



NATIONAL FERTILIZERS LIMITED
(A Government of India Undertaking)
CIN: L74899DL1974GOI007417
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POLICY ON STRICT CONTROL OF STATIONERY BETWEEN THE COMPANY AND THE REGISTRAR AND SHARE TRANSFER AGENT

INTRODUCTION

Securities & Exchange Board of India has issued a Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 requiring every listed company and its Registrar and share Transfer Agents (RTA), if any, to frame a written policy for maintaining strict control on the usage of preprinted, pre-signed blank stationery including blank share certificate(s), dividend warrant(s)/interest slip(s)/redemption warrants etc. (the preprinted, pre-signed blank stationary).

Accordingly, Board of Directors of National Fertilizers Limited has adopted this Policy in consultation with RTA in its meeting held on 12.02.2021. The Company and the RTA shall be responsible for maintaining strict control on the usage of the preprinted pre-signed blank stationery in accordance with this Policy.

I DEFINITION

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

“**Company**” means National Fertilizers Limited.

“**Policy**” or “**this Policy**” means Policy for Monitoring usage of preprinted pre-signed blank stationery including blank share certificates, dividend warrant(s)/interest slip(s)/redemption warrant(s) etc.

“**Preprinted Pre-signed blank stationary**” means any stationery containing the signatures(manual/printed) of the Director(s) and / or space for signature of Company Secretary / Authorized Signatory(ies) / Officials(s), wherever applicable, of the Company.

“**RTA**” means the Registrar and Share Transfer Agent appointed by the Company.

“**SEBI**” means Securities & Exchange Board of India.

II MONITORING USAGE OF THE PREPRINTED PRE-SIGNED BLANK STATIONARY

- A) Preprinted Pre-signed blank stationery shall be printed only on the authority of the Share Transfer Committee which shall include the quantity and serial number of stationery to be printed.

Blank Pre-printed Pre-signed stationery shall be handed over to RTA with duly signed forwarding letter, which must include serial number of stationery being forwarded to RTA.

- B) The Company shall maintain the proper records of the Preprinted Pre-signed blank stationery lying with it.
- C) RTA shall maintain the record of preprinted pre-signed blank stationery received from the Company together with utilization of such preprinted pre-signed blank Stationary. RTA shall on quarterly basis or at such other times, shall report to the Company in writing towards stock of preprinted pre-signed stationery lying with it along with certificate of utilization of the same in the manner / format mutually agreed between the Company and / or prescribed by SEBI, from time to time.
- D) Preprinted Pre-signed blank stationery shall be kept in the safe custody of the Company Secretary and/or with the RTA, as the case may be, under lock and key.
- E) Preprinted Pre-signed blank stationery lying with the Company shall be used only with the permission of the Company Secretary & Compliance Officer.
- F) The Company and the RTA shall physically verify Preprinted 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.
- G) The reconciliation report prepared by the RTA shall be forwarded to the Company Secretary & Compliance Officer of the Company within Seven (07) working days from the end of each quarter and Financial Year.
- H) Deviation(s) observed in the report of RTA shall be analyzed by the Company Secretary & Compliance Officer and reported to the Managing Director and CFO of the Company in case of suspicion or fraud or shortfall.

- I) The reconciliation report shall be maintained by the Company Secretary & Compliance Officer and RTA in their records.

III AMENDMENT IN THE POLICY

The Chairman and Managing Director, National Fertilizers Limited, is authorized by the Board of Directors to amend or modify this policy from time to time to incorporate any subsequent amendment(s) / modification(s) brought in force by SEBI and / or as per suggestion of RTA / Board / Company Secretary & Compliance Officer, with respect to matters covered under this Policy or otherwise. However, no such amendment or modification shall be inconsistent with the applicable provisions of any law for the time being in force.