



## **BIOFIL CHEMICALS & PHARMACEUTICALS LTD.**

11/12, Sector-E, Sanwer Road, Industrial Area, Indore - 452 015. Fax : 0731-2723017

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Tel. : 0731-2426700, 2420926, 2524003, Fax : 0731-2420926 • CIN : L24233MP1985PLC002709

**Date: 27<sup>th</sup> September 2018**

**To,  
Smt Shaila Jain (DIN: 00326130)  
25, New Palasia,  
Indore, 452001(M.P.)**

Dear Sir,

**Sub: Re-appointment as an Independent Director of Biofil Chemicals and Pharmaceuticals Limited (“Biofil” or “the Company”)**

We are pleased to inform you that your re-appointment as a Non-Executive Independent Director of the Company (the “Re-Appointment”) for a term of 5 years has been confirmed by the Shareholders in the Annual General Meeting held on **27<sup>th</sup> September 2018**, which is pursuant to the provisions of Companies Act, 2013 (“the Act”) and the Rules made thereunder, the Articles of Association of the Company, the Listing Agreements entered with Stock Exchanges where the equity shares of the Company are listed and on conditions as set out hereinunder.

**Appointment:**

1. The Appointment is for a term of five consecutive years i.e. from 1<sup>st</sup> April, 2019 to 31<sup>st</sup> March, 2024.
2. During your tenure as an Independent Director, you may be asked to serve on one or more of the Board committees. Copies of the terms of reference for each of those committees would be provided to you at the appropriate time, if not already provided for.
3. You will strictly abide by the ‘Code for Independent Directors’ as stipulated in Schedule IV of the Act, duties of directors as provided in the section 166 of the Act and SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 as amended from time to time.
4. You will abide by the Biofil’s Code of conduct applicable to Board Members and Key Managerial Personnel to the extent applicable to an Independent Director of the Company as provided to you.
5. You shall comply with the requirements of the Companies Act, SEBI Act, Rules and Regulations and in particular, with SEBI (Prohibition of Insider Trading) Regulations, 2015 and SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2015 as amended from time to time.
6. As an Independent Director you will not be liable to retire by rotation.

**Remuneration:**

As an Independent Director you shall be entitled to get sitting fee for attending the meetings other Board and the Committees of which you are a member as fixed by the Board from time to time.

Further, the Company will reimburse you for all reasonable and properly documented expenses you incur in performing your role. You may submit any details of expenses incurred to the Company Secretary.

Apart from receiving director's remuneration (i.e. sitting fee, commission and reimbursement of expenses, etc.), you shall not have any pecuniary relationships or transactions with the Company, its holding, subsidiaries or associate companies or their promoters or directors or the senior management of the Company during your tenure of appointment.

**Other Directorship and Business Interests**

During the term, you agree to promptly notify the Company regarding any change in your directorship, and provide such disclosures and information as may be required under the applicable laws. You also agree that upon becoming aware of any potential conflict of interest with your position as Independent director of the Company, you shall promptly disclose the same to the Chairman and/or Company Secretary of the Company.

**Confidentiality**

You must apply the highest standards of confidentiality and not disclose to any person or Company (whether during the course of the Appointment or at any time after its termination) any confidential information concerning the Company and any Group Companies with which you come into contact by virtue of your position as a Non-Executive Independent Director of the Company.

Your attention is drawn to the requirements under both legislation and regulation as to the disclosure of price-sensitive information. Consequently you should avoid making any statements that might risk a breach of these requirements without prior clearance from the Chairman or Company Secretary.

On termination of the Appointment, you will deliver to the Company all books, document, papers and other property of or relating to the business of the Company which are in your possession, custody or power by virtue of your position as a Non-Executive Independent Director of the Company.

**Termination**

Your directorship on the Board may be terminated or ceased in accordance with the provisions of the law. You may resign by giving a written notice of resignation to the Company stating the reasons for resignation.

**Miscellaneous**

This letter shall be open for inspection at the Registered Office of the Company by any member during normal business hours. Further, the terms and conditions of this appointment shall also be posted on the Company's website.

This letter is governed by the laws of India and any dispute arising out of this Appointment shall be subject to the exclusive jurisdiction of the Courts of India.

Please confirm your acceptance by signing and returning the enclosed copy of this letter.

Yours sincerely,

**For and on behalf of Biofil Chemicals and Pharmaceuticals Limited**

**Sd/-**

**(Ramesh Shah)**

**Managing Director**

**DIN:00028819**

**29, Jati Colony Indore MP 452007 IN**

**Dear Sir/Madam,**

I have read and agree to accept the above terms and conditions regarding my appointment as an Independent Director of Biofil Chemicals and Pharmaceuticals Limited

Sd/-

Shaila Jain

DIN: 00326130