WAGEND INFRA
VENTURE LIMITED

POLICY FOR PRESERVATION, UTILISATION AND CONTROL OF STATIONERY INCLUDING BLANK CERTIFICATES, DIVIDEND/ INTEREST/ REDEMPTION WARRANTS

Wagend Infra Venture Limited

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I. TITLE AND COMMENCEMENT

This policy shall be called the 'Policy for Preservation, Utilization and Control of Stationery including Blank Certificates, Dividend/Interest/ Redemption Warrants'. It shall come into force with immediate effect or from such other date as may be mentioned herein.

II. DEFINITIONS

a) **"Board of Directors"** or **"Board"** means the Board of Directors of Wagend Infra Venture Limited as constituted / re-constituted from time to time.

b) **"Company"** means Wagend Infra Venture Limited.

c) **"Policy"** or **"this Policy"** means Policy for Preservation, Utilisation and Control of Stationery including blank certificates, dividend/ interest/ redemption warrants etc.

d) **"RTA"** means the Registrar and Share Transfer Agent of the Company i.e Purva Sharegistry Private Limited.

e) **"SEBI"** means the Securities and Exchange Board of India.

III. PREFACE

The Securities and Exchange Board of India vide its circular no. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April 2018 (SEBI Circular) requires Registrar and Share Transfer Agent (RTA) and the Company to frame a written policy and shall maintain strict control on stationery including blank certificates, dividend/ interest/ redemption warrants (pre-signed blank stationery). Accordingly, Purva Sharegistry Private Limited, Registrar and Share Transfer Agent (RTA) of the Company and the Company have framed this Policy.

IV. SCOPE AND APPLICABILITY

This policy shall apply to all kind of stationeries used and maintained by the Company or RTA on behalf of the Company. Such stationeries include blank certificates, dividend/ interest/ redemption warrants etc.

V. OBJECTIVE

The objective of this policy is to maintain strict control on stationeries including blank certificates, dividend/ interest/ redemption warrants and to periodically check by physical verification.

VI. MONITORING OF THE USAGE OF BLANK STATIONERY:

a) The pre-signed (facsimile or otherwise) blank stationery i.e., blank certificates, Dividend Warrants etc., shall be printed only with the authority of the Board or the Stakeholders Relationship Committee (SRC) duly authorised by the Board or anyone of the KMP of the Company in this behalf. The authority of the Board or SRC or KMP, as the case may be, shall also include the quantity to be printed by the Company/RTA.

b) All the pre-signed blank stationery shall be kept under the custody of the RTA under lock & key.

c) The RTA shall maintain a proper record of the pre-signed blank stationery lying with the RTA.

d) RTA shall maintain the Register of the Blank Stationery with details of opening balance, receipt, issue and closing balance.

e) The Company and RTA shall periodically check pre-signed blank stationery by physical verification, at least on a half yearly basis. RTA shall prepare a reconciliation report of the same containing details of deviations, if any, along with the reasons for deviations. The Company Secretary shall check and analyse the reasons for deviations in the reconciliation report and take steps to rectify the same and should bring the deviations, if any, to the notice of the Chairman of the Company along with reasons for the same and shall also be placed before the Stakeholders Relationship Committee.

f) The said reconciliation report shall be maintained by RTA and the Company in accordance with the provisions of the above stated SEBI Circular.

g) The Company Secretary shall monitor the activities of RTA to ensure compliance of the aforesaid SEBI circular w.r.t. the areas specified therein, including transfer/transmission of securities and related matters, payment of dividend/interest/redemption, as the case may be, internal audit of RTA, etc. In case of any lapse/deviation therein, the same shall be rectified forthwith and brought to the attention of the Stakeholders Relationship Committee, together with action taken for rectification and the final outcome thereof.

VII. MODIFICATION OF THIS POLICY

The Board/SRC shall make necessary amendments in the Policy, as may be required from time to time, to include any amendment in the provisions of law relating to matters covered in the Policy.