

**CHARTER FOR THE STAKEHOLDERS**  
**RELATIONSHIP COMMITTEE OF**  
**MALU PAPER MILLS LIMITED**

## **INTRODUCTION:**

The existing Shareholder's Grievance Committee was formed as per the Listing Agreement on 26th November 2005 but now same has been renamed as Stakeholders Relationship Committee as per Companies Act, 2013 and which is Mandatory.

The composition, quorum, powers, role, review of information, scope, etc., of the Stakeholders Relationship Committee is in accordance with provisions of Section 178 of the Companies Act, 2013 and Regulation 20 read with Part D of the Schedule II of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

### **A. OBJECTIVES:**

The primary function of the Stakeholders Relationship Committee ("the Committee") is to consider and resolve the grievances of security holders of the Company.

### **B. MEMBERSHIP AND COMPOSITION:**

The Committee shall comprise of minimum three Directors as members as decided by the Board from time to time. The Chairperson of the Stakeholders Relationship Committee shall be an Non-executive Director.

The Stakeholders Relationship Committee comprises of two Independent Directors and One Executive Director as detailed below:

<b>Name of Member</b>	<b>Designation in Committee</b>	<b>Category</b>
Mr. Satyanarayan Rathi	Member/ Chairman	Independent Non-Executive Director.
Mr. Chandrakant Thakar	Member	Independent Non-Executive Director.
Mr. Banwarilal Malu	Member	Executive Director.

Mr. Ravi Karia /Ms. Mayuri Asawa act's as the Secretaries to the Committee.

### **C. INDEPENDENCE:**

Each member of the committee shall satisfy the independence requirements of, or as defined by the companies Act, 2013 and in compliance with listing Regulations.

#### **D. FUNCTIONS OF STAKEHOLDERS RELATIONSHIP COMMITTEE:**

The primary role of the Stakeholders Relationship Committee shall be to as follows:-

- i. Formulation of policies and procedures in line with the statutory guidelines to ensure speedy disposal of various requests received from security holders from time to time;
- ii. Redressal of shareholders and investor complaints/ grievances e.g. transfer of shares, non-receipt of balance sheet, non-receipt of declared dividend etc.;
- iii. To approve, register, refuse to register transfer / transmission of shares and other securities;
- iv. To sub-divide, consolidate and / or replace any share or other securities certificate(s) of the Company;
- v. To authorize printing of Share Certificates post authorization from the Board of Directors of the Company;
- vi. To issue the Share Certificates under the seal of the Company, which shall be affixed in the presence of, and signed by:
  - any two Directors (including Managing or Whole-time Director, if any), and
  - Company Secretary / Authorised Signatory;
- vii. To authorize issue of Duplicate Share Certificates and Share Certificates after Split / Consolidation / Rematerialization and in Replacement of those which are defaced, mutilated, torn or old, decrepit, worn out or where the pages on reverse for recording transfers have been utilized.
- viii. To approve the transmission of shares or other securities arising as a result of death of the sole/any joint shareholder or operation of law ;
- ix. To monitor and review the performance and service standards of the Registrar and Share Transfer Agents of the Company and provides continuous guidance to improve the service levels for investors;
- x. Monitor and review any investor complaints received by the Company or through SEBI, SCORES and ensure its timely and speedy resolution, in consultation with the Company Secretary and Compliance officer and RTA of the Company.

#### **E. POWERS OF STAKEHOLDERS RELATIONSHIP COMMITTEE:**

The Stakeholders Relationship Committee shall have the following authority as empowered by the Board:-

- i. The Committee has direct and unlimited access to all resources necessary to discharge its duties and responsibilities, including engaging counsel, or other experts as it considers appropriate. This may include requesting management or engaging external remuneration consultants to provide information to the

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Committee. The Committee also has the authority to conduct or direct any investigation required to fulfill its responsibilities.

- ii. The Committee has direct authority to review the performance and service standards of the Registrar and Share Transfer Agents of the Company and provides continuous guidance to improve the service levels for investors.
- iii. The Committee may sub-delegate all or any of its power as referred in this charter to any subcommittee, Managing Director or Director to timely and speedy resolution of the shareholders complaints/grievances/requests etc.

## **F. MEETINGS:**

### **I. FREQUENCY OF MEETINGS:**

The committee shall meet at least as when required or as stipulated by Board from time to time.

### **II. QUORUM AND VOTING:**

The quorum necessary for transacting business at a meeting of the Committee shall be two members or one-third of the members of the Committee. A duly convened meeting of the Committee at which the requisite quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

## **G. REPORTS:**

The Committee shall report to the Board at its next Board meeting, which will be incorporated as a part of the minutes of the Board of Directors meeting.

## **H. CIRCULAR RESOLUTION:**

The decisions to be taken by the Committee members may be taken by way of a circular resolution wherever it is not possible to have a meeting of the Committee members.

## **I. MINUTES:**

The Company Secretary will maintain minutes of the meetings of the Committee, which will be submitted to the Board for noting.