

STAKEHOLDER'S RELATIONSHIP COMMITTEE POLICY

1. PURPOSE

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

2. COMMITTEE MEMBERSHIP AND QUALIFICATION

The Chairperson of the Committee shall be a Non-Executive Director and it shall comprise of such other members as may be decided by the Board Directors from time to time.

The Chairperson of the Committee, shall be present at the annual general meetings of the Company to answer queries of the security holders.

3. MEETINGS AND QUORUMS

The Committee shall meet at such regular intervals as may be necessary and required by law. The quorum shall be either two members or one third of the members of the Committee whichever is greater.

4. ROLE OF THE COMMITTEE

The role of the Committee shall be as under

- To approve/refuse/reject registration of transfer/transmission of Shares in a timely manner;
- To issue the Share Certificates under the seal of the Company, which shall be affixed in the presence of, and signed by:
 - (i) Any two Directors (including Managing or Whole-time Director, if any),
and
 - (ii) Company Secretary / Authorised Signatory;
- To authorize affixation of the Common Seal of the Company on Share Certificates of the Company;
- To authorize to sign and endorse the Share Transfers on behalf of the Company;
- To authorized Managers/Officers/Signatories for signing Share Certificates;
- To authorize issue of Duplicate Share Certificates and Share Certificates after Split / Consolidation / Rematerialisation 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
- To monitor redressal of stakeholder complaints/grievances including relating to non-receipt of allotment / refund, transfer of shares, non-receipt of balance sheet, non-receipt of declared dividends etc.
- To authorize to maintain, preserve and keep in its safe custody all books and documents relating to the issue of share certificates, including the blank forms of share certificates.
- To oversee the performance of the Register and Transfer Agents and to recommend measures for overall improvement in the quality of investor services.

- To perform all functions relating to the interests of security holders of the Company and as assigned by the Board, as may be required by the provisions of the Companies Act, 2013 and Rules made thereunder, Listing Agreements with the Stock Exchanges and guidelines issued by the SEBI or any other regulatory authority
- The Committee shall review the measures taken for effective exercise of voting rights by shareholders.
- The Committee shall review the adherence to the service standards adopted by the listed entity in respect of various services being rendered by the Registrar & Share Transfer Agent
- The Committee shall review various measures and initiatives taken by the listed entity 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. DISSEMINATION

This Policy shall be published on website of the Company (www.mitconindia.com).

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