

BLB LIMITED

CIN: L67120HR1981PLC051078

Policy for Monitoring Usage of Presigned Blank Stationery/ Certificates, Warrants etc.

(Effective from 02nd August, 2018)

[Approved by the Board of Directors in its meeting held on 02nd August, 2018]



(Version: 1.0)

INTRODUCTION

Circular No. SEBI/HO/MIRSD/DOPI/CIR/P/2018/73 dated April 20, 2018 issued by the Securities & Exchange Board of India (SEBI) requires the Company and its Registrar and Share Transfer Agents (RTA) to frame a written policy for maintaining strict control on the usage of presigned blank stationery including blank certificates, dividend/interest/redemption warrants etc.

Accordingly, the Board of Directors in its Meeting held on August 02, 2018 of M/s. BLB Limited has adopted this Policy (drafted after consultation with RTA). The Company and the RTA shall be responsible for maintaining strict control on the usage of the presigned blank stationery in accordance with this Policy.

I. DEFINITIONS

"Board of Directors" or "Board" means the Board of Directors of BLB Limited as constituted/re-constituted from time to time.

"Committee" means Stakeholder Relationship Committee of BLB Limited as constituted/re-constituted from time to time.

"Company" means BLB Limited.

"Policy" or "this Policy" means policy for monitoring usage of presigned blank stationery including blank certificates, dividend/interest/ redemption warrants etc.

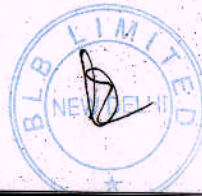
"Presigned blank stationery" means any blank stationery including blank certificates, dividend/interest/redemption warrants etc. related to the Company containing the details of the Company and signatures (manual/printed) of the Director(s) or Official(s) of the Company.

"RTA" means the Registrar and Share Transfer Agent of the Company.

"SEBI" means the Securities & Exchange Board of India.

II. MONITORING USAGE OF THE PRESIGNED BLANK STATIONERY

- A) The presigned blank stationery shall be printed only on the approval of the Committee and the said authorization shall also include the quantity to be printed.
- B) Proper record of the presigned blank stationery lying with the RTA shall be maintained by the RTA and also Company, either physical or electronic mode.
- C) The presigned blank stationery shall be kept in the custody of the RTA.



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- D) The Company and the RTA shall physically verify presigned blank stationery lying with RTA on quarterly basis and prepare a reconciliation report of the same containing the reasons for deviation, if any.
- E) The abovementioned report prepared by the RTA shall be forwarded to the Company.
- G) Deviation(s) observed in the abovementioned report shall be analyzed by the Company Secretary and reported to the Chairman & Whole Time Director of the Company in case of suspicion of fraud or shortfall.
- H) The abovementioned 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 or otherwise.

Date: 02.08.2018
Place: New Delhi

By order of the Board
For BLB Limited


Brij Rattan Bagri
Chairman
DIN: 00007441