

AMINES & PLASTICIZERS LIMITED



STAKEHOLDER RELATIONSHIP COMMITTEE TERMS OF REFERENCE

Last reviewed on February 13, 2025

TERMS OF REFERENCE OF STAKEHOLDER RELATIONSHIP COMMITTEE

The Company gives highest importance to Investor Relations and all the stakeholders are treated at par and it strives to achieve the appropriate balance between various stakeholders, in the best interest of the Company. It mainly focuses on the expeditious and effective redressal of the Shareholder's grievances in order to strengthen Investor relations.

The Stakeholders Relationship Committee shall discharge the functions as envisaged under the provisions of the Companies Act, 2013 and SEBI (LODR) Regulations, 2015.

A. ROLE AND RESPONSIBILITY

The role of the committee shall inter-alia include the following:

- 1) Resolving the grievances of the security holders of the listed entity including complaints related to transfer/transmission of shares, non-receipt of annual report, non-receipt of declared dividends, issue of new/duplicate certificates, general meetings etc.
- 2) Review of measures taken for effective exercise of voting rights by shareholders.
- 3) 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.
- 4) Review of the 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) such other assignments as may be delegated by the Board.

B. COMPOSITION AND MEETING

- 1) The chairperson of this committee shall be a non-executive director.
- 2) At least three directors, with at least one being an independent director, shall be members of the Committee and in case of a listed entity having outstanding SR equity shares, at least two thirds of the Stakeholders Relationship Committee shall comprise of independent directors.
- 3) Two members present or one-third of the total, whichever is higher shall form the quorum for the meeting.
- 4) The Chairperson of the Stakeholders Relationship Committee shall be present at the annual general meetings to answer queries of the security holders.
- 5) The stakeholder's relationship committee shall meet at least once in a financial year.