of records pertaining to the respective Department.

MODE OF PRESERVATION

Records/documents may be preserved either physically or in electronic form.

DESTRUCTION OF RECORDS

The records/documents preserved shall be reviewed every year or according to need by the respective department and action taken to destroy those records which are due for disposal.

PRESERVATION PERIOD

The preservation period starts with the conclusion of financial year, in which the document has been formed or the last entry was made; the preservation period of agreements starts with the end of the financial year in which the agreement period expires.

Amendment & Review of the Policy

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.

In any circumstance, where the terms of this policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the law, rule, regulation or standard will take precedence over this Policy and procedures until such time as this Policy is changed to conform to the law, rule, regulation or standard.

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DOCUMENT PRESERVATION SCHEDULE PROCESS:-

CORPORATE RECORDS

A) Permanent Preservation:

Indicative List

A. PERMANENT PRESERVATION:

- a) Common Seal,
- b) Minutes books of Board, General Meetings and Committee Meetings,
- c) Statutory Registers,
- d) License and Permissions,
- e) Statutory Forms and disclosures except for routine compliance,

B. TEMPORARY PRESERVATION UPTO 8 YEARS:

- a) Annual Returns,
- b) Board Agenda and supporting documents,
- c) Attendance Register,
- d) Office copies of Notice of General Meeting and related papers,
- e) Office copies of Notice of Board Meeting / Committee Meeting, Notes on Agenda and other related papers,
- f) All notices pertaining to disclosure of interest of directors,
- g) Instrument creating a charge or modification,
- h) Books of accounts, financial statements etc- 8 years from the end of Financial Year or completion of assessment under Income Tax whichever is later.

B) Any other documents required to be preserved for 8 years under any law /statute.

C) Other Documents under other laws may be stored and preserved in physical form/ electronic form, after the completion of the relevant transactions, for such period as may be required in each case as applicable under the statute of Law .

Electronic Documents including email retention and back up

Electronic Mail:

- 1) All e-mail – from internal and external sources to be deleted after they cease to be of current use.
- 2) Employees should keep emails related to current business issues.
- 3) All email would be archived for 5 years on the server, post which time the email can be permanently deleted.
- 4) Employees will not store or transfer the Company related emails on non-work related computers except as necessary or appropriate with due approvals from the respective Department heads.
- 5) Employees will take care not to send confidential information to outsiders.

Web page files

- 1) All such events / information hosted on the Company's website shall be retained for a period of 5 years as specified in SEBI's LODR Regulations, 2015.
- 2) After the initial period of 5 years, documents / information (except documents of permanent nature) shall be archived for a further period of 3 years.
- 3) Documents of permanent nature, uploaded on the Company's website, shall be archived.