

## STAKEHOLDERS RELATIONSHIP COMMITTEE

### ROLE AND RESPONSIBILITIES

- (1) Approve and review the mechanism adopted for redressing the grievance(s) of the security holders and the status of such redressal;
- (2) Resolve the grievances of the security holders including grievances relating to transfer/transmission of shares, non-receipt of annual report, non-receipt of declared dividends, issue of new/duplicate certificates and general meetings.;
- (3) Approve issuance of duplicate share certificate(s) and new share certificates on split / consolidation / removal / rematerialisation, etc.;
- (4) Approve and register the transfer, transmission, deletion of name, transposition, and rematerialisation requests;
- (5) Review adherence to service standards and standard operating procedures adopted by Company relating to the various services rendered by the Registrar and Transfer Agent;
- (6) Oversee the performance of the Registrar and Transfer Agent and recommends measures for overall improvement in the quality of investor services;
- (7) Review 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;
- (8) Review measures taken by Company for effective exercise of voting rights by shareholders;
- (9) Review the engagement with security holders including institutional investors and identify the actionable points for implementation;
- (10) Review movement in shareholdings and ownership structure;
- (11) Evaluate its performance annually;
- (12) Review and reassess the adequacy of Charter on annual basis and recommend any proposed changes for approval of the Board;
- (13) Periodically provide updates to the Board
- (14) Review and take on record internal audit reports of the RTA, if any, from time to time

- (15) Delegate any of the terms mentioned hereinabove to any officer / employee of the Company or to any other person;
- (16) Perform such other functions as may be required under the relevant provisions of the Companies Act, 2013, the Rules made there under, the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and various circulars issued by the regulatory authorities thereof, as amended from time to time and discharge such other functions as may be specifically delegated to the Committee by the Board from time to time.