



## **Centinel Securities (Private) Limited**

### **Paper Saving Policy**

#### **1. Purpose**

This policy is established to promote sustainable business practices by reducing paper consumption within Centinel Securities (Private) Limited ("Centinel"). The goal is to minimize environmental impact, improve operational efficiency, and reduce unnecessary costs related to paper use.

#### **2. Scope**

This policy applies to all employees, interns, consultants, and departments of Centinel Securities (Private) Limited, including both on-site and remote staff.

#### **3. Policy Statement**

Centinel is committed to reducing paper use and encourages all employees to adopt digital practices wherever possible. All business units are expected to align their operations with environmentally responsible standards by adopting the following paper-saving practices.

#### **4. Guidelines and Best Practices**

##### **4.1. Digital Preference**

- Use digital documents, emails, and PDFs instead of printed copies for internal and external communication.
- Encourage digital signatures where legally and operationally permissible.
- Save files in shared cloud drives to avoid multiple printed copies.

##### **4.2. Print Only When Necessary**

- Print documents only when absolutely required.
- Always preview documents before printing to avoid errors and unnecessary pages.
- Use print settings such as double-sided (duplex) printing and grayscale where appropriate.
- Avoid color printing unless essential.

##### **4.3. Optimize Use of Paper**

- Reuse single-sided printed sheets for internal drafts or notes.
- Set printers and photocopiers to default to duplex printing.
- Use electronic meeting agendas and minutes instead of printed copies.

##### **4.4. Communication and Awareness**

- Display reminders near printers and noticeboards encouraging reduced paper use.
- Conduct awareness sessions or send occasional email reminders to staff about the importance of paper conservation.

##### **4.5. Procurement and Monitoring**

- Purchase only eco-friendly and recycled paper where possible.
- Monitor monthly paper usage and set paper consumption targets per department.
- Appoint a responsible person to track progress and report paper usage data to the management.





#### 4.6. Client-Facing Operations

- Encourage clients to receive account statements, disclosures, and other documents via email or client portals.
- Use online forms and digital onboarding processes wherever possible.

#### 5. Responsibilities

- **\*\*All Employees\*\*** must adhere to this policy and avoid unnecessary printing.
- **\*\*Managers\*\*** are responsible for promoting digital work practices in their teams.
- **\*\*IT Department\*\*** will support the implementation of digital workflows and secure document storage.
- **\*\*Compliance/HR\*\*** may audit paper usage and ensure compliance with this policy.

#### 6. Review and Updates

This policy shall be reviewed annually or as needed to incorporate improvements in technology and operations. Updates may be made by the Compliance Officer in coordination with the HR and IT departments.

#### 7. Enforcement

Non-compliance with this policy may result in verbal or written warnings. Repeat violations may lead to disciplinary actions under the company's HR guidelines.

#### Approved by:

**Chief Executive Officer**

**Date: 25 June, 2025**

