

# **SWARNSARITA GEMS LIMITED**

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## **STAKE HOLDERS RELATIONSHIP COMMITTEE** **OF SWARNSARITA GEMS LIMITED**

### **(A) PURPOSE:**

As per Section 178 (6) of The Companies Act 2013, the primary function of Stakeholders Relationship Committee is to consider and resolve the grievances of security holders of the Company.

### **(B) CONSTITUTION:**

The Committee shall have minimum three directors and at least one member of the Committee shall be an Non-Executive Director. The Committee shall be constituted/ reconstituted by the Board of Directors from time to time by nomination of members.

### **(C) CHAIRMAN:**

The Chairman of the Committee shall be non-executive director to preside over the meeting of the committee.

### **(D) MEMBERSHIP & QUALIFICATION:**

1. As per Section 178(5) of The Companies Act, 2013 and Clause 49 of Listing Agreement the Chairperson of the Committee shall be a Non – Executive Director and it shall comprise of such other member as may be decided by the Board of Director from time to time.
2. As per Section 178(7) of The Companies Act, 2013 The Chairperson of the Committee, or, in his/her absence, any other member of the committee authorized by him in this behalf shall attend the general meetings of the company;

### **(E) MEETING OF COMMITTEE:**

1. The Committee shall meet at such regular intervals as may be necessary and required by law.
2. The Committee is empowered to convene its meeting(s) through video conferencing. The presence of members through video conferencing shall be counted as valid quorum.
3. Committee is also empowered to approve emergent item through Resolution by Circulation. The resolution passed through circulation by the members shall be placed in the next meeting of the Committee for noting and confirmation.

**(F) QUORUM OF THE MEETING:**

The quorum shall be either two members or one third of the members of the Committee whichever is greater.

**(G) SECRETARY:**

The Company Secretary/Compliance Officer shall act as the secretary to the Committee.

**(H) ROLE OF THE COMMITTEE:**

The role of Committee shall be as under:

1. To approve/refuse/reject registration of transfer/transmission of Shares in a timely manner.
2. To authorize printing of Share Certificates post authorization from the Board of Directors of the Company;
3. To authorize to maintain, preserve and keep in its safe custody all books and documents relating to the issue of share certificates,
4. To monitor redressal of stakeholder's complaints/grievances including relating to non-receipt of allotment / refund, transfer of shares, non-receipt of balance sheet, non-receipt of declared dividends etc.

**(I) REPORTING:**

The Shareholders Grievance Committee shall report to the Board.

**(J) POWERS AND AUTHORITY:**

The Shareholders' Grievance Committee may:

1. Ensure proper control at Registrar and Transfer agent;
2. Look into the redressing of the shareholders complaints and queries;
3. Review movement in shareholdings and ownership structure