**NICCO UCO ALLIANCE CREDIT LTD**

 **CIN: L65910WB1984PLC037614**

 **Reg. Office ; NICCO HOUSE, 2, HARE STREET, KOLKATA 700001**

 **Tel : 0330 40056499/40035159, E-mail : nufslcal@gmail.com**

**NICCO UCO ALLIANCE REPORT**

Policy for Preservation of Documents

1. Documents and Records of the Company required to be maintained under the Listing Regulation shall be classified in two categories as below:

a) Documents whose preservation shall be permanent in nature shall be preserved permanently by the company subject to the modification, amendment, addition, deletion or any change made therein from time to time.

b) Other Documents shall be preserved for period not less than eight years (8 years) after

completion of the relevant transactions the subject to the modification, amendments, addition deletion or any changes made therein from time to time.

2 The listing documents and Records in physical form shall be in the custody of the Company Secretary.

3. The Company may keep the listing documents and records as specified above in the

electronic mode.

4. The Registrar and share transfer Agent shall ensure that the correct procedures are followed for maintenance of the Listing Records required to be maintained by them and provide an Annual Undertaking to the Company in this regards.

ARCHIVAL POLICIES

Any Disclosure of events or information which have been submitted by the Company to the

Stock Exchanges under Regulation-30 of Listing Regulations will be available on the

records of the Company for a period of 5 years from the date of its Disclosure and

thereafter be archived from the record of the Company for a period of 3 years.

DISCLOSURE/AMENDMENT

This policy as amended from time to time shall made available at the website of the company. The right to interpret/amend/modify this Policy vests in the Board of Directors of the Company.