

Standard Operating Procedure (SOP)

BMPA Valid Members Only – Stock Laabh App

1. Objective

The **Stock Laabh App** by the **Bombay Master Printers' Association (BMPA)** is developed to facilitate the **clearance and exchange of dead or unused stock**, primarily **paper and paperboard**, among **registered BMPA members only**.

The platform ensures a **controlled, ethical, and confidential member-exclusive marketplace** that encourages efficient resource utilisation and fosters trust within the BMPA community.

2. Applicability

This SOP applies **exclusively to valid BMPA members** who have been verified and authorised to access and use the Stock Laabh App.

3. Scope (Phase 1)

In its **initial phase**, the Stock Laabh App will:

- Enable the **listing, buying, and selling of dead, unused, or surplus paper and paperboard** within the BMPA member network.
- Maintain a **degree of anonymity** between buyer and seller — **BMPA or its backend administrators will not have access to individual transaction details**.
- Establish a foundation for future expansion into categories such as:
 - **Unused printing machinery**
 - **Printing equipment spares**
 - **Related consumables**

4. User Definition, Roles, and Access

4.1 Definition of "User"

Within the **Stock Laabh ecosystem**, a **User** is defined as a **valid BMPA member**. The **authorised nominee or representative** of this member will serve as the **Primary User** of the app.

4.2 Primary User

- The **Primary User** is the **official representative** of the BMPA member company.
- The Primary User holds **full administrative rights** on behalf of the member company.

4.3 Secondary Users

- Each Primary User may add **up to two (2) Secondary Users**.
- The **Primary User** alone is responsible for:
 - Adding, editing, replacing, or deleting Secondary Users.
 - Ensuring all Secondary User data is accurate, current, and compliant with BMPA's guidelines.

5. Listing Validity and Renewal Rules

5.1 Listing Duration

- Each stock entry will remain **valid for 90 days (3 months)** from the date of posting.

5.2 Renewal Policy

- After 90 days, the listing will **automatically expire** unless reactivated.
- The **Primary or Secondary User** may reactivate a listing for another **90-day cycle**.
- A listing may be **reactivated only twice**, allowing a **maximum total validity of 270 days** (90 + 90 + 90 days).
- Upon expiry of the 270-day period, the listing will **permanently expire** and cannot be reactivated — a **new entry** must then be created.

6. Data Governance and Confidentiality

- All user and listing data will remain **strictly confidential**.
- **BMPA** and its backend administrators will not access or interfere with buyer-seller transaction specifics.
- Data will be handled in accordance with **BMPA's privacy and data protection standards**.
- Once a buyer and seller have engaged with each other through the Stock Laabh platform, the **platform will automatically disengage**. Stock Laabh will have no further role, involvement, or gain from the outcome of any transaction or arrangement between the buyer and seller. **BMPA and the Stock Laabh platform shall remain entirely indemnified from any and all of the business transpiring from usage of the Stock Laabh app** in an iron-clad manner, as all data entered by users is neither controlled nor validated by BMPA. The platform functions solely as a facilitator or messenger, enabling communication between parties. All subsequent interactions, decisions, and agreements between the buyer and seller are entirely based on their mutual judgment, arrangement, and agreement

7. Fair Trade, Ethics, and User Governance

7.1 Monitoring for Ethical Conduct

- The **BMPA** will actively **monitor user behaviour** within the Stock Laab App ecosystem to ensure adherence to **fair trade practices** and **ethical conduct**.

7.2 Feedback and Review

- Upon receiving **feedback, reports, or complaints** regarding inconsistencies, wilful misconduct, or unethical behaviour, BMPA will initiate a review.

7.3 Enforcement

- Based on the **findings and outcomes** determined by the **Stock Laab Project In-Charge (PIC)**, BMPA reserves the right to:
 - **Pause** a user's access temporarily, or
 - **Permanently delete** the user's account from the system.

7.4 Accountability

- Such actions will apply to the **User**, which denotes the **valid BMPA member**, inclusive of its **Primary and Secondary Users**.

8. Governance and Policy Evolution

- The Stock Laab App will operate under a **dynamic governance model**.
- **Policies and operational rules** will evolve based on user feedback, system insights, and the BMPA's strategic direction.
- BMPA reserves the right to **update, revise, or expand** the rules at any time to improve operational efficiency and member experience.

9. Future Phases (Indicative Scope)

Subsequent development phases of the Stock Laab App are expected to extend to:

- **Unused printing machinery**
- **Machinery spares and components**
- **Related printing consumables**

Each new feature or category will be announced formally by BMPA, along with relevant SOP updates.

10. Support and Communication

For queries related to:

- User access, listings, or renewals
- Feedback on conduct or trade practices
- Technical issues or clarifications

Please contact the **BMPA Stock Laabh Support Team** through official BMPA communication channels.

11. Decision Authority and Legal Governance

All decisions taken by the BMPA, its sub-committee, its empowered committee, or its Project Head in any matter pertaining to the Stock Laabh platform, app, content, and dissemination will be binding, enforceable, and final. Bombay jurisdiction applicable, and arbitration, if any, will be conducted solely as per the choice made by BMPA.

Document Control

Version	Date	Description	Approved By
1.1	October 2025	Updated SOP incorporating BMPA fair trade monitoring & user governance clause	BMPA Executive Committee