



POLICY ON STRICT CONTROL ON STATIONERY

BACKGROUND

Securities and Exchange Board of India (SEBI) Circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April 2018, has mandated every Listed Company and the Registrar and Transfer Agents (RTA) to frame a written policy for maintaining strict control on stationery including blank certificates, dividend/interest/redemption warrants.

The Board of Directors of Greenpanel Industries Limited (Company) at their meeting held on August 14, 2019 has adopted this Policy. The Company and the RTA shall be responsible for maintaining strict control on the usage of the Blank Stationery in accordance with this Policy.

DEFINITION

In this Policy unless the context otherwise requires

- a. **“Company”** means Greenpanel Industries Limited.
- b. **“Authorised Person”** shall mean the Company Secretary appointed by the Company for the time being.
- c. **“Board”** or **“Board of Directors”** shall mean the Board of Directors of the Company as may be re-constituted from time to time.
- d. **“Company’s Stationeries”** shall include blank certificates, dividend/ interest/ redemption/ warrants of the Company.
- e. **“Maintenance”** means keeping Documents, either physically or in Electronic Form.

INTENT & SCOPE

This Policy is being framed for maintenance of strict control of the Company’s Stationeries.

CUSTODY OF THE COMPANY’S STATIONERIES

The Company’s Stationeries shall be kept in the safe custody of the Authorised Person.

MAINTENANCE OF REGISTER OF COMPANY’S STATIONERIES

The Authorised Person shall maintain a register of the Company’s Stationeries. The register may be in physical or electronic form.

PHYSICAL VERIFICATION

The Authorised Person shall conduct a periodic physical verification of the data mentioned in the register.



PERIODIC RECONCILIATION

The Authorised Person shall reconcile the data on a monthly/ quarterly basis on the basis of physical verification and shall prepare and maintain a report thereof.

GENERAL AUTHORISATION

The Board or any other person as may be authorised by the Board for this purpose, is authorised to review the Policy from time to time.

By order of the Board
For Greenpanel Industries Limited

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Shiv Prakash Mittal
Executive Chairman

Date: 14-08-2019
Place: Kolkata