

Members of Stakeholder's Relationship Committee:

Mr. Ashok Bhandari, *Independent Director* – Chairman

Mr. Ramesh Agarwal, *Whole-time Director-cum-Chief Financial Officer* – Member

Mr. Mukesh Agarwal, *Whole-time Director* – Member

Terms of Reference of the Stakeholder's Relationship Committee:

- (1) Resolving the grievances of the security holders of the Company 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.;
- (2) Review of measures taken for effective exercise of voting rights by shareholders;
- (3) Review of adherence to the service standards adopted by the Company in respect of various services being rendered by the Registrar & Share Transfer Agent;
- (4) Review of the various measures and initiatives taken by the Company for reducing the quantum of unclaimed dividends and ensuring timely receipt of dividend warrants/annual reports/statutory notices by the shareholders of the company.
- (5) All such complaints directly concerning the shareholders / investors as stakeholders of the Company;
- (6) Any such matters that may be considered necessary in relation to shareholders and investors of the Company.
- (7) Formulation of procedures in line with the statutory guidelines to ensure speedy disposal of various requests received from shareholders from time to time;
- (8) To review, approve or delegate transfer, transmission, transposition and mutation of shares/securities, including issue of duplicate certificates and new certificates on split/sub-division/ consolidation/ renewal, and to deal with all related matters;
- (9) To review the dematerialization and rematerialisation of securities of the Company and such other related matters;