

POLICY ON
PRESERVATION
OF DOCUMENTS

NAGA DHUNSERI GROUP LIMITED
(CIN: L01132WB1918PLC003029)

Policy on Preservation of Documents

Preamble

The Policy on Preservation of Documents (hereinafter known as 'Policy') is framed as per the requirements of Chapter III Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, to ensure that documents are properly preserved by the Listed Companies.

The Board of Directors reserves the power to review and amend the Policy from time to time. The same must be approved in the manner as may be decided by the Board of Directors.

Policy

The Board has formulated and approved the Policy which has been classified in following categories:-

A. Documents whose preservation shall be permanent in nature:

- a) The register of Members along with index as per Section 88 of the Companies Act, 2013.
- b) Register of Investments not held in its own name by the Company as per Section 187 of the Companies Act, 2013.
- c) Register of loans, guarantee, security and acquisition made by the Company as per Section 186 of the Companies Act, 2013.
- d) Register of contracts or arrangements with related party as per Section 189 of the Companies Act, 2013.
- e) Minutes of General and Board or Committee Meetings as per Section 118 of the Companies Act, 2013.
- f) All books and documents relating to the issue of share certificates, including the blank forms of share certificates as per Rule 7 (Maintenance of Share Certificate Forms and Related Books and Documents) of the Companies (Share Capital and Debentures) Rules, 2014.

B. Documents with preservation period of not less than eight years after completion of the relevant transactions:

- a) Books of Accounts including vouchers relevant to any entry in such books of account as per Section 128 of the Companies Act, 2013.
- b) Disclosures / Notices by a director of his interest as per Section 184 of the Companies Act, 2013.
- c) The instrument creating a charge or modification as per Section 77 of the Companies Act, 2013.
- d) Annual return and copies of all certificates and documents required to be annexed thereto as per Section 92 of the Companies Act, 2013.

These Documents may also be preserved in electronic mode.