

## **Web Archival Policy**

### **J.B. CHEMICALS & PHARMACEUTICALS LIMITED**

**Registered Office : Neelam Centre, B Wing, 4<sup>th</sup> Floor,  
Hind Cycle Road, Worli,  
Mumbai - 400 030**



## 1. PREAMBLE & BACKGROUND

- a. Clause 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") contemplates hosting of archival policy by a company on its website.
- b. This Web Archival Policy has been formulated with a view to manage documents and information hosted on the website of the company and ensure their availability for at least a pre-defined period of time for the benefit of the stakeholders.

## 2. SCOPE

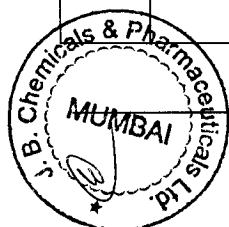
This policy covers all events or information which is disclosed to the Stock Exchanges and hosted on the company's website in accordance with the Listing Regulations.

## 3. CONTENT REVIEW AND ARCHIVAL

Website content will be reviewed on on-going basis and assigned personnel will review their domain information on regular basis to keep the same up-to date.

The following hosting period and availability period in archival folder will be followed as policy of the company.

Sr. No.	Description of Document or Information	Total Period	Hosting Period	Period of preservation in archival folder
1	Business related documents	5 years	3 years	2 years
2	Policies, code of conduct, latest committee composition and details of familiarization programmes for independent directors	Permanent	Permanent	---
3	Annual Reports of the company	5 years	3 years	2 years
4	Accounts of subsidiary companies	2 years	1 year	1 year
5	Quarterly financial results, Press Releases and shareholding pattern	3 year	1 year	2 years
6	Disclosure of material event or information and updates	6 years	5 years	1 year



7	Notice of Board meeting	Till the financial year end	Till the financial year end	---
8	Other documents uploaded under the SEBI (Listing SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 and Companies Act	2 years	1 year	1 year
9	Letter of appointment of independent directors.	As long as independent director is on the Board	As long as independent director is on the Board	---
10	General Meeting / postal ballot notice and results of voting.	2 years	1 year	1 year
11	CSR related information	2 years	1 year	1 year
12	Announcements, other information or documents	2 years	1 year	1 year

For abundant clarity, it is specified that where any law, regulation or rule prescribes longer hosting or archival period, then the same shall be followed notwithstanding the period stated above. After expiry of the archival period, the information or document will be removed from the archival folder.

#### 4. DISSEMINATION

This Policy shall be hosted on the website of the company.

Date: February 3, 2016

