

DHUNSERI INVESTMENTS LIMITED

(CIN: L15491WB1997PLC082808)

Policy on preservation of documents

Preamble

This policy is framed as per requirement of Chapter III Regulation 9 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Equity Listing Agreement and intend to ensure that proper preservation of documents policy is formulated by the Listed Company.

Provisions of this policy are designed by the SEBI with the objective of bringing the basic framework governing the regime of Listed Entities in line with the Companies Act, 2013 and at the same time compiling all the mandates of varied SEBI Regulations/Circulars governing Equity as well as Debt segments of capital market under the ambit of a single document.

The Board of Directors reserves the power to review and amend this policy from time to time. Any exceptions to the Policy on Preservation of documents must be consistent with the Companies Act, 2013, including the Rules promulgated thereunder and Regulation 9 of the Listing Obligations and Disclosure Requirements and must be approved in the manner as may be decided by the Board of Directors.

Policy

A policy for preservation of documents has been formulated and approved by the Board of Directors. The documents for preservation have been classified in following categories as :-

(A) Documents whose preservation shall be permanent in nature;

- (i) The register of member along with index as per section 88 of the Companies Act, 2013.
- (ii) Register of investments not held in its own name by the company as per section 187 of the Companies Act, 2013.
- (iv) Register of loans, guarantee, security and acquisition made by the company as per section 186 of the Companies Act, 2013..
- (iv) Register of contracts or arrangements with related party as per section 189 of the Companies Act, 2013.
- (v) Minutes of General and Board or Committee Meetings as per section 118 of the Companies Act, 2013

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

- (i) Books of Accounts including vouchers relevant to any entry in such books of account as per section 128 of the Companies Act, 2013.
- (ii) Disclosures/ Notices by a director of his interest as per section 184 of the Companies Act, 2013..
- (iii) The instrument creating a charge or modification as per section 77 of the Companies Act, 2013.
- (iv) 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 kept in electronic mode.