

## **Member of Stake Holders Relationship Committee**

Mr. Sushil Patwari- Independent Director & Chairman

Mr. Ramesh Agarwal- Whole-time Director & Member

Mr. Mukesh Agarwal- Whole-time Director & Member

### ***Terms of Reference for the Stakeholders Relationship Committee:***

To ensure proper and timely attendance and redressal of grievances of security holders of the Company in relation to:

- 1.1. Transfer of shares,
- 1.2. Non-receipt of annual reports,
- 1.3. Non-receipt of declared dividend,
- 1.4. All such complaints directly concerning the shareholders / investors as stakeholders of the Company; and
- 1.5. Any such matters that may be considered necessary in relation to shareholders and investors of the Company.
- 1.6. Formulation of procedures in line with the statutory guidelines to ensure speedy disposal of various requests received from shareholders from time to time;
- 1.7. [To review and / or approve applications for transfer, transmission, transposition and mutation of share certificates including issue of duplicate certificates and new certificates on split / sub-division / consolidation / renewal, and to deal with all related matters].
- 1.8. To review and approve requests of dematerialization and rematerialisation of securities of the Company and such other related matters;
- 1.9. Appointment and fixing of remuneration of RTA and Depositories and overseeing their performance;
- 1.10. Review the status of the litigation(s) filed by/against the security holders of the Company;
- 1.11. Review the status of claims received for unclaimed shares;
- 1.12. Allotment of rights / bonus shares / shares against Employee Stock Options;
- 1.13. Recommending measures for overall improvement in the quality of investor services;

- 1.14. Monitoring implementation and compliance with the Company's Code of Conduct for Prohibition of Insider Trading in pursuance of SEBI (Prohibition of Insider Trading) Regulations, 1992;
- 1.15. Review the impact of enactments/ amendments issued by the MCA/ SEBI and other regulatory authorities on matters concerning the investors in general;
- 1.16. Such other matters as per the directions of the Board of Directors of the Company and/ or as required under Clause 49 of the Listing Agreements relating to Corporate Governance, as amended, from time to time.
- 1.17. Any other issue within terms of reference.