

JOY REALTY LIMITED

POLICY ON PRESERVATION OF DOCUMENTS

1. PREAMBLE

Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 [hereinafter referred to as "SEBI (LODR) Regulations" or "Regulations"] requires every listed company to have a policy on Preservation of Documents / records maintained by the Company in Electronic Mode or other mode as prescribed under the Statute.

2. SCOPE

This policy shall govern the maintenance and preservation of documents as per applicable statutory and regulatory requirements.

3. DEFINITIONS

- (1) "Act" means the Companies Act, 2013, Rules framed thereunder and any thereto;
- (2) "Regulations" means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and any amendments thereto;
- (3) "Company", "This Company", "The Company", "Company" wherever occur in the policy shall mean "Joy Realty Limited".
- (4) "Current" means running matter or whatever is at present in course of passage.
- (5) "Documents" refers to papers, notes, agreements, notices, agenda, circulars, advertisements, declarations, forms, minutes, registers, correspondences, challan or any other record required under or in order to comply with the requirements of any Applicable Law, whether issued, sent, received or kept in pursuance of the Act or under any other law for the time being in force or otherwise, maintained on paper or in Electronic Form.
- (6) "Board of Director" or "Board", means the collective body of the Directors of the company;
- (7) "Policy" or "This Policy" means, "Policy on Preservation of Documents."
- (8) "Maintenance" means keeping Documents, either physically or in Electronic Form.

- (9) "Preservation" means to keep in good order and to prevent from being altered, damaged or destroyed.
- (10) "Electronic Form" means any contemporaneous electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the Company or otherwise the Company has control over access to it.

4. INTERPRETATION

Terms that have not been defined in this Policy shall have the same meaning assigned to them in the Companies Act, 2013, Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

5. GUIDELINES

Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, provides that the listed entity shall have a policy for preservation of documents, approved by its Board of Directors, classifying them in at least two categories as follows –

- a. documents whose preservation shall be permanent in nature ;
- b. documents with preservation period of not less than eight years after completion of the relevant transactions.

An indicative list of the Documents and the time-frame of their preservation is provided in Annexure- A

6. MODES OF PRESERVATION

The Documents may be preserved in:

- a. Physical or
- b. Electronic

The official of the Company required to preserve the document shall be Authorized Person who is generally expected to observe the compliance of statutory requirements as per applicable law. The preservation of documents should be such as to ensure that there is no tampering, alteration, destruction or anything which endangers the content, authenticity, utility or accessibility of the documents.

The preserved documents must be accessible at all reasonable times. Access may be controlled by the concerned Authorized Person with preservation, so as to ensure integrity of the Documents and prohibit unauthorized access.

7. DESTRUCTION OF DOCUMENTS

The documents of the Company which are no longer required as per the time schedule prescribed in the Annexure A may be destroyed. The concerned officer may direct employees in charge from time to time to destroy the documents which are no longer required as per the documents Preservation Schedule given under Annexure A. The details of the documents destroyed by the Company shall be recorded in the Register for Disposal of Records to be kept by Employees who are disposing of the documents in the format prescribed at Annexure B. The entries in the register shall be authenticated by the Authorized Person.

8. POLICY REVIEW

This policy shall be reviewed from time to time so that the policy remains complete with applicable legal requirements. The Company Secretary will keep the policy updated as per applicable statutory guidelines.

ANNEXURE – A

Indicative list

A) PERMANENT PRESERVATION:

- a. Common Seal of the Company
- b. Memorandum of Association and Articles of Association of the Company
- c. Certificate of Incorporation of the Company
- d. Minutes books of Board, General Meetings and Committee Meetings
- e. Attendance Register of Board and Committee Meetings and General Meetings
- f. Statutory Registers
- g. License and Permissions as issued to the Company
- h. Statutory Forms and disclosures except for routine compliance
- i. Scrutinizers' Reports
- j. Index of Members
- k. Listing Agreement executed with the stock exchanges

B) TEMPORARY PRESERVATION UPTO 8 YEARS:

- a. Annual Returns
- b. Board Agenda and supporting documents
- c. Notice of General Meeting and related papers
- d. Notice of Board Meeting / Committee Meeting, Notes on Agenda and other related papers
- e. All documents pertaining to disclosure of interest of directors
- f. Instrument creating a charge or modification
- g. Books of accounts, financial statements etc.

ANNEXURE - B

Specimen format of the register of documents disposed of / destroyed

PARTICULARS OF DOCUMENT ALONGWITH PROVISION OF LAW	DATE AND MODE OF DESTRUCTION	INITIALS OF THE AUTHORISED PERSON