

HeidelbergCement India Limited

Terms of Reference of Stakeholders' Relationship Committee

(Revised with effect from 01 April 2019)

The Terms of Reference of Stakeholders' Relationship Committee which are in accordance with the provisions of Section 178 of the Companies Act, 2013, are as follows:-

- To resolve the grievances of the security holders 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.
 - To review the measures taken for effective exercise of voting rights by shareholders.
 - To review the adherence to the service standards laid down by the Company w.r.t. various services rendered to the investors by the Registrar & Share Transfer Agent.
 - To review 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.
 - To approve transfer / transmission of securities with power to delegate such authority to an executive of the Company.
 - To approve requests for re-materialization of securities, issue of split, consolidated and duplicate share certificates.
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