



ITL/BSE/F-2/

ITL Industries Ltd.

December 01 , 2015

To,
The Bombay Stock Exchange Limited,
25th Floor, Phiroze Jeejeebhoy Towers
Dalal Street,
MUMBAI-400001
Online Filing at:-listing.bseindia.com
Email :- corp.relations@bseindia.com
FAX :- 022 22723121,22722039,2272041

Sub. : Compliance under SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015

Ref. Scrip Code 522183.

Dear Sir,

The Board of Directors of the Company, at their meeting held on November 9th, 2015 have approved the following Policies under SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015.

1. Policy for preservation of documents.
2. Policy for determination of materiality.

Kindly acknowledge the receipt of the same and update your record.

Thanking You,

Yours faithfully,

For **ITL Industries Limited**

Mahendra Singh Jain
Joint Managing Director
(DIN - 00256047)

Encl:-a/a

Technology with Time

**Policy for Preservation of
Documents of
ITL Industries Limited
Under Regulation 9 of the SEBI
(Listing Obligations and Disclosures
Requirements) Regulation, 2015**

Policy for Preservation of Documents of ITL Industries Limited Under Regulation 9 of the SEBI (Listing Obligations and Disclosures Requirements) Regulation, 2015

I. STATUTORY MANDATE & OBJECTIVE

The policy on preservation of documents is mandated by the provisions of Chapter III of SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015 to safeguard significant documents and preserve them to ensure durability of documents including documents in electronic form. This policy may be reviewed Board of Directors and amendments made to comply with any requirements under any statute or regulation, from time to time.

II. PROCESS:

A) Permanent Preservation:

- All documents filed with Ministry of Corporate Affairs.
- All documents filed with SEBI / BSE / NSE.
- All documents filed with Tax Authorities in Income Tax, Service Tax, VAT & similar tax authorities.
- All permits, licenses, authorization from any statutory authorities.
- Audited Financial Statements.
- Documents relating to investment in subsidiaries.
- Any other document required to be preserved permanently under any law/statute.

B) Preservation for 8 years:

- Bank, cash vouchers, payment vouchers, warrants.
- Bank statements.
- Purchase bills.
- Sales invoices, Debit / credit notes, etc.
- Accounting records.
- Any documents related to correspondence with Customer at CFS.
- Any other documents required to be preserved for 8 years under any law /statute.

C) Other Documents may be stored and preserved in physical form/ electronic form, after the completion of the relevant transactions, for such period as may be required.

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III. ELECTRONIC DOCUMENTS INCLUDING EMAIL RETENTION AND BACK UP:

- All e-mail – from internal and external sources to be deleted after they cease to be of current use.
- Employees should keep emails related to current business issues.
- I.T Department would archive email for 7 years on email archival server after the employees have deleted it, post which time the email will be permanently deleted.
- Employee will not store or transfer the Company related emails on non except as necessary or appropriate with due approvals from the respective Head of Department.
- Employees will take care not to send confidential information to outsiders.

IV. WEB PAGE FILES:

- All such events / information hosted on the Company's website shall be retained for a period of 5 years as specified in SEBI's LODAR Regulations, 2015.
- After the initial period of 5 years, documents / information (except documents of permanent nature) shall be archived by the I.T. department for a further period of 3 years.
- Documents of permanent nature, uploaded on the Company's website, shall be archived by the I.T. Department.

V. RESPONSIBILITY:

The responsibility for preservation of the documents will be on the concerned department heads. Head – IT will be responsible for all the documents preserved in electronic mode.

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**Policy for determination of
materiality
of
ITL Industries Limited
under Regulation 30 (4) (ii) of SEBI
(Listing Obligation and Disclosure
Requirements) Regulation 2015**

POLICY ON DETERMINING MATERIALITY OF EVENTS

I. STATUTORY MANDATE & OBJECTIVE

In compliance with the SEBI, (Listing Obligations and Disclosure Requirements) Regulations, Company has laid down procedures to determine the materiality of the events & information and disclose the material events to the Stock Exchanges. The Board of Directors of the Company shall periodically review the materiality policy of the Company.

II. DISCLOSURE OF EVENTS OR INFORMATION

- ❖ The Company shall make disclosures of any events or information which are material according to Board of directors of the Company or person delegated by the Board of Directors in this regard.
- ❖ Upon occurrence of Events, as specified in Annexure A, and as specified in Part A of Schedule III of SEBI (LODR) Regulations, 2015, the Company shall forthright make disclosure of such events without any application of guidelines for materiality.
- ❖ Upon occurrence of Events, as specified in Annexure B and as specified in Para B of Part A of Schedule III of SEBI (LODR) Regulations, 2015, the Company shall make disclosure of such events based on the guidelines for materiality.
- ❖ Any other information/event viz. new technologies, expiry of patents, any change of accounting policy that may have a significant impact on the accounts, etc. and brief details thereof and any other information which is exclusively known to the Company which may be necessary to enable the holders of securities of the listed entity to appraise its position and to avoid the establishment of a false market in such securities.
- ❖ All events or information with respect to Subsidiaries/ Associates which are material for the Company shall be disclosed to the Stock exchanges.
- ❖ Without prejudice to the generality of events specified in Annexure A, B and clause 4 above, the Company make disclosures of event/information as specified by SEBI from time to time.

III. CRITERIA FOR DETERMINING MATERIALITY OF EVENTS / INFORMATION

- ❖ All the omission of an event or information, which is likely to result in discontinuity or alteration of event or information already available publically or
- ❖ The omission of an event or information is likely to result in significant market reaction if the said omission came to light at a later date;
- ❖ In case where the criteria specified in sub clauses (a) & (b) are not applicable, an event/information may be treated as being material if in the opinion of the board of directors, the event/ information is considered material.

IV. AUTHORITY & TIMEFRAME TO DISCLOSE EVENTS:

- ❖ The Company shall authorize the board of directors / one or more Key Managerial Personnel for the purpose of determining materiality of an event or information and for the purpose of making disclosures to stock exchange(s).
- ❖ The contact details of such authorized personnel will be disclosed as required under the Regulations including on the company's website.
- ❖ The Company shall first disclose to stock exchange(s) of all events / information, as specified in Annexure A, as soon as reasonably possible and not later than twenty four hours from the occurrence of event or information.
- ❖ Outcome of board meetings shall be disclosed within 30 minutes of the closure of the Board meeting.
- ❖ Any material developments on any event disclosed to the stock exchanges shall be updated on regular basis till such event is resolved.
- ❖ All disclosures made to the Stock exchange shall be disclosed on the company's website all such events for a minimum period of five years and thereafter as per the archival policy of the Company.

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ANNEXURE A

Events which shall be disclosed without any application of the guidelines for materiality as specified in sub-regulation (4) of regulation (30) of SEBI (LODR) Regulations, 2015:

- ❖ Acquisition(s), Scheme of Arrangement, or sale or disposal of any unit(s), division(s) or subsidiary of the Company or any other restructuring.
- ❖ Issuance or forfeiture of securities, split or consolidation of shares, buyback of securities, any restriction on transferability of securities or alteration in terms or structure of existing securities including forfeiture, reissue of forfeited securities, alteration of calls, redemption of securities etc.
- ❖ Revision in Rating(s).
- ❖ Outcome of Meetings of the board of directors: The Company shall disclose to the Exchange(s), within 30 minutes of the closure of the meeting, held to consider the following:
 - a) dividends and/or cash bonuses recommended or declared or the decision to pass any dividend and the date on which dividend shall be paid/dispatched;
 - b) any cancellation of dividend with reasons thereof;
 - c) the decision on buyback of securities;
 - d) the decision with respect to fund raising proposed to be undertaken
 - e) increase in capital by issue of bonus shares through capitalization including the date on which such bonus shares shall be credited/dispatched;
 - f) reissue of forfeited shares or securities, or the issue of shares or securities held in reserve for future issue or the creation in any form or manner of new shares or securities or any other rights, privileges or benefits to subscribe to;
 - g) short particulars of any other alterations of capital, including calls;
 - h) financial results;
 - i) decision on voluntary delisting by the listed entity from stock exchange(s).
- ❖ Agreements (viz. shareholder agreement(s), joint venture agreement(s), family settlement agreement(s) (to the extent that it impacts management and control of the Company), agreement(s)/treaty(ies)/contract(s) with media companies) which are binding and not in normal course of business, revision(s) or amendment(s) and termination(s) thereof.
- ❖ Fraud/defaults by promoter or key managerial personnel or by the Company or arrest of key managerial personnel or promoter.
- ❖ Change in directors, key managerial personnel (Managing Director, Chief Executive Officer, Chief Financial Officer, Company Secretary etc.), Auditor and Compliance Officer.
- ❖ Appointment or discontinuation of share transfer agent.
- ❖ Corporate debt restructuring.
- ❖ One time settlement with a bank.

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- ◇ Reference to BIFR and winding-up petition filed by any party / creditors.
- ◇ Issuance of Notices, call letters, resolutions and circulars sent to shareholders, debenture holders or creditors or any class of them or advertised in the media by the listed entity.
- ◇ Proceedings of Annual and extraordinary general meetings of the listed entity. Amendments to memorandum and articles of association of listed entity, in brief. Schedule of Analyst or institutional investor meet and presentations on financial results made by the listed entity to analysts or institutional investors;

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ANNEXURE B

Events which shall be disclosed upon application of the guidelines for materiality referred sub regulation (4) of regulation (30) of SEBI (LODAR) Regulations 2015:

- ❖ Commencement or any postponement in the date of commencement of commercial production or commercial operations of any unit/division.
- ❖ Change in the general character or nature of business brought about by arrangements for strategic, technical, manufacturing, or marketing tie-up, adoption of new lines of business or closure of operations of any unit/division (entirety or piecemeal).
- ❖ Capacity addition or product launch.
- ❖ Awarding, bagging/ receiving, amendment or termination of awarded/bagged orders/contracts not in the normal course of business.
- ❖ Agreements (viz. loan agreement(s) (as a borrower) or any other agreement(s) which are binding and not in normal course of business) and revision(s) or amendment(s) or termination(s) thereof.
- ❖ Disruption of operations of any one or more units or division of the listed entity due to natural calamity (earthquake, flood, fire etc.), force majeure or events such as strikes, lockouts etc.
- ❖ Effect(s) arising out of change in the regulatory framework applicable to the Company.
- ❖ Litigation(s) / dispute(s) / regulatory action(s) with impact.
- ❖ Fraud/defaults etc. by directors (other than key managerial personnel) or employees of listed entity.
- ❖ Options to purchase securities including any ESOP/ESPS Scheme.
- ❖ Giving of guarantees or indemnity or becoming a surety for any third party.
- ❖ Granting, withdrawal, surrender, cancellation or suspension of key licenses or regulatory approvals.

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