

***INTEGRA  
TELECOMMUNICATION  
AND  
SOFTWARE LIMITED  
("The Company")***

***Stationery Monitoring Policy***

## VERSION CONTROL

Version No.	Effective from	Last Revised on
1	01-04-2019	26-03-2019
2	08-08-2022	08-08-2022

## DISCLAIMER

➤ **Restricted access**

This Stationery Monitoring Policy is not to be copied or distributed without the express written consent of Integra Telecommunication and Software Limited. No part of this document may be used for purposes other than those intended by Integra Telecommunication and Software Limited.

Sr. No.	Content	Page No.
1.	Objective	4
2.	Regulatory Framework	4
3.	Definition	4
4.	Monitoring Usage of the Pre-Signed Blank Stationery	4 - 5
5.	General	5

## 1. Objective:

The objective of the Policy is to maintain strict control on the usage of the pre-printed pre-signed blank stationery by RTA and Company in accordance with this Policy.

## 2. Regulatory Framework

2.1 This Policy is pursuant to Securities and Exchange Board of India Circular No. SEBI / HO / MIRSD / DOP1 / CIR / P / 2018 / 73 dated April 20, 2018.

2.2 Accordingly, the Board of Directors of Integra Telecommunication and Software Limited ("the Company") adopted this Stationary Monitoring Policy ("the Policy") for maintaining strict control on the usage of the Blank Stationery in accordance with this Policy

## 3. Definition:

3.1 **"Board"** means the Board of Directors of the Company.

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

3.3 **"Policy"** shall mean the Stationary Monitoring Policy.

3.4 **"RTA"** means the Registrar and Share Transfer Agents of the Company.

3.5 **"The Act"** means the Companies Act 2013 together with the Rules notified there under, including any statutory modifications or re-enactments thereof for the time being in force.

3.6 **"The Company"** means Integra Telecommunication and Software Limited

3.7 **"The Regulations"** mean SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 together with the circulars issued thereunder, including any statutory modifications or re-enactments thereof for the time being in force.

Any term, word and phrases not defined herein shall have the same meaning as defined in the Companies Act, 2013, Regulations or any other applicable law or regulation to the extent applicable to the Company.

## 4. Monitoring Usage of the Pre-Signed Blank Stationery:

4.1 Pre-printed Pre-signed blank stationery shall be printed only on the authority of the Board and the said authorization shall also include the quantity and serial number of stationeries to be printed.

4.2 Blank pre-printed stationery will be handed over to RTA with forwarding letter only and serial number of stationeries will be mentioned in letter.

4.3 Proper record of the Pre-printed Pre-signed blank stationery lying with the Company and also to RTA shall be maintained by the Company Secretary of the Company.

4.4 Pre-printed Pre-signed blank stationery shall be kept in the custody of the Company Secretary of the Company and/or with the RTA under lock and key.

4.5 Pre-printed Pre-signed blank stationery lying with the Company shall be used only with the permission of Company Secretary of the Company.

4.6 The Company and the RTA shall physically verify Pre-printed Pre-signed blank stationery lying with them on quarterly basis and prepare a reconciliation report of the same containing the reasons for deviation, if any.

- 4.7 The abovementioned report prepared by the RTA shall be forwarded to the Company within 15 (Fifteen) days from the end of the quarter.
- 4.8 Deviation(s) observed in the abovementioned report shall be analyzed by the Company Secretary of the Company and reported to the Managing Director of the Company in case of suspicion or fraud or shortfall.
- 4.9 The above-mentioned report shall be maintained by the Company Secretary of the Company and the RTA in their records.
- 4.10 Balance pre-printed stationery of dividend warrant/interest warrant/redemption warrant will be shared by the RTA/ Company Secretary of the Company after expiry of valid period.

**5. General:**

- 5.1 The Policy would be subject to revision/amendment in accordance with the Laws. The Board shall review the Policy at least once in three years or earlier or later for making suitable amendments for better implementation of the Policy.
- 5.2 The Company reserves its right to alter, modify, add, delete or amend any of the provisions of this Policy.
- 5.3 The power to interpret and administer the Policy shall rest with the Managing Director whose decision shall be final and binding. The Managing Director is also empowered to make any supplementary rules/orders to ensure effective implementation of the Policy. These will, however, be reported to or placed before the Board, from time to time, to ensure the Board oversight on these issues.
- 5.4 In the event of any conflict between the provisions of this Policy and of the Act or SEBI Regulations or any other statutory enactments, rules, the provisions of such Act or Listing Regulations or statutory enactments, rules shall prevail over and automatically be applicable to this Policy and the relevant provisions of the Policy would be amended/modified in due course to make it consistent with the law.

\*\*\*\*\*