

Jost's Engineering Company Limited

POLICY ON PRESERVATION OF DOCUMENTS

I. Background:

Regulation 9 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, requires every listed Company to formulate a Policy on 'Preservation of Documents' which has to be approved by the Board of Directors of the Company.

It is in this context, the 'Policy on Preservation of Documents' has been framed and the Board of Directors of Jost's Engineering Company Limited (Company) has approved the same at its Meeting held on 13th February, 2017 and the said Policy shall be effective from 13th February, 2017.

II. Objective of the Policy:

The Policy aims to provide a framework for preservation of documents of the Company required to be maintained in terms of any Statutory or Regulatory requirements, including the provisions of the Companies Act, 2013, rules made thereunder and the Regulations made by Securities Exchange Board of India from time to time.

III. Documents to be maintained, preserved and preservation period:

A) The Company shall maintain and preserve the following documents on a permanent basis:

- i) Certificate of Incorporation and Commencement of business.
- ii) The original Memorandum of Association and the Articles of Association of the Company.
- iii) Minutes of General Meetings, Board Meetings and various Committee Meetings.
- iv) Minutes of the Meetings of Creditors.
- v) Register of members along with Index thereof.
- vi) Register of Renewed and Duplicate share certificates.
- vii) Register of charges.
- viii) Register of Loans, guarantees and securities provided by the Company.
- ix) Register of Investment not held in its own name by the Company, if any.
- x) Register of Contracts with Related Party, bodies corporate etc. in which the Directors of the Company are interested.
- xi) Register of Directors and Key Managerial Personnel.

B) The Company shall maintain and preserve the following documents for at least eight financial years:

- i) Books of Accounts together with relevant vouchers.
- ii) Attendance Register for the Meetings of Board and its Committees.
- iii) Attendance Register of General Meetings.
- iv) Register of Debenture holders / other securities holders along with index thereof.
- v) Register of deposits accepted and renewed.
- vi) Copies of Notices, Agenda, Notes on Agenda and other related papers of Board and its Committee Meetings.
- vii) Copies of Notices, Scrutinizers Report and related papers of General Meetings and Postal ballots.
- viii) Instruments creating or modifying the charge.

- ix) Annual Returns prepared under Section 92 under Companies Act, 2013.
- x) Disclosure of Interest by Directors.
- xi) Shareholding Pattern filed with Stock Exchange.
- xii) Corporate Governance Report, if any, submitted to Stock Exchange.
- xiii) Reconciliation of Share Capital Audit Reports submitted to Stock Exchange.
- xiv) Documents filed with Registrar of Companies or Ministry of Corporate Affairs (other than the documents which are required to be maintained / preserved permanently.)

C) Other Documents:

In case, any document is required by any law or regulation to be maintained permanently or for a specific period of time, it shall be so maintained by the Company.

IV. Mode of maintenance of the documents:

The Company may keep the documents in the physical or electronic mode.

V. Disposal and destruction of Documents:

The documents mentioned above may be destroyed after the expiry 8 financial years after obtaining the approval of the Board of Directors of the Company.

VI. Amendment to the Policy:

The Policy may be modified or amended with the approval of the Board of Directors of the Company.

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