

**AVI PHOTOCHEM LIMITED**

110 MANISH INDL ESTATE NO 4, NAVGHAR,
VASAI (EAST), DIST: THANE 401210
TEL: 9323468454 / 9223434316 / 0250-2390707
Email: avichem@vsnl.com / CIN: L24200MH1989PLC050913
Website: www.aviphoto.in

4th December, 2015

The DCS-CRD,
Bombay Stock Exchange Limited
Pheeroze Jeejeebhoy Towers,
Dalal Street, Fort,
Mumbai - 400 001.

Dear Sir/ Madam,

SUB: Policy for Preservation of Documents and Policy for determination of materiality of an event or information:

Ref: Regulation 9 and Regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure) Requirements, 2015.

In terms of Regulation 9 and Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), the Board of Directors has approved and adopted the following Policies with effect from 1st December, 2015: (enclosed).

1. Policy for Preservation of Documents; and
2. Policy for determination of materiality of an event or information.

The said policies have been uploaded on Company's website (www.aviphoto.in).

Further, pursuant to Regulation 30(5) of the Listing Regulations, the Board has also authorised following Key Managerial Personnel for the purpose of determining materiality of an event or information and for the purpose of making disclosures to Bombay Stock Exchange Limited under said regulation:

Sr.	Name	Designation	Contact Details
1	Avinash D. Vora	Chairman and Whole Time Director	110, Manish Indtl. Estate No. 4, Navghar road, Vasai (E), Thane- 401210. Tel: 02269408100 Email ID: aviphotochem@gmail.com
2.	Mr. Vikram A. Vora	Whole Time Director	
3.	Ms. Bhavna K. Patel	Company Secretary and Compliance Officer	
4.	Ms. Dimple Vyas	Chief Financial Officer	

You are requested to please take on record the above said information for your reference.

Thanking You,
For AVI Photochem Limited

Whole Time Director
Vikram A. Vora
(DIN NO: 02454043)
Encl: a/a

