

Preservation of Documents Policy **(Jenson & Nicholson (India) Limited)**

Objective:

The primary objective of Preservation of Documents Policy of the company (“JENSON & NICHOLSON (India) LIMITED”) is to preserve records and document that are necessary for future reference and are statutorily required as per various statutes and further to use information / documents for the longest possible period.

Vision of the Policy:

The vision of the Preservation of Documents policy shall be to ensure the durability and the use of information, in the present and the future. The standpoints of the preservation policy shall provide the point of departure for the compilation and implementation of the preservation strategy and the strategy action plan for the Company.

Documents to be preserved under Companies Act, 2013/ SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 / Securities Contract Regulations Act, 1956

The time period for Preservation of Records & Documents

1) Registers of investments in securities not held in the name of the Company - Permanent

- 2) Register of buy-back of securities - 8 years from the date of completion of buyback
- 3) Register of charges - Permanent
- 4) Register and index of members - Permanent
- 5) Register and index of debenture holders - 15 years from the date of redemption of debentures.
- 6) Foreign Register of members or debenture holder - To be maintained until discontinued.
- 7) Register of renewed and duplicate certificates – Permanent
- 8) Register of contracts in which directors are interested – Permanent
- 9) Register of directors, managing director, manager and secretary – Permanent.
- 10) Register of directors' share holding - Permanent
- 11) Register of inter corporate loans and investments - Permanent
- 12) Register of deposits - 8 years from the date of last entry.
- 13) Register of allotment - 8 years from the date of each allotment.
- 14) Register of payment of dividend - 8 years from the date of payment.
- 15) Register of Director's attendance - 8 years.
- 16) Register of postal ballot - Until the resolution has been implemented or for a period of 10 years whichever is later.
- 17) Register of proxies - 8 years from the date of meeting.

- 18) Register of inspection - 8 years
- 19) Register of investment (other than securities not held in the name of the company) – Permanent
- 20) Register of documents executed under common seal -
Permanent
- 21) Register of records and documents destroyed – Permanent.
- 22) Register of investor's complaints - 8 years from the date of last entry.
- 23) Register of transfer of shares - Permanent.
- 24) Register of transmission of shares – Permanent.
- 25) Register of transfer of debentures – Permanent.
- 26) Register of transmission of debentures – Permanent.
- 27) Register of employee stock options - 15 years from the date of exercise of options.
- 28) Register of sweat equity shares - 8 years from the financial year in which the latest entry is made.
- 29) Register in respect of SEBI (substantial acquisition of shares and takeovers) Regulations, 1997 – Permanent
- 30) Register of SEBI (Prohibition of insider trading) Regulations, 2015 - 5 years
- 31) Books of Accounts - 8 accounting years immediately preceding the current accounting year

32) Annual Return - Last 8 annual returns

Provided that the company shall keep the above mentioned documents in the electronic mode as necessary.