

ARCHIVAL POLICY

EFFECTIVE DATE:

The Policy shall come into effect on: **December 15, 2025**

INTRODUCTION:

In the present digital world, companies create and store electronic documents and information on their websites. The website is a single domain that consists of different web pages within the domain or sub-domains that convey information about the business carried out by the company.

The website of Symbiotec Pharmalab Limited (“**the Company**”) provides reliable information to describe the business and the information hosted on the Website is updated on a regular basis depending on the requirements of the various businesses of the Company. Although web pages are frequently updated, the Company also archives certain types of documents and information to serve as a historical record for the Company.

The objective of this policy is to comply with Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**LODR Regulations**”) as mentioned below:

“The listed entity shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five years and thereafter as per the archival policy of the listed entity, as disclosed on its website.”

This policy has been issued with the approval of the Board and shall also be posted on the website of the Company.

ARCHIVAL MECHANISM:

All the disclosure made under Regulation 30 of the LODR Regulations by the company to the stock exchanges, where shares of the company are listed, shall be kept on the website of the company for a period of 5 years and thereafter as per the archival policy of the listed entity. The information should be archived so as to be available for retrieval for such period as may be decided by the Whole-time Directors or Managing Director of the Company.

REVIEW OF THIS POLICY:

This policy is framed based on the provisions of the LODR Regulations. In the event of any conflict between the provisions of this Policy and of the LODR Regulations or any other statutory enactments, rules, the provisions of such Act or LODR Regulations or statutory enactments, rules shall prevail over this Policy.

Any subsequent amendment / modification in the LODR Regulations, Act and/or applicable laws in this regard shall automatically apply to this Policy. Any changes or modification on the Policy would be approved by the Board of Directors of the company.