



MONOMARK ENGINEERING (INDIA) LIMITED

STAKEHOLDERS' RELATIONSHIP POLICY

1. INTRODUCTION

Monomark Engineering (India) Limited (Formerly known as Monomark Engineering (India) Private Limited) ("**Company**") has constituted a Stakeholders Relationship Committee ("**Committee**") as per the section 178 of the Companies Act, 2013 and other applicable rules and regulations to redress complaints of the shareholders.

S. No.	Name	Designation	Nature of Directorship
1.	Mrs. Kirti	Director	Non-Executive Non-Independent Director
2.	Mr. Sanjay Panjiyar	Director	Non-Executive Independent Director
3.	Mr. Dinesh Kumar Mantri	Director	Non-Executive Independent Director

2. OBJECTIVE

To carry out the functions related to redressing complaints of the shareholders.

3. TERMS OF REFERENCE OF THE STAKEHOLDERS' RELATIONSHIP COMMITTEE

The Stakeholders' Relationship Committee shall inter alia undertake following roles and responsibilities:

1. Resolving the grievances of the security holders of the Company 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 Company in respect of various services being rendered by the Registrar & Share Transfer Agent;
4. Review of the various measures and initiatives taken by the Company 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. Investigating complaints relating to allotment of shares, approval of transfer or transmission of shares, debentures or any other securities.

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6. Giving effect to all transfer/transmission of shares and debentures, dematerialisation of shares and re-materialisation of shares, split and issue of duplicate/consolidated share certificates, compliance with all the requirements related to shares, debentures and other securities from time \ to time;
7. Reviewing the measures and initiatives taken by the Company for reducing the quantum of unclaimed dividends and ensuring timely receipt of dividend warrants/annual reports/statutory notices by the shareholders of the Company;
8. Reviewing the adherence to the service standards by the Company with respect to various services rendered by the registrar and transfer agent of the Company and to recommend measures for overall improvement in the quality of investor services;
9. Considering and specifically looking into various aspects of interest of shareholders, debenture holders or holders of any other securities;
10. Formulation of procedures in line with the statutory guidelines to ensure speedy disposal of various requests received from shareholders from time to time;
11. To approve allotment of shares, debentures or any other securities as per the authority conferred / to be conferred to the Committee by the Board from time to time;
12. To monitor and expedite the status and process of dematerialization and rematerialization of shares, debentures and other securities of the Company;
13. To further delegate all or any of the power to any other employee(s), officer(s), representative(s), consultant(s), professional(s) or agent(s); and
14. Carrying out such other functions as may be specified by the Board from time to time or specified/provided under the Companies Act or the SEBI Listing Regulations, or by any other regulatory authority.
15. Such other matters as may be required to be carried out by the Stakeholders Relationship Committee pursuant to amendment under any law, from time to time.

4. QUORUM

The quorum for the Committee meeting shall be the presence of any two of the members.

5. DECISION OF THE COMMITTEE

Decisions at the Committee meetings shall be by a majority of the votes of members present at the meeting and in the event of equality of votes, the chairman shall have a second or casting vote.

6. DISSEMINATION OF POLICY

This policy shall be hosted on the website of the Company.

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