

POLICY ON PRESERVATION & UTILISATION OF STATIONERY – BLANK SECURITY CERTIFICATES, WARRANTS:**SECURITY CERTIFICATES:**

Link Intime India Pvt Ltd ("LIPL") is provided with blank Security Certificates by the Client Company ("Company") for the purposes of processing transactions that requires printing and issuance of new/duplicate/replacement/exchange/split/bonus Security Certificates.

The Company to ensure that the blank stationery to be provided to LIPL shall have pre-printed control number printed on the reverse of the certificate and the control of the same shall be maintained by the Company. LIPL to make request to the Company which would be initiated by the concerned Client Co-ordinator ("CC").

The Company (Or Printer appointed by them) while handing over/despaching the blank stationery to LIPL to prepare a Delivery Challan/Slip mentioning the From and To series of control number and obtain acknowledgement of the same from LIPL.

LIPL to maintain a Register of Security Certificates with details of Opening Balance, Receipt, Issued, Closing Balance.

The CC after the Certificate is printed shall send the duly printed Security Certificate to the Company for their signature and authentication and further despatch to the Securityholders.

The Company shall provide requisite blank Security Certificates to LIPL when the inventory level reaches 100 numbers. As per this policy LIPL may maintain upto a maximum of 250 security certificates at any given point in time.

Reconciliation/Control Report of the blank stationery shall be maintained by both LIPL and the Company.

Dividend/Interest/Redemption Warrant Stationery ("Warrant Stationery"):

LIPL is provided with blank Warrant Stationery for the purpose of processing Dividend/Interest/Redemption payments, where electronic mode of payment is not feasible.

The Company (OR Printer appointed by them) shall while handing over/despaching the blank stationery to LIPL shall prepare a Delivery Challan/Slip mentioning the From and To series of MICR control number and obtain acknowledgement of the same from LIPL.

LIPL to maintain Register of Warrant stationery with details of Opening Balance, Receipt, Issued, Closing Balance.



LIPL shall do over printing on the Dividend/Interest/Redemption Warrants as per the requirements, despatch the same to the Securityholders and if the Company desires return the unused/cancelled stationery back to the Company within 30 days from the date of despatch of the warrants along with a Reconciliation of Number of blank stationery received, Number of Warrants printed, Number of Warrants Cancelled, balance unused stationery of warrants. LIPL will shred the unused/cancelled stationery between 31 days – 60 days if there is no request from the Company to return the same.

Reconciliation Report of the blank stationery shall be maintained by both LIPL and the Company.



Ms Swati Uchil
Head-Corporate Registry
20th July, 2018



B N Ramakrishnan
Chief Operating &
Compliance Officer

Name: _____

Designation: _____

Client: _____

Date: __/__/____

Company Stamp: _____