



GUJARAT STATE FERTILIZERS & CHEMICALS LIMITED

CIN: L99999GJ1962PLC001121

ARCHIVAL POLICY

Introduction

As per Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “Listing Regulations”), every listed entity has to formulate a policy on retention and archival of the disclosures of any events or information which, in the opinion of the Board of Directors of the listed company, is material and disclosed on the website of the listed company for a minimum period of five years and thereafter as per the archival policy of the company, as disclosed on its website.

Objective

The objective of this Policy is to ensure the preservation and availability of the documents of the Company which has been disclosed to Stock Exchange(s) under Regulation 30 of the new Regulations.

Policy

In order to ensure compliance of the provisions of sub-regulation (8) of Regulation 30 of the Listing Regulations, 2015, the Company has adopted following procedure as a part of Archival Policy:

- a. The Company, after disclosure of the events or information to the Stock Exchange(s) as per the applicable Policy shall also place the same on its website.
- b. The Company shall also maintain the physical copies of such disclosure made to the Stock Exchanges(s) which shall be preserved for the period as per the Company’s Policy on Preservation of Documents.
- c. The disclosure so placed shall be kept for a minimum period of five years on the website of the Company. Period of five years shall be counted from the date of such events or information first placed on the website of the Company and thereafter retained in the archives of the Company for a period of one year. These disclosures may be removed / deleted from the website after expiry of five years from the aforementioned date.
- d. Material developments to such events or information which are disclosed to the Stock Exchange(s) on regular basis shall also be placed on the website of the Company under the respective events or information.

Review and Amendment

The Board may review and amend this Policy from time to time, as may be deemed necessary.

Approved by the Board of Directors at its meeting held on 20/05/2025