

# *Jaykay Enterprises Ltd.*

## **Archival Policy**

### **1. INTRODUCTION**

This Policy is framed by the Company pursuant to Regulation 30 read with Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred as 'Listing Regulations')

Sub-Regulation 8 of Regulation 30 of the Listing Regulations (effective 1<sup>st</sup> December, 2015), requires every Listed Company to formulate an Archival Policy.

### **2. DEFINITIONS**

- i. "Website" means website of the Company viz. [www.jaykayenterprises.com](http://www.jaykayenterprises.com);
- ii. "Board" means Board of Directors of the Company.
- iii. "Listing Regulations" means SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 including any statutory modification or re-enactment thereof.

### **3. INFORMATION WHICH SHALL BE DISSEMINATED ON THE COMPANY'S WEBSITE**

#### 3.1. Mandatory Information

- a. Details of its business;
- b. Terms and conditions of appointment of Independent Directors
- c. Composition of various Committees of Board of Directors;
- d. Code of Conduct of Board of Directors and Senior Managerial Personnel;
- e. Details of establishment of vigil mechanism / whistle blower policy;
- f. Criteria for making payments to non-executive directors, if the same has not been disclosed in the Annual Report;
- g. Policy for 'Dissemination of Information and Determining Materiality' of information/events for reporting to Stock Exchanges;
- h. Policy on dealing with 'Related Party Transactions';
- i. Policy for determining 'Material' Subsidiaries;
- j. Details of familiarization programmes imparted to Independent Directors including the following details:
  - i. Number of programmes attended by Independent Directors (during the year and on a cumulative basis till date);

- ii. Number of hours spent by Independent Directors in such programmes (during the year and on cumulative basis till date); and
  - iii. Other relevant details.
- k. Email address for grievance redressal and other relevant details;
- l. Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances;
- m. Financial information including
  - i. Notice of meeting of the Board of Directors where financial results shall be discussed;
  - ii. Financial results, on conclusion of the meeting of the Board of Directors where the financial results were approved;
  - iii. Complete copy of the annual report including balance sheet, profit & loss account, directors report, corporate governance report etc;
- n. Shareholding pattern;
- o. Details of agreements entered into with the media companies and / or their associates, etc;
- p. Schedule of analysts or institutional investor meet and presentations made by the company to analysts or institutional investors with submission to the stock exchange;
- q. New name (if any) and the old name of the company for a continuous period of one year, from the date of the last name change;
- r. Notice of meeting of the Board of Directors where financial results shall be discussed;
- s. Financial results, along with the modified opinion(s) or reservation(s) if any, expressed by the auditor; provided if the Company has submitted both standalone and consolidated financial results, it may publish consolidated financial results along with
  - 1. turnover;
  - 2. profit before tax and
  - 3. profit after tax on a standalone basis
 along with particulars of the Company's and Stock Exchanges website where the standalone results of the Company would be available;
- t. Statements of deviations or variations for public issue, rights issue, preferential issue on quarterly basis after review by Audit Committee and its explanation in directors report in the annual report;
- u. Notices given to Shareholders by Advertisement;

3.2 All Events/information as specified in Schedule III –Part A and Part B of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

3.3 All the information / documents as may be required to be hosted on the website as required under the provisions of the Companies Act, 2013 and other applicable laws, rules & regulations.

The Company shall ensure that the information is accurate and shall update any change in the content of its website within two working days from the date of such change in content.

**4. PERIOD OF RETENTION OF INFORMATION**

The above information shall be hosted for a minimum period of five years and thereafter as may be decided severally by Managing Director, Chief Financial Officer and Company Secretary of the Company.

**5. RESPONSIBILITY FOR MAINTENANCE OF WEBSITE**

The Company Secretary shall be responsible for hosting and maintaining the Company's website and the information hosted thereon. He shall also oversee the designing and maintenance of website.

**Sd/-  
(Chairman)**

**PLACE: Kanpur**

**DATE: February 10, 2016**