

JAYPEE INFRA TECH LIMITED

ARCHIVAL **POLICY**



1. INTRODUCTION:

The Securities and Exchange Board of India (SEBI) on 2nd September, 2015 issued SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as the "Listing Regulations") with the aim to consolidate and streamline the provisions of the existing Listing Agreement thereby ensuring better enforceability and bringing the basic framework governing the regime of Listed Entities in line with the Companies Act, 2013 and at the same time compiling all the mandates of varied SEBI Regulations/ Circulars governing Equity as well as Debt segments of capital market.

Prior to these Regulations, the regulations were enforced through listing agreement and were spread under different regulations for different types of securities. The present consolidation helps in harmonization and reinforcement of listing regulations for different types of securities. The securities presently covered by the Regulations are equity and convertible securities, non convertible preference shares, debt securities, securitized debt instruments, IDRs and units of mutual funds.

2. ARCHIVAL POLICY:

The Policy is in compliance with Regulation 30(8) of the Listing Regulations. This Policy aims to archive the disclosures made to the Stock Exchanges under Regulation 30 of the Listing Regulations to be hosted on the website of the Company i.e. www.jaypeeinftratech.com., for a minimum period of five years.

3. EFFECTIVE DATE:

This Policy shall come into force and effect from 1st December, 2015.

4. ARCHIVAL PROCESS:

The Company shall host all the disclosures on its website for a minimum period of 5 years. After completion of 5 years from the date of being put on the website, all such disclosures shall be preserved in a secured server of the Company.

Such disclosures shall be preserved in a logical manner viz. as per nature of disclosures, date of disclosures etc. under the heading "Past Events/ Information/ Data" and shall be retrievable from the server as and when required. The Disclosures would be retained on the website of the Company for the prescribed period/such period as may be decided by the

Chairman cum Managing Director / Vice Chairman/Whole-time Director & CFO of the Company who can delegate such powers to any Director or KMP of the Company. The disclosures shall be in a non-editable format and can be deleted from the server permanently with the approval of Whole-time Director & CFO of the Company.

5. ACCESS TO ARCHIVED DOCUMENTS:

The Chairman cum Managing Director, Vice Chairman, Whole-time Director & CFO and Company Secretary of the Company shall have access to all archived documents.

6. DISCLOSURE:

The Policy shall be disclosed on the website of the Company.

7. AMENDMENT TO THE POLICY:

The Board of Directors shall alter, amend or modify the clauses of this Policy from time to time in line with the requirement of the SEBI Guidelines or any other Rules, Regulations etc., which may be amended and applicable from time to time.
