

Unison metals Ltd

ARCHIVAL POLICY

1. OBJECTIVE

In terms of Regulations 30(8) of the SEBI (Listing & Disclosure Requirements) Regulations, 2015, 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 the period of five years and thereafter in terms of the archival policy of such entity as disclosed on the website.

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.

2. DEFINITIONS

2.1 "Act" means the Companies Act, 2013.

2.2 "Applicable Law" means any law, rules, circulars, guidelines or standards under which disclosure of Events or information on the website has been prescribed.

2.3 "Archived Documents" means details of Events or information (defined herein below) as placed or maintained in the archived folder.

2.4 "Authorized Person" means Mr. Rajesh R. Asawa (Chief Financial Officer) or any other person as may be decided by the Board from time to time.

2.5 "Board" means the Board of Directors of the Company or its Committee.

2.6 "Company" means Unison Metals Limited

3. COVERAGE OF DOCUMENTS TO BE HOSTED ON WEBSITE

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

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

4. CLASSIFICATION

The archival of Events or information as disclosed or hosted on the website shall be done in the following manner:

- a) Where there is a period for which a document is required to be archived as per applicable law, for the period required by applicable law.
- b) Where there is no such requirement as per applicable law, then for a period of not less than three years.

5. ARCHIVAL OF DOCUMENTS

After the hosting period of five years is over, the Company shall archive these information and documents for a period of Three years. After Expiry of Three years, the archived documents shall be removed from the website of the Company.

6. REVIEW AND AMENDMENT

The Board of Directors will review this Policy and make revisions as may be required. In accordance with the provisions of Regulation 46 (3), the authorized person shall ensure to update any change in the content of the website within two working days of such change. The Authorized person of the Company shall be responsible for periodic and ongoing review of the contents of the website and keep the information up to date.

7. DISCLOSURE OF THE ARCHIVAL POLICY

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