



RAMSONS PROJECTS LIMITED

**POLICY ON CONTROL AND
MAINTAINENCE OF STATIONERY**

Ramsons Projects Limited

1. Background

Securities and Exchange Board of India (SEBI) has vide its **Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73** dated **20.04.2018** has issued a circular obligating the Company, being a Listed Entity, to frame a Policy that shall ensure the strict control and maintenance of the Company's Stationery including Blank Share Certificates, Dividend/ Interest/ Redemption Warrants and periodic check by the way of physical verification.

This Physical Verification and resulting Reconciliation Report shall be maintained by the Registrar and Transfer Agent (RTA) and the Listed Entity as well.

2. Intent and Scope

This Policy is being framed for the maintenance and control of Company's Stationery. **Company's Stationery/ Stationery** include Blank Share Certificates, Dividend/ Interest/ Redemption Warrants.

This Policy requires **Ramsons Project Limited** (the "**Company**") and engaged Registrar and Transfer Agent of the Company to maintain the Company's Stationery and keeps the same secure.

3. Custody of the Company's Stationery

The Company's Stationery shall be kept in the safe custody of Company Secretary/ Authorized Person.

Further, Registrar and Transfer Agent of the Company shall keep the safe custody of the Securities Certificates and Dividend/ Interest/ redemption Warrants.

However, dividend warrants shall be valid only for a period of 3 (Three) months from the date of issue. After the expiry of (3) three months, where such dividend warrants remains undelivered and unclaimed, they shall be destroyed by RTA and fresh instrument shall be issued in lieu thereof, within 15 days from the receipt of valid request in this regard.

Once the validity is over, Dividend/ Interest/ redemption Warrants shall be destroyed by RTA only in the presence of their auditors and in the supervision of Departmental Head and the authorized representative of the Company.

Continue ...

4. Maintenance of Register and Records of Company's Stationery

The RTA shall maintain the Register of Company's Stationery as available in their custody including the register maintaining the details of securities certificates issued or re-issued in respective folios, securities certificate printing register/ records containing, *inter alia*, details such as Date of Printing/issue, Folio No, Name in which printed, Certificate No, Distinctive No, Old Certificate No (in case is reprinting), Reason of printing etc. The Registers here may be maintained either in physical form or electronic form.

5. Periodic Reconciliation Report

The RTA and the Company, through Company Secretary/ Any other Authorized Person, shall maintain the strict control on the Company's Stationery as available in their Custody. The Stationery shall be periodically checked by Physical Verification. After due verification, the RTA shall provide the Company a Reconciliation Report on the same which shall be maintained by both RTA and the Company.

The RTA shall send the reconciliation report of all the stationery maintained, on a quarterly basis to the Company Secretary of the Company.

6. Amendment in Policy

The Board of Directors or any of the Committee of the Members as may be authorized by Board may review the changes or amendments in the Policy as may be required from time to time with the changes in parallel law. The Changes in the Policy shall be effective only after the approval of Board.

-----○-----