

## RAJ POLYPACK LIMITED

### Stakeholders Relationship Committee Policy

*(Policy approved by the Board of Directors on September 25, 2025)*

#### 1. Introduction

This policy outlines the constitution, scope, responsibilities, and functioning of the Stakeholders Relationship Committee ("the Committee") in compliance with Section 178(5) of the Companies Act, 2013 and applicable SEBI (LODR) Regulations.

The purpose of this Committee is to ensure effective redressal of stakeholder grievances and to strengthen the relationship with shareholders and other stakeholders.

#### 2. Objective

The key objectives of the Stakeholders Relationship Committee are to:

- Resolve the grievances of security holders of the company.
- Ensure prompt and effective services to investors and shareholders.
- Strengthen communication between the company and its stakeholders.

#### 3. Constitution of the Committee

- The Committee shall consist of **at least three directors**, with at least **one being a non-executive director**.
- The Chairperson of the Committee shall be a **non-executive director**.
- The Company Secretary shall act as the **Secretary to the Committee**.

#### 4. Meetings

- The Committee shall meet as and when required, but at least **once every year**.
- The **quorum** shall be **two members** or **one-third of the total members**, whichever is greater.
- The meetings shall be minuted and documented appropriately.

#### 5. Roles and Responsibilities

The Committee shall, inter alia, be responsible for the following:

##### 5.1 Redressal of Stakeholders' Grievances

- Review and resolve grievances related to:
  - Transfer/transmission of shares
  - Non-receipt of dividend/annual report
  - Dematerialization/re-materialization requests
  - Replacement of lost/mutilated share certificates
  - Any other issues raised by security holders

## **5.2 Monitoring Stakeholder Communication**

- Monitor shareholding patterns, beneficial ownership, and disclosures.
- Review investor complaints and their resolution status.

## **5.3 Review of Reports**

- Review summary of grievances received and resolved, including compliance with timelines as per SEBI regulations.

## **5.4 Oversight of Registrar and Transfer Agent (RTA)**

- Monitor the performance of the RTA in investor servicing.

## **6. Authority**

- The Committee shall have access to all records related to investor grievances.
- It may call for records, documents, or representation from the concerned department or RTA, if necessary.

## **7. Reporting**

- The Committee shall periodically report to the Board of Directors regarding the status of investor complaints and actions taken.

## **8. Review and Amendments**

This Policy shall be reviewed annually and may be amended as required with the approval of the Board of Directors.