

Resolution No. 24/04 of the
Board meeting of "Sendmn NBFI" LLC on February 5th 2024,
Attachment 3

**INFORMATION TRANSPARENCY AND REPORTING PROCEDURES OF "SENDMN
NBFI" LLC**

YEAR 2024

Document Code: SE/BD/01/PRO/24

Document title: Information Transparency and Reporting Procedures of “SendMN NBF” LLC

Version: 01

Revision Date: 2024

Classification: For Official Use

Revision history:

Version	Approval date, resolution number	Description of revision	Prepared by	Reviewed by
01	2024.02.05 №24/04		Lawyer/ Secretary of the Board of Directors Ts. Undrakh	Executive management

INFORMATION TRANSPARENCY AND REPORTING PROCEDURES OF “SENDMN NBF” LLC

One. General Provisions

- 1.1. The purpose of this procedure is to regulate relations concerning the disclosure of information about the activities of "SendMN NBF" LLC (hereinafter "Company") to the public, such as its shareholders, and the establishment of standards and scope for such disclosure.
- 1.2. This procedure adheres to the laws of Mongolia, the Company's policy documents, internal rules, procedures, and instructions.
- 1.3. The Company is forbidden to disclose information to the public in a manner that is incomplete or misleading.

Two. Transparency of Information about the Company's Authorized Officials

- 2.1. The following information related to the activities of the company's authorized officials, as stipulated in the Law on Companies and the Company's Charter, shall be made public:
 - 2.1.1. The composition, structure, and operating procedures of the Board of Directors (Board).
 - 2.1.2. The names, work experience, and professional skills of the Board members.
 - 2.1.3. Information about the company's other authorized officials.
- 2.2. If there is a change in the information about the Company's operations, it must be updated and publicly disclosed within 10 working days of the decision.

Three. Transparency of Company Operations

- 3.1. The following information about the company's operations shall be publicly disclosed and posted on official online platforms:
 - 3.1.1. The company's management structure and organizational structure.
 - 3.1.2. The company's operational direction.
 - 3.1.3. Information on the company's special permits.
 - 3.1.4. The company's annual activity report.
 - 3.1.5. Branches, offices and location.
 - 3.1.6. Other related information.

3.2. If there is a change in the information about the Company's operations, it must be updated and publicly disclosed within 10 working days of the decision.

Four. Company's Annual Report

4.1. The company's annual report shall be approved by the Executive Director and the following information shall be disclosed to the public:

- 4.1.1. A brief introduction of the company.
- 4.1.2. Changes and explanations of key performance indicators in its business activities.
- 4.1.3. Financial performance indicators and explanations.
- 4.1.4. Report of the Risk operations.
- 4.1.5. Implementation of the Human Resources policy.
- 4.1.6. Information on the operations of branches, offices and locations.
- 4.1.7. Information on the company's social responsibility.
- 4.1.8. The amount of conflict of interest cases, and the report and explanation of their execution.
- 4.1.9. Other related information.

Five. Transparency of Financial Performance Indicators

5.1. The company shall disclose its audited financial statements for the fiscal year to the public through its website and through daily mass-media outlets.

Six. Disclosure of the Company's Information and Report

6.1. In accordance with the Law on Company, the company must publish its annual report on its website and make it publicly available by no later than April 1 of the following year.

Seven. Access to Company Information

7.1. Provide operational information and the policy documents, rules, procedures, permits and permit documents prescribed by the "Corporate Governance Code", on the company's website in order to provide timely updated information for investors and other participants.

Eight. Records Retention

8.1. Public documents and records shall be retained for a period of five years, after which they shall be transferred to the archives.

8.2. The Secretary of the Board is responsible for receiving all records made available to the public, ensuring their safekeeping, presenting them to authorized parties, and managing their transfer to the archives.

Nine. Miscellaneous

9.1. The Company's Board shall oversee the implementation of these information-disclosure procedures.

9.2. If any errors or discrepancies are identified in the disclosed company information, immediate measures shall be taken to correct them immediately.

9.3. The Board has the right to introduce additions and amendments to this procedure based on the evaluation of its implementation results, with the aim of being applicable and improving it.