



**ORIENT CEMENT LIMITED**  
**CHARTER OF**  
**STAKEHOLDERS' RELATIONSHIP COMMITTEE**

## Charter of the Stakeholders' Relationship Committee

### TABLE OF CONTENTS

<b>Sr. No.</b>	<b>Particulars</b>	<b>Page Nos.</b>
1.	Objective	3
2.	Composition of the Committee	3
3.	Secretary	3
4.	Meetings and quorum	3
5.	Terms of Reference	4
6.	Reporting	5
7.	Minutes	5
8.	Review of Committee Charter	5

## 1. Objective

The Stakeholders' Relationship Committee ("Committee") is constituted pursuant to and in accordance with the applicable provisions of Companies Act 2013 and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulation, 2015, as amended from time to time.

The Committee reports to and is accountable to, the Board of Directors ('Board') of **Orient Cement Limited ('Company')**.

The objective of the Committee is to assist the Board with oversight of, inter-alia, the effective and efficient servicing and protecting the stakeholders' interest including but not limited to shareholders, debenture holders, other security holders and rating agencies, regulators, customers.

## 2. Composition of the Committee

- The Committee shall have minimum three Members of which at least half (50%) shall be NonExecutive & Independent Directors.
- The Members of the Committee shall elect a Chairman amongst themselves, who shall necessarily be an Independent Director.

## 3. Secretary

The Company Secretary shall act as Secretary to the Committee Meetings.

## 4. Meetings and Quorum

- The Committee shall meet periodically, but at least 4 times a year.
- The quorum for Meetings of the Committee shall be either two Members or one-third of the Members of the Committee, whichever is greater, including at least one Independent

Director.

- The Committee may invite such of the executives, as it considers appropriate to be present at the Meetings of the Committee. On occasions considered necessary, the Committee may also meet without the presence of any executive of the Company.
- The Chairman of the Committee shall attend the Annual General Meeting and should be available to answer shareholder queries and provide clarifications that may be sought on matters dealt by the Committee.

## 5. Terms of Reference

The Committee shall act and have powers in accordance with the terms of reference, as approved by the Board from time to time and such other items as may be prescribed by applicable laws, which shall include the following:

SN	Terms of Reference	Frequency
1	To look into various aspects of interest of shareholders, debenture holders and other security holders including complaints related to transfer/ transmission of shares, non-receipt of annual report, nonreceipt of declared dividends, issue of new/duplicate certificates, general meetings etc.	Q
2	To review the measures taken for effective exercise of voting rights by shareholders	A
3	To review adherence to the service standards adopted in respect of various services being rendered by the Registrar & Share Transfer Agent	A
4	To review various measures and initiatives taken for reducing the quantum of unclaimed dividends and ensuring timely receipt of dividend warrants/ annual reports/ statutory notices by the shareholders of the Company	Q
5	To review engagement programs with investors, proxy advisors, etc. and to oversee investors movement (share register)	Q
6	To review engagement with rating agencies (Financial, ESG etc.)	H
7	To oversee statutory compliance relating to all the securities issued, including but not limited to dividend payments, transfer of unclaimed dividend amounts / unclaimed shares to the IEPF	A

8	To suggest and drive implementation of various investor-friendly initiatives	H
9	To approve and register transfer and / or transmission of securities, issuance of duplicate security certificates, issuance of certificate on rematerialization and to carry out other related activities	P
10	To carry out any other function as is referred by the Board from time to time or enforced by any statutory notification/amendment or modification as may be applicable	P

Frequency    **A** Annually    **Q** Quarterly    **H** Half yearly    **P** Periodically

## 6. Reporting

The Committee shall report on its activities and summarize any recommendations at subsequent Board meeting.

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

## 7. Minutes

The Company Secretary will maintain minutes of meetings of the Committee, which will be submitted to the Board in subsequent meeting, for noting.

## 8. Review of Committee Charter

The adequacy of this charter shall be reviewed and re-assessed by the Committee, as and when required and appropriate recommendations shall be made to the Board to update the same based on the changes that may be brought about to the regulatory framework or policy changes, from time to time.

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