



Registered & Corporate Office : Unichem Bhavan, Prabhat Estate, S. V. Road, Jogeshwari (West), Mumbai-400102, INDIA.

ARCHIVAL POLICY OF UNICHEM LABAORATORIES LIMITED

1. OBJECTIVE

The objective of this Policy is to lay down the time frame for archival of documents hosted on the Company's website which has been adopted by Board of Directors of the Company.

All other words and expressions used but not defined in this Policy but defined in the Companies Act, 2013, SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 or the rules and regulations made thereunder shall have the same meaning as respectively assigned to them in such Act or rules and regulations or any statutory modification or re-enactment thereto, as the case may be.

2. DOCUMENTS TO BE HOSTED ON THE COMPANY WEBSITE

The Company shall host on its website, information and documents which are required to be hosted as per the Companies Act, 2013 and Rules framed thereunder, SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (the "Regulations") and other applicable laws, Rules and Regulations as amended from time to time.

The Company shall host the above information and documents on its website for a continuous period of five years from the date of hosting.

3. ARCHIVAL OF DOCUMENTS

After the hosting period of five years is over, the Company shall archive these information and documents for a period of five years. Thereafter, the information/documents may be deleted permanently after obtaining approval from the Chief Financial Officer or the Company Secretary. Provided however, if the size of documents is very large or it becomes expensive to archive certain documents, then such documents may be removed/deleted from archives after taking prior approval of Chief Financial Officer or the Company Secretary

4. REVIEW AND AMENDMENT

The Board of Directors will review this Policy from time to time and make revisions as may be required.

5. DISCLOSURE OF THE ARCHIVAL POLICY

This Policy shall be uploaded on the Company's website for public information.

This policy has been amended, approved and adopted by the Board of Directors at their meeting held on February 5, 2018.
