

**ARCHIVAL POLICY**  
**(Website Disclosures)**

**INTRODUCTION**

The Board of Directors (the "Board") of PAN Electronics (India) Limited (the "Company") has adopted the following Archival Policy (the "Policy") for disclosures hosted on the website of the Company, at its meeting held on February 14, 2021.

Any term used but not defined in this policy shall have the same meaning as assigned to it in the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Companies Act, 2013 or any other applicable law or regulation to the extent applicable to the Company.

**OBJECTIVE**

This Policy is framed in accordance with the requirements of Regulation 30(8) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the "Regulations").

The Policy governs the archiving the disclosures which are hosted on the website of the Company

**APPLICABILITY**

This Policy covers all information and documents (the "disclosures"), which are required to be hosted on the website of the Company as per SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Companies Act, 2013.

**PERIOD OF HOSTING THE DISCLOSURES**

The disclosures shall be hosted on the website of the Company for a minimum period of 5 years.

In case the aforesaid disclosures are required, by any applicable law or regulation, to be hosted for a period longer than mentioned above, such disclosures shall be hosted on the website of the Company for such longer period.

### **ARCHIVAL OF DISCLOSURES**

After the expiry of period of hosting, the disclosures shall be archived, by storing the same on suitable media, for a period of 3 years, so as to be available for retrieval.

In case the aforesaid disclosures are required, by any applicable law or regulation, to be archived for a period longer than mentioned above, such disclosures shall be archived for such longer period.

The Chief Financial Officer and the Company Secretary -

- Shall have access to all archived disclosures.
- Shall approve the deletion/removal of archives after the expiry of the archival period.

### **AMENDMENTS**

The Board may review and amend this Policy from time to time.

In the event of any conflict between the provisions of this Policy and the Regulations, the Regulations shall prevail over this Policy.

Any amendments to the Listing Regulations shall *mutatis mutandis* be deemed to have been incorporated in this Policy.