



Suven Pharmaceuticals Limited

Charter of the Stakeholders Relationship Committee

(Charter effective from February 12, 2025)

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Charter of the Stakeholders Relationship Committee

Scope

The Stakeholders Relationship Committee (“the Committee”) was constituted in terms of requirement of Section 178 of the Companies Act, 2013 (“the Act”) and Regulation 20 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time (“SEBI Listing Regulations”).

The key role of the Committee is to assist the Board of Directors (“the Board”) and the Company to oversee the various aspects of interest of stakeholders of the Company including investors or security holders.

The primary objective of the Committee is to consider and resolve the concerns and complaints relating to transfer/ transmission of shares, non-receipt of declared dividends, non-receipt of annual reports, non-receipt of interest, etc.

Constitution, Membership and Composition

The Committee shall have minimum three directors including one Independent Director as members.

- **Chairperson** – The Chairperson of the Committee shall be a non-executive director. In case the Chairperson is not available to attend the meeting, the members present may elect one among them to be the Chairperson of the meeting. The Chairperson of the Committee shall be present at the Annual General Meeting of the Company to answer queries of the security holders.
- **Membership** - The members of the Committee shall be appointed by the Board.
- **Invitees** – In addition to the members as mentioned above, any other director/ person/ company executives, R&T agency officers may be invited for bringing special knowledge etc. into the discussion. Invitee directors do not have any voting rights.
- **Secretary** – The Company Secretary of the Company acts as Secretary to the Committee.

Procedure and Quorum

- **Time and frequency of meetings** - The Committee shall meet from time to time or at least once in a year. Members who are not physically present may attend through video/ other audio video means.
- **Quorum for meetings** - Two members present or one third of the total, whichever is higher, including those who attend via video conference shall form the quorum for the meeting. The participation of the directors by video conferencing or by other audio-visual means shall also be counted for the purposes of quorum.
- **Reporting** – The draft Minutes of each meeting of the Committee and certified copies thereof, shall be circulated within the time limits as stated in the Secretarial Standards as

issued by the Institute of Company Secretaries of India read along with the Companies Act, 2013 or any other applicable law, rules or regulations as applicable from time to time.

Role and Responsibilities

The roles and responsibilities of the Committee shall *inter-alia* include the following:

- 1) To consider and review resolution of the grievances of the security holders of the Company including complaints related to transfer/ transmission of shares, non-receipt of annual reports, non-receipt of dividends, issue of new/ duplicate share certificates, general meetings, etc.;
- 2) To monitor and review any investor grievances received by the Company through SEBI, BSE, NSE or SCORES and ensure its timely and speedy resolution, in consultation with the Company Secretary & Compliance officer and Registrar and Share Transfer Agent of the Company;
- 3) To consider and review the adherence to the service standards adopted by the Company in respect of various services being rendered by the Registrar and Share Transfer Agent ('RTA');
- 4) To consider and review the measures taken for effective exercise of voting rights by shareholders;
- 5) To consider and review the various measures and initiatives taken by the Company for reducing the quantum of unclaimed/ unpaid dividends and ensuring timely receipt of dividend warrants/ annual reports/ statutory notices by the shareholders of the Company;
- 6) To review compliance relating to all securities including dividend payments, transfer of unclaimed amounts or shares to the Investor Education and Protection Fund;
- 7) To undertake self-evaluation of its own functioning and identification of areas for Improvement towards better governance;
- 8) To perform such other functions or duties as may be required under the relevant provisions of SEBI Listing Regulations and the Act read with rules made thereunder and as may be specifically delegated to the Committee by the Board from time to time.

Authority

- To delegate its roles and responsibility jointly/ severally to the Managing Director, Chief Executive Officer, Chief Financial Officer, Company Secretary, Compliance Officer or any other Executive effective discharge of its functions.
- To investigate any activity within its terms of reference;
- To seek information from any employee/management of the company;
- At its sole discretion, may seek advice from external experts /advisors / consultants/ legal counsel, where necessary, to discharge its duties and responsibilities.

Review

- The adequacy of this charter shall be reviewed from time to time by the Committee and appropriate recommendations shall be made to the Board to update the same based on the changes that may be brought due to the regulatory amendments or otherwise.
- In case of any ambiguity or need for clarification, the Company should refer applicable Secretarial Standards, provisions of Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and Articles of Association of the Company

and any other applicable laws. Further, in case there prevails any inconsistency between the provisions of this charter and the law, the law shall prevail.

Approved by the Board of Directors on February 12, 2025