
ARCHIVAL POLICY

(Framed under Regulation 30(8) of the SEBI (LODR) Regulations, 2015)

1. INTRODUCTION

Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “**LODR Regulations**”) requires every listed entity to disclose on its website all events or information which has been disclosed to the stock exchange(s) under Regulation 30, and to frame an archival policy governing the period of retention of such disclosures on its website.

This Policy is framed in accordance with the aforesaid requirements of the LODR Regulations and any circulars, clarifications or guidance issued by SEBI from time to time in this regard. It is to be read together with Regulation 46(2) (relating to dissemination of information on the website) and Regulation 9 (relating to preservation of documents), and the Company’s Document Preservation / Records Retention Policy.

2. OBJECTIVE

The objective of this Policy is to retain, on the website of Gujarat Terce Laboratories Limited (the “**Company**”), the events or information disclosed to the stock exchange(s) for such period as is necessary to satisfy the applicable statutory and regulatory requirements, and to provide for the orderly removal of such disclosures upon expiry of the prescribed retention period.

3. SCOPE

This Policy applies to all events or information disclosed by the Company to the stock exchange(s) under Regulation 30 of the LODR Regulations and hosted on the Company’s website pursuant to Regulation 30(8) read with Regulation 46(2) of the LODR Regulations.

4. POLICY

The events or information disclosed by the Company to the stock exchange(s) under Regulation 30 of the LODR Regulations shall be hosted on the website of the Company for a minimum period of **five (5) years**, or such other lower timeframe as may be prescribed for any specific event or information under the LODR Regulations. Upon expiry of the said period of five years from the date of its initial posting / hosting, such disclosures may be removed or deleted from the website of the Company, or archived in such manner as the Company may determine.

Nothing in this Policy shall override any other applicable law, regulation or policy of the Company prescribing a longer period of retention or preservation, including the preservation requirements under Regulation 9 of the LODR Regulations and the Company’s Document Preservation / Records Retention Policy, which shall continue to apply to the underlying documents and records.

5. DISSEMINATION OF POLICY

This Policy shall be hosted on the website of the Company in accordance with Regulation 46(2)(o) of the LODR Regulations and shall be made available for inspection as may be required.

GUJARAT TERCE LABORATORIES LIMITED

CIN: L24100GJ1985PLC007753

6. REVIEW AND AMENDMENT

This Policy shall be subject to review by the Board of Directors as and when considered necessary, and shall stand automatically amended to the extent of any amendment, modification or re-enactment of the LODR Regulations or any circular, notification or guidance issued by SEBI or the stock exchange(s). In the event of any inconsistency between this Policy and the LODR Regulations or any applicable law, the provisions of such law or regulation shall prevail.

Effective date: This Policy, as revised, has been adopted by the Board of Directors and is effective from 29 May 2026, in supersession of the earlier version dated 8 November 2025.

Last amended: 29 May 2026
