

## **STAKEHOLDER'S RELATIONSHIP POLICY**

### **1. Introduction**

Our Company has constituted a shareholder / investor's grievance committee ("Stakeholders' Relationship Committee") as per the section 178 of the Companies Act, 2013 and other applicable rules and regulations to redress complaints of the shareholders.

### **2. Objectives**

To carry out the functions related to redressing complaints of the Shareholders.

#### **Terms of Reference of the Stakeholders' Relationship Committee**

Redressal of shareholders' and investors' complaints, including and in respect of:

- i. Efficient transfer of shares; including review of cases for refusal of transfer / transmission of shares and debentures;
- ii. Redressal of security holder's / investor's complaints efficient transfer of shares; including review of cases for refusal of transfer / transmission of shares and debentures;
- iii. Reviewing on a periodic basis the approval / refusal of transfer or transmission of shares, debentures or any other securities;
- iv. Issue of duplicate certificates and new certificates on split/consolidation/renewal;
- v. Allotment and listing of shares;
- vi. Reference to statutory and regulatory authorities regarding investor grievances; and
- vii. To otherwise ensure proper and timely attendance and redressal of investor queries and grievances;
- viii. Any other power specifically assigned by the Board of Directors of the Company.

### **3. Quorum**

The Quorum for the committee meeting shall be the presence of any two of the members.

### **4. Decision of the Committee**

Decisions at the committee meetings shall be by a majority of the votes of members present at the meeting and in the event of equality of votes, the chairman shall have a second or casting vote.

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