



TERMS OF REFERENCE- STAKEHOLDERS RELATIONSHIP COMMITTEE

1. Collecting and analyzing reports received periodically from the Registrar and the Share Transfer Agent (“RTA”) on the following:
 - a. Complaints regarding non-receipt of the shares, debentures, deposit receipt, declared dividend or interest;
 - b. Complaints of investors routed by the SEBI or Stock Exchanges and others;
 - c. Transfer, sub-division, consolidation, split, exchange, endorsement, transmission of share certificates and transposition of share certificates;
 - d. Issue of share certificates, debenture certificates, and duplicate share or debenture certificates in lieu of lost / torn / mutilated / defaced certificates;
 - e. Requests relating to de-materialization and re-materialization of shares;
 - f. Requests relating to modes of paying the dividend i.e. through electronic clearing service, RTGS and issue of dividend warrant for dividend payment/ interest etc.; and
 - g. To redress other grievances of shareholders, debenture holders and other security holders;
 - h. Scrutinizing other matters related to or arising out of shareholders/ investors services including preparation and approval of periodical reports.
 - i. Resolving the grievances of the security holders of the Listed entity including complaints related to allotment of shares, transfer/transmission of shares including debentures or any other securities, non-receipt of annual report, non-receipt of declared dividends, issue of new/duplicate certificates, general meetings etc.
 - j. Review of the various measures and initiatives taken by the listed entity for reducing the quantum on unclaimed dividends and ensuring timely receipt of dividend warrants/annual reports/statutory notices by the shareholders of the Company.
 - k. Review of measures taken for effective exercise of voting rights by shareholders.
 - l. Review of adherence to the service standards adopted by the listed entity in respect of various services being rendered by the Registrar & Share Transfer Agent.
 - m. Oversee the Investor relations function in the Company and suggest appropriate means to strengthen Investor relations of the Company;