



TERMS OF REFERENCE OF STAKEHOLDER RELATIONSHIP COMMITTEE

'Stakeholders' Relationship and Grievance Committee' is required to be constituted, pursuant to provisions of Section 178 of the Companies Act, 2013 and Regulation 20 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.





The terms of reference of Stakeholders Relationship Committee, inter alia, include resolving the grievances of the security holders of the listed entity, including complaints related to transfer/ transmission of shares, non-receipt of annual report, non-receipt of declared dividends, issue of new/ duplicate certificates, general meetings etc., review of measures taken for effective exercise of voting rights by shareholders, review of adherence to the service standards adopted by the listed entity, in respect of various services being rendered by the Registrar & Share Transfer Agent; review of the various measures and initiatives taken by the listed entity for reducing the quantum of unclaimed dividends, and ensuring timely receipt of dividend warrants/ annual reports/ statutory notices by the shareholders of the Company. The remit of the Stakeholders Relationship Committee is to consider and resolve the grievances of the security holders of the Company, including complaints related to transfer and transmission of securities, non-receipt of dividends, and such other grievances as may be raised by the security holders from time to time.

Constitution of the committee

Stakeholders Relationship Committee consisting of a chairperson who shall be a non-executive director, and such other members as may be decided by the Board. The Stakeholders Relationship Committee shall consider and resolve the grievances of security holders of the Company. The key points to be referred and considered by the Committee are:

-  Oversee and review all matters connected with the transfer of the Company's securities (physical and/or demat), non-receipt of annual report, non-receipt of declared dividend, etc.;
-  Approve issue of the Company's duplicate share / debenture certificates;
-  Monitor redressal of investors' / shareholders' / security holders' grievances and review any other related matter, which the Committee may deem fit in the circumstances of the case, including the following:
 - i. Change of name(s) of the Members on share certificates
 - ii. Consolidate share certificates
 - iii. Delete name(s) of guardian(s)
 - iv. Delete name(s) from share certificates
 - v. Dematerialise shares
 - vi. Issue duplicate share certificates
 - vii. Rematerialise shares
 - viii. Replace shares

- ix. Split-up shares
- x. Transfer of shares
- xi. Transmit shares
- xii. Transpose shares

-  Oversee the performance of the Company's Registrars and Transfer Agents;
-  Recommend methods to upgrade the standard of services to investors;
-  Monitor implementation of the Company's Code of Conduct for Prohibition of Insider Trading;
-  Carry out any other function as referred by the Board from time to time or enforced by any statutory notification / amendment or modification, as may be applicable.