

**KINGS INFRA VENTURES LIMITED****CHARTER OF****STAKEHOLDER RELATIONSHIP COMMITTEE**

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## **CHARTER OF STAKEHOLDER RELATIONSHIP COMMITTEE**

### **1. SCOPE OF THE COMMITTEE**

The Stakeholders Relationship Committee (Committee) of Kings Infra Ventures Limited (Company) is constituted in line with Section 178 (5) of the Companies Act, 2013 (Act) read with Regulation 20 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (SEBI Regulations) as amended from time to time. The Committee shall assist the Board of Directors (Board) in resolving the grievances of its security holders.

### **2. COMPOSITION**

- 2.1. The Committee shall have a minimum of three directors as members.
- 2.2. The Committee shall have at least one Independent Director amongst its members.
- 2.3. The Chairperson of the Committee shall be a Non-Executive Director.
- 2.4. The Chairperson shall attend the General Meetings of the Company and answer the queries of the security holders.

### **3. MEETINGS & QUORUM**

- 3.1. All the members shall be present at the meetings of the Committee.
- 3.2. The Company Secretary shall be a permanent invitee to all the meetings of the Committee.
- 3.3. The Committee meetings shall be convened at least once in a year.

### **4. MINUTES**

- 4.1. The Minutes of Committee Meetings shall be recorded and maintained in a separate and distinct minute book.
- 4.2. The Minutes of each committee meeting shall be noted and taken on record at the immediately succeeding Board Meeting.





4.3. The Minutes Book shall be preserved permanently and kept in the custody of the Company Secretary.

## 5. FUNCTIONS

The Committee shall act and have powers commensurate to its functions, as approved by the Board from time to time and as may be prescribed by applicable laws. The functions that shall be performed by the Committee, *inter alia*, include the following:

- 5.1. Resolution of stakeholders' grievances which shall include complaints pertaining to transfer/transmission of shares, non-receipt of annual report, non-receipt of declared dividends, issue of new/duplicate certificates, general meetings etc.
- 5.2. Review of measures taken for effective exercise of voting rights by the shareholders.
- 5.3. Review of adherence to the service standards adopted by the Company in respect of various services being rendered by the Registrar & Share Transfer Agent.
- 5.4. Review of the various measures and initiatives taken by the Company towards reducing the quantum of unclaimed dividends and ensuring timely receipt of dividend warrants/annual reports/statutory notices by the shareholders of the company.
- 5.5. Consider and redress investor grievances received by the Company via BSE, SCORES or other similar platforms in consultation with the Company Secretary and Compliance Officer and the Registrar and Share Transfer Agent.
- 5.6. Conduct assessment and evaluation of its performance and implement measures for continuous improvement.
- 5.7. To retain and enhance the corporate image of the Company among stakeholders including potential stakeholders;
- 5.8. Perform such other functions as may be required under the Act and SEBI Regulations and as may be delegated by the Board of Directors (Board) from time to time.





## **6. REPORTING**

6.1. The Committee shall report periodically to the Board and thereby keep the Board informed of its developments.

6.2. This charter shall be displayed on the website of the Company.

## **7. REVIEW**

7.1. The adequacy of this charter shall be subjected to periodic review by the Committee.

7.2. Recommendations may be made to the Board by the Committee with respect to any modification in the Charter, which may be the consequence of any statutory amendment or otherwise.

7.3. The Board shall take such steps as may be necessary for implementing the same.

