



---

# PRECISION ELECTRONICS LIMITED

## ARCHIVAL POLICY

---

|                 |   |
|-----------------|---|
| <u>Approver</u> | <u>Board of Directors</u><br>Revised Policy approved at the board meeting held<br>on August 6, 2025 |
|-----------------|---|

## ARCHIVAL POLICY

### **I. BACKGROUND**

Regulation 30(8) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “**Listing Regulations**”), requires every listed company to disclose on its website all such events or information which has been disclosed to stock exchange where the securities of the Company are listed (the “Stock Exchange”) under Regulation 30 of the Listing Regulations. Further, such disclosures shall be hosted on the website of the Company for a minimum period of five (5) years and thereafter

as per the archival policy of the Company, as disclosed on its website.

Accordingly, the Board of Directors (the “**Board**”) of Precision Electronics Limited (the “**Company**”) has adopted this policy:

### **II. POLICY**

- In line with the Company’s Policy on Determination of Materiality of Events and in compliance with the Listing Regulations, the Company shall disclose all material events and information to the Stock Exchange.
- All such disclosures, along with the required documents, information, notices, and policies mandated under the Listing Regulations and the Companies Act, 2013 (as amended), shall also be uploaded on the Company’s website under the “Investor Section.”
- The website shall be reviewed at regular intervals to ensure that all such disclosures are accurate, updated, and accessible as required.
- Unless otherwise prescribed under the Companies Act, 2013, disclosures shall remain hosted on the website for a minimum period of **five (5) years** from the date of disclosure.
- Upon completion of this period, such disclosures shall be moved to the respective archive folders under appropriate heads/sub-folders, arranged in a manner that allows easy access and retrieval by stakeholders.
- The archived disclosures shall remain accessible for a further period of three (3) years, stored in electronic or other suitable media as deemed appropriate by the Company.
- After the expiry of the archival period, such documents/disclosures may be permanently removed or destroyed in accordance with the Company’s Policy on Preservation of Documents.

### **III. RESPONSIBILITY OF MANAGEMENT**

The management shall delegate the responsibility of overseeing the archival process to the Company Secretary or any other person as may be designated by the Board. The designated individual shall ensure that documents are properly archived and stored in a retrievable format.

**IV. REVIEW OF POLICY**

This Policy shall be reviewed periodically by the Board, as deemed appropriate. Any amendments required to ensure compliance with applicable laws, regulations, or any changes thereto shall be duly incorporated. The updated policy shall be hosted on the Company's website.

**V. DISCLOSURE ON WEBSITE**

This Policy shall remain hosted on the Company's website at all times and shall be updated following any amendments approved by the Board.