

BIOFIL CHEMICALS AND PHARMACEUTICALS LIMITED

CIN: - L24233MP1985PLC002709

POLICY FOR ARCHIVAL OF DOCUMENTS

(Under Regulation 9 of Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015**)**

POLICY FOR ARCHIVAL **OF DOCUMENTS**

1. BACKGROUND

The Securities and Exchange Board of India (“SEBI”), vide its notification dated September 2, 2015, has issued the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015. The Regulation came into force from December 1, 2015. The Regulation mandate listed entities to formulate an archival policy. It is in this context that the policy on archival of documents is being framed and implemented.

2. OBJECTIVE OF THE POLICY

The objective of this policy is to comply with Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as mentioned below:

“the listed entities shall disclose on its website all such events and information which has been disclosed to Stock Exchange under this Regulation, and such disclosure shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity as disclosed on this website.

3. DEFINITIONS

“Company” shall mean “Biofil Chemicals and Pharmaceuticals Limited”.

“Board of Directors” or “Board” shall mean the Board of Directors of Biofil Chemicals and Pharmaceuticals Limited, as constituted from time to time.

“Policy” means Policy for Preservation of documents.

“Listing Regulations” or “SEBI (LODR) Regulations, 2015” shall mean Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

4. ARCHIVAL POLICY

In accordance with the provision of the aforesaid Regulation, the Company shall ensure that all the information shall be hosted on the Company’s Website (www.boiofilgroup.net) for a period of 5 years and thereafter shall be archived for a period of one year.

5. EFFECTIVE DATE

The policy has been approved by the Board of Directors in its meeting held on 13th day of February, 2016 and shall become applicable with immediate effect.

6. AMENDMENTS AND REVIEW

The policy shall be amended and reviewed from time to time at the discretion of the Board of Directors.