

Archival Policy
of
Unick Fix-a-form & Printers Limited

INTRODUCTION:

In terms of Regulations 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the 'Regulations'), a listed entity is required to host on the website maintained by the entity, all the material events/ information as disclosed to the stock exchange(s) for a period of five years and thereafter in terms of the archival policy of such entity as disclosed on the website.

Unick fix-a-form & Printers Limited (the "Company") has formulated this Archival Policy (the 'Policy') for ensuring compliance with the provisions under Regulation 30(8) of the Regulations for protection, maintenance and archival of the Events or Information (defined below) disclosed to the stock exchange(s) which are also hosted on its website.

PURPOSE AND SCOPE:

- (1) Regulation 30(8) of the Listing Regulations, requires all Listed entities to formulate an Archival Policy.
- (2) The purpose of this policy is to disseminate equal, adequate and timely information to the shareholders through the website of the company and to enable them to track the performance of the company over regular intervals of time and provide sufficient information to enable investors to assess the current status of the company.

DEFINITIONS:

"Act" shall mean the Companies Act, 2013 and the rules framed thereunder, including any modifications, clarifications, circulars or re-enactment thereof.

"Board of Directors" or "the Board" means the Board of Directors of Unick Fix-a-form & Printers Limited, as constituted from time to time.

"Listing Regulations" means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

"Material Events" means events as specified in Schedule III to the Listing Regulations from time to time upon occurrence of which the Company shall make disclosures to stock exchange as per the 'Policy for Determination of Materiality of Event/Information' of the Company.

"Policy" means the Archival Policy of the Company.

"Stock Exchange" means the BSE Limited and any other exchange where shares of the Company are admitted for listing.

Any other term not defined herein shall have the same meaning as defined in the Act, Listing Regulations or any other applicable law or regulation to the extent applicable to the Company.

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ARCHIVING OF DOCUMENTS WHICH ARE HOSTED ON COMPANY'S WEBSITE:

- (1) All Documents generated, disclosed by the Company, on its website, for the purpose of shareholder communication, are the properties of the Company including archival material.
- (2) Archival material of the Company shall not be destroyed or purged without the approval of the head of the department to which such archival material belongs. Provided that nothing contained herein shall be deemed to lead to an exception except in case of an accidental deletion, or deletion due to any system flaw, virus, or any other deletion, inaccessibility or loss due to any reason other than deliberate and determinate deletion.
- (3) Archival material so selected for preservation shall be sent to the Company archives in consultation with the head of concerned department, which thereafter may be removed as per the schedule provided herein.

ARCHIVAL REQUIREMENT:

- (1) The disclosures made to stock exchange under regulation 30 would be uploaded on the website of the Company.
- (2) The disclosure of material events shall be hosted on the Company's website for a minimum period of 5 (five) years from the date of posting.
- (3) The disclosures under the archival folder would be retained on the website for a period of 1 (one) year.

PROCEDURE:

The Company Secretary of the Company shall arrange for uploading on the website of the Company all the disclosures made by the Company in pursuance to the Regulation 30 of the Listing regulations as soon as possible.

AMENDMENT AND REVIEW OF THE POLICY:

In case of there are any regulatory changes requiring modifications to the policy, the same shall be reviewed and amended with the approval of the Board of Directors. However, the amendment in the regulatory requirements shall be binding even if not incorporated in this Policy.