

Zydus Wellness 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)

(As approved by the Board of Directors at its Meeting
held on February 6, 2019)

Zydus Wellness Limited

Policy on Preservation & Utilization of Stationery

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 entities 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. (Blank Stationery).

The Board of Directors of Zydus Wellness Limited (**Company**) at their meeting held on February 6, 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.

I. Definitions:

“Board of Directors” or **“Board”** means the Board of Directors of Zydus Wellness Limited as constituted / re-constituted from time to time.

“Company” means Zydus Wellness 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:

- 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.

Zydus Wellness Limited
Policy on Preservation & Utilization of Stationery

- g. The Company shall provide blank share certificate to RTA when the inventory level reaches 25 number. As per this Policy, RTA can maintain up to a maximum of 100 blank share certificates at any given point of time.
- 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 and / or the Managing Director of the Company, 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.