



HINDUSTAN UNILEVER LIMITED

WEB ARCHIVAL POLICY

I. BACKGROUND

In terms of Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("**Regulations**") the Company is required to frame an Archival policy.

In this context, the Board of Directors ("**Board**") of Hindustan Unilever Limited ("Company") have approved the Archival Policy at its meeting held on 18th December, 2015. This Policy can be modified and or amended with the approval of the Board of Directors only.

II. PURPOSE

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.

III. ARCHIVAL POLICY

The Company shall disclose events and information to the Stock Exchanges in line with the Company's Policy on determination of Materiality of Events and as per the Regulations, and such disclosures shall be hosted on the website of the Company for a period of 5 years and thereafter the same shall be archived so as to be available for retrieval for a further period of three years by storing the same on suitable media. Thereafter the said information, documents, records may be destroyed as per the policy on preservation of documents.

