



# Welspun Enterprises Limited

**Share Transfer and Investor Grievance and Stakeholders Relationship Committee  
Charter**



## WELSPUN ENTERPRISES LIMITED

### Share Transfer and Investor Grievance and Stakeholders Relationship Committee Charter

Adopted on December 23, 2021

#### 1. Objectives

The objective of the Stakeholders Relationship Committee is:

To oversee and review the engagement and communication plan with stakeholders (including customers, vendors, suppliers, contractors, bankers, rating agencies, society, employees) and ensure that the views / concerns of the stakeholders are highlighted to the Board at appropriate time and that the steps are taken to address such concerns.

- a. To monitor and review the investor service standards of the Company.

#### 2. Composition

- The Committee shall consist of minimum three directors, majority of whom shall be independent.
- The Chairperson of the Committee shall be a non-executive and independent director.
- The Chairman of the Committee to attend the General Meeting to respond to the queries of shareholders.
- The Company Secretary shall act as the secretary to the Committee.

#### 3. Meetings and Reports

- The Committee shall endeavour to meet at least once every quarter.
- The quorum will be two members or one third of the Committee strength, whichever is higher.
- Minutes of the meeting
  - Draft Minutes of the meeting to be circulated within 7 days from the date of meeting.
  - Final minutes of the meeting to be circulated within 21 days from the date of meeting (7 days for receiving inputs on the draft minutes and 7 days to update & finalize).
- The Committee shall make regular reports to the Board regarding its actions and make recommendations to the Board as appropriate.
- The Committee may invite such other members of management to its meetings as it deems appropriate.



#### 4. Responsibilities / Terms of Reference

The role of the Committee is in accordance with Regulation 20 of the SEBI Listing Regulations and the terms of reference are as specified under Section 178 of the Companies Act, 2013.

The Committee has the authority to undertake the specific duties and responsibilities listed below and will have the authority to undertake such other specific duties as the Board prescribes from time-to-time:

- 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. ;
- Review of measures taken for effective exercise of voting rights by shareholders;
- 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;
- 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;
- Oversee and review all matters connected with the transfer of the Company's securities (physical and/or demat), non-receipt of annual report, non-receipt of declared dividend, etc.;
- Approve issue of the Company's duplicate share / debenture certificates;
- Monitor redressal of investors' / shareholders' / security holders' grievances and review any other related matter, which the Committee may deem fit in the circumstances of the case;
- Oversee the Investor relations function in the Company and suggest appropriate means to strengthen Investor relations of the Company;
- Review process for identification of stakeholder groups;
- Review stakeholder engagement plan - frequency, mode of engagement, purpose of engagement (key topics);
- Oversight on periodic stakeholder engagement and voice of the stakeholders;
- Oversight on the actions planned and taken to factor inputs received from stakeholders (especially on environmental & social topics);
- Evaluate and approve the process for consultation between stakeholders and the Board (especially on economic, environmental, and social topics);



- 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;
- Co-ordinate (Consult/ Inform) with other committees of the board while discharging its responsibilities

In discharging its oversight role, the Committee shall have the power to retain legal, financial or other advisors as it deems necessary.

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