

Version	01
Issue date	11.03.2025
Revision no.	NA
Revision date	NA

Park Medi World Limited
(Formerly Park Medi World Private Limited)

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

1. Introduction

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

In compliance with this requirement, the Board of Directors has adopted this Policy on the Preservation & Utilization of Stationery – Blank Security Certificates, Warrants, etc.

2. Definitions

- **“Board of Directors” or “Board”** refers to the Board of Directors of “PARK MEDI WORLD LIMITED” as constituted or reconstituted from time to time.
- **“Blank Stationery”** includes blank share certificates, dividend warrants, interest warrants, redemption warrants, and similar financial instruments.
- **“Company”** refers to “PARK MEDI WORLD LIMITED”.
- **“Policy”** or “this Policy” refers to the Policy on Preservation & Utilization of Blank Stationery, including share certificates and financial warrants.
- **“RTA”** refers to the Registrar and Share Transfer Agents of the Company.
- **“SEBI”** refers to the Securities and Exchange Board of India.

3. Monitoring Usage of Blank Stationery

Given that 100% of the Company’s shares are in dematerialized (demat) form and dividends are credited directly to shareholders' bank accounts, the need for maintaining a stock of Blank Stationery is currently not anticipated. However, should the need arise, the Company shall adhere to the following guidelines:

A. Authorization and Record-Keeping

1. Printing of Blank Stationery shall be undertaken only with prior authorization from the Board, specifying the quantity to be printed.
2. A detailed record of Blank Stationery, both held by the Company and provided to the RTA, shall be maintained by the Company Secretary.

B. Custody and Control

1. Blank Stationery shall be securely stored under the custody of the Company Secretary and/or the RTA.
2. Any Blank Stationery issued to the RTA shall have pre-printed control numbers on the reverse side of share certificates.
3. Usage of Blank Stationery held by the Company shall require prior approval from the Company Secretary.

C. Inventory Management

1. The RTA shall maintain a Register of Blank Stationery, recording opening balance, receipts, issuance, and closing balance.
2. Blank share certificates shall be provided to the RTA only when the inventory level reaches 25. The maximum inventory held by the RTA at any given time shall not exceed 100 blank share certificates.

D. Periodic Verification and Reporting

1. The Company and the RTA shall conduct a quarterly physical verification of Blank Stationery and prepare a reconciliation report identifying any deviations, along with explanations, if any.
2. The RTA shall submit the reconciliation report to the Company Secretary within seven working days from the end of each quarter.
3. Any suspected fraud or discrepancies observed in the report shall be reviewed by the Company Secretary and, if necessary, escalated to the Chairman of the Audit Committee.
4. The reconciliation report shall be retained as an official record by both the Company Secretary and the RTA.

4. Amendments to the Policy

The Board may amend this Policy from time to time to incorporate any regulatory amendments or modifications introduced by SEBI or other statutory authorities concerning the matters covered under this Policy.