

COMPUTER AGE MANAGEMENT SERVICES LIMITED

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

(Pursuant to SEBI Circular No. SEBI / HO / MIRSD / DOP1/CIR/P/2018/73 dated April 20, 2018)

Introduction:

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

In accordance with the above requirement, this policy has been prepared and has been approved by the Board.

I. Definitions:

“**Board of Directors**” or “**Board**” means the Board of Directors of Computer Age Management Services Limited as constituted / re-constituted from time to time.

“**Blank Stationery**” means blank share certificates, dividend, interest or redemption warrants, etc.

“**Company**” means Computer Age Management Services Limited.

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

“**RTA**” means the Registrar and Share Transfer Agents of the Company.

“**SEBI**” means the Securities and Exchange Board of India.

II. Monitoring usage of Blank Stationery:

With 100% of the company's shares being in demat mode and the dividends being credited to the Bank account of the shareholders without the need for printing of interest warrants, the company do not foresee any need for maintaining the stock of Blank stationery. However, in a situation where such printing becomes a necessity, the company shall comply with the conditions as stated in this Policy.

- a. The Blank Stationery shall be printed only on the authority of the Board and the said authorization shall also include the quantity to be printed.
- b. Proper record of the Blank Stationery lying with the Company and also delivered to RTA shall be maintained by the Company Secretary.
- c. The Blank Stationery shall be kept in the custody of the Company Secretary and / or the RTA respectively.
- d. The Company shall ensure that the Blank Stationery to be provided to the RTA shall have pre-printed control number printed on the reverse of the share certificate.

- e. The Blank Stationery lying with the Company shall be used only with the permission of the Company Secretary.
- f. RTA shall maintain the Register of the Blank Stationery with details of opening balance, receipt, issued, closing balance.
- g. The Company shall provide blank share certificate to RTA only when the inventory level reaches 25. At any given time, the maximum blank share certificate that shall be available with the RTA shall not exceed 100.
- h. The Company and the RTA shall physically verify the Blank Stationery lying with them on quarterly basis and prepare a reconciliation report of the same containing the reasons for deviations, if any.
- i. The above report prepared by the RTA shall be forwarded to the Company Secretary within seven working days from the end of the quarter.
- j. Deviation(s) observed, if any, in the said report shall be checked by the Company Secretary and shall be reported to the Chairman of the Audit Committee, in case of suspicion of fraud or shortfall.
- k. The said report shall be maintained by the Company Secretary and the RTA in their records.

III. Amendment in the Policy:

The Board may amend this Policy from time to time to incorporate any subsequent amendment(s) / modification(s) brought in force by SEBI with respect to matters covered under this Policy.
