



RUPA & COMPANY LIMITED

Terms of Reference of Stakeholder's Relationship Committee

Effective- May 23, 2024

[As revised and approved by the Board of Directors on May 23, 2024]

Rupa & Company Limited

CIN: L17299WB1985PLC038517

Registered Office: Metro Tower, 1, Ho Chi Minh Sarani,

8th Floor, Kolkata- 700 071,

Ph- 033 4057 3100, Fax- 033 2288 1362

Email- investors@rupa.co.in ;

Website- www.rupa.co.in



Members of Stakeholder’s Relationship Committee:

Mrs. Mamta Binani, *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) 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;
- (6) 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;
- (7) To review the dematerialization and rematerialisation of securities of the Company and such other related matters.
- (8) To review and deal with any such matters that may be considered necessary in relation to shareholders/investors of the Company;
- (9) To perform such other function as may be delegated by the Board of Directors from time to time.
