



MAYUR UNIQUOTERS LIMITED

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POLICY ON PRESERVATION & UTILIZATION OF STATIONERY – BLANK SECURITY CERTIFICATES, WARRANTS, ETC

1. BACKGROUND AND APPLICABILITY

The Securities and Exchange Board of India (SEBI) vide its Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 mandates all the listed entities and the Registrar and Transfer Agent (RTA) to frame a written policy for maintaining strict control on the usage of stationery including blank certificates, dividend/interest/redemption warrants, etc. (Unused Stationery)

Accordingly, the Board of Directors have adopted this Policy on May 30, 2019 to comply with the requirements of the abovementioned circular.

2. DEFINITIONS

“Board” means Board of Directors of Mayur Uniquoters Limited

“Company” means Mayur Uniquoters Limited

“RTA” refers to Registrar and Share Transfer Agent of the Company

“SEBI” means The Securities and Exchange Board of India

“Pre-printed Pre-signed blank stationery” means any stationery containing the signatures (manual/printed) of the Director(s) or Officials(s) of the Company.

“Policy” means Policy for maintaining usage of Blank Stationery including blank certificates, dividend / interest/ redemption warrants, etc.

3. OBJECTIVE

The Objective of this Policy is to maintain strict control on stationery including blank certificates / dividend/ redemption warrants and shall periodically check by physical verification.

4. SAFE CUSTODY OF THE COMPANY'S STATIONERY

A. The Company's Stationery shall be kept in the safe custody of the RTA.

B. RTA shall keep safe custody of the Company's Stationery (unissued and/or issued and valid, as applicable). RTA shall keep safe custody of the issued dividend / interest / redemption / warrants till date of its expiry (3 months from date of issue). Once the validity is over, RTA shall, upon giving prior intimation to the Company, destroy the said dividend / interest / redemption/ warrants in the presence of their auditors under supervision of Departmental Head.

5. MAINTENANCE OF REGISTER

A. RTA shall maintain stock of Company's Stationery and reconcile the same periodically but at least quarterly. RTA shall also maintain register of Stationery and reconciliation thereof with specific details of - quantitative details, location, name of the person who physically verified, date of receipt of stationery.

B. RTA shall also prepare securities certificates register with details of certificates issued/re-issued in respective folios, securities certificates printing register / records containing, inter alia, details such as Date of Printing / issue, Folio No., Name in which printed, Certificate No., Distinctive Nos., and Old Certificate No. (in case of reprinting), Reason of printing etc.

C. Pursuant to Clause 15 of Annexure II of SEBI Circular, RTA shall prepare quarterly register containing details of records and documents destroyed, as per SEBI Circular and / or para 3.2 of this policy, by it. The register shall inter alia contain the following particulars: description of the records and documents destroyed, name of authority authorising the destruction, date of authorization of destruction, destroyed in whose presence (with signature) and date of destruction. The authenticity of the register shall be verified during internal audit as prescribed under SEBI Circular. This register shall be maintained till perpetuity.

D. RTA shall send the above register(s) / reconciliation report(s), on time to time basis to the Company

6. REVIEW AND AMENDMENT

This policy is framed pursuant to the Securities and Exchange Board of India (SEBI) vide its Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018. In case of any subsequent amendments to the circulars which make any of the above provisions in the Policy inconsistent, the provisions of the Circular shall prevail.

The Policy shall be reviewed by the Board so as to align the same with the amendments or to incorporate the changes as may be felt appropriate by the Board.