



RUPA & COMPANY LIMITED

Terms of Reference of Stakeholder's Relationship Committee

Effective- May 24, 2023

[As revised and approved by the Board of Directors on May 24, 2023]

Rupa & Company Limited

CIN: L17299WB1985PLC038517

Registered Office: 1, Ho Chi Minh Sarani,
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Ph- 033 4057 3100, Fax- 033 2288 1362

Email- investors@rupa.co.in

Website- www.rupa.co.in



Members of Stakeholder’s Relationship Committee:

Mr. Ashok Bhandari, *Independent Director* – Chairman
Mr. Ramesh Agarwal, *Whole-time Director* – 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/ notices, 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 and to review their performance.
- (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) To review and deal with any such matters that may be considered necessary in relation to shareholders and investors of the Company;
- (6) monitor and ensure the timely updation of the Company’s website in respect of information and details that are made available to the stakeholders 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.
- (10) To perform such other function as may be delegated by the Board of Directors from time to time.
