

# PURAVANKARA LIMITED

CIN: L45200KA1986PLC051571

## **TERMS OF REFERENCE- STAKEHOLDERS RELATIONSHIP COMMITTEE**

*(Approved by Board of Directors on 14.11.2023)*

## **1. Terms of Reference**

The terms of reference of the Committee shall include the following:

- i. To resolve the grievances of the shareholders, debenture holders and other security holders of the Company including requests/ complaints related to transfer/ transmission of securities, non-receipt of annual report, non-receipt of declared dividends, issue of new/ duplicate certificates, dematerialization and re-materialization of securities issued by the Company, notice for general meetings etc.;
- ii. To review measures taken for effective exercise of voting rights by shareholders;
- iii. To review adherence to the service standards adopted by the Company in respect of various services being rendered by the Registrar & Share Transfer Agent ("RTA") and review the internal audit report received from the RTA annually;
- iv. To review the 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 of the Company;
- v. To oversee the statutory compliance relating to all securities including dividend payments and transfer of unclaimed amounts to the Investor Education and Protection Fund;
- vi. To monitor and review any investor grievances received by the Company through SEBI, BSE, NSE or SCORES and ensure its timely and speedy resolution, in consultation with the Company Secretary and Compliance Officer and RTA of the Company;
- vii. To approve (or) authorise officers of the Company to approve the following:
  - Issue of duplicate certificates for securities
  - Transmission of shares and other securities
  - Consolidation/ split/ subdivision/ replacement of shares or other security certificates
  - Dematerialisation and re-materialisation of shares and other securities
- viii. To monitor and review on an annual basis the Company's performance in dealing with stakeholder grievances;
- ix. To carry out any other function as referred by the Board from time to time or enforced by any statutory notification / amendment or modification, as may be applicable.

## **2. Review of the Terms of Reference**

The adequacy of the Terms of Reference shall be reviewed and reassessed by the Committee, as and when necessary and appropriate recommendations shall be made to the Board to update the Terms of Reference based on any changes to the applicable regulatory framework or otherwise.