

POLICY ON PRESERVATION AND UTILISATION OF STATIONERY – BLANK STATIONERY / CERTIFICATES, WARRANTS ETC.

BACKGROUND:

The Securities and Exchange Board of India (SEBI) vide its Circular No. SEBI / HO / MIRSD / DOP1 / CIR / P / 2018 / 73 dated 20th April, 2018 has issued the guidelines on strengthening and raising industry standards for listed entities, Registrar and Share Transfer Agent and Banker to an Issue. The said circular has mandated every listed entity and its Registrar and Transfer Agents to frame a written policy for maintaining strict control on the usage of stationery including blank certificates, dividend / interest / redemption warrants, etc. (**Stationery**).

The Board of Directors of Sutlej Textiles and Industries Limited (Company) at their meeting held on 06th August, 2019 has adopted the policy on “Preservation and Utilisation of Stationery – Blank Stationery / Certificates, Warrants etc.” (the Policy). The Company and the Registrar and Share Transfer Agent of the Company (RTA) shall be responsible for maintaining strict control on the usage of the Stationery in accordance with this Policy.

OBJECTIVE OF THE POLICY:

The objective of this Policy is to maintain strict control on the use, preservation and utilization of stationery by the Company and RTA.

MONITORING USAGE OF STATIONERY:

1. The Stationery shall be printed only on the authority of the Stakeholders Relationship Committee / Company Secretary and the said authorization shall also include the quantity to be printed.
2. Proper record of the Stationery lying with the Company and also delivered to RTA shall be maintained by the Company Secretary.
3. The Stationery shall be kept in the custody of the Company Secretary and / or the RTA respectively.
4. The Company and RTA shall maintain adequate control of the blank Stationery.
5. The Stationery lying with the Company shall be used only with the permission of the Company Secretary.
6. RTA shall maintain the Register of the Stationery with details of opening balance, receipt, issued and closing balance.
7. The Company and the RTA shall physically verify the Stationery lying with them on a quarterly basis and prepare a reconciliation report of the same containing the reason for deviation, if any.
8. The above report prepared by the RTA shall be forwarded to the Company Secretary within seven working days from the end of the quarter.
9. Deviation(s) observed, if any, in the said report shall be checked by the Company Secretary and shall be reported to the Stakeholders Relationship Committee, in case of suspicion of fraud or shortfall.

10. The said report shall be maintained by the Company Secretary and the RTA in their records.

11. RTA shall ensure compliance of all Ministry of Corporate Affairs / SEBI regulations / directions etc., as applicable for the time being and as amended from time-to time.

AMENDMENT IN THE POLICY:

The Stakeholders Relationship Committee is authorized to change / amend this policy from time to time at its sole discretion and / or in pursuance of any amendments made in the Companies Act, the Regulations, etc.
