

Annexure-II

Stock Adjustment Memo

Company Logo Here

XX PHARMACEUTICALS LIMITED

117 Adams Street, Brooklyn, NY 11201, USA

Stock Adjustment Memo

Memo No.:

Date:

Cost Head:

The following to be deleted from the stock and cost to be written off.

Product/ material	Batch No./ GRN No.	Quantity	Unit Cost	Reason for written off
Total Cost (In Word):				
Remarks (If any):				

Raised By (Senior Executive, Cost & Budget)	Agreed By (General Manager, Plant)	Reviewed By (Head of Finance & Accounts)	Approved By (Manager, Quality Assurance)
Copy: Quality Assurance, HR & Admin, Finance & Accounts (Plant & Operational Office), Production			