

# OWAIS METAL & MINERAL PROCESSING LIMITED

(formerly known as Owais Metal and Mineral Processing Private Limited)

H.O.:- 1 VAHID NAGAR OLD BYPASS ROAD RATLAM (MP)-457001

B.O.:- 57-58, A, INDUSTRIAL AREA, AKVN, MEGHNAGAR (MP)-457779

EMAIL :- [owaisalioverseas1921@gmail.com](mailto:owaisalioverseas1921@gmail.com)

[WEBSITE:-WWW.OMMPL.COM](http://WWW.OMMPL.COM)

**CIN:- U14290MP2022PLC063833**

**Mob No.:- 9300096498**

## **STAKEHOLDERS RELATIONSHIP AND INVESTOR GRIEVANCE COMMITTEE**

The Committee shall as per the charter and as per the policy approved by the Board have primary objective of:

1. Formulation of policies and procedures in line with the statutory guidelines to ensure speedy disposal of various requests received from security holders from time to time;
2. The main objective of the Committee is to consider and resolve the grievances of security holders of the Company;
3. To approve, register, refuse to register transfer / transmission of shares and other securities
4. Monitor and review any investor complaints received by the Company or through SEBI; and SCORES and ensure its timely and speedy resolution, in consultation with the Company Secretary and Compliance officer and RTA of the Company.

### **MEETING ONCE IN EVERY YEAR.**

#### **ROLE OF STAKEHOLDER'S RELATIONSHIP COMMITTEE**

- Allotment, transfer of shares including transmission, splitting of shares, changing joint holding into single holding and vice versa, issue of duplicate shares in lieu of those torn, destroyed, lost or defaced or where the cages in the reverse for recording transfers have been fully utilized
- Issue of duplicate certificates and new certificates on split/consolidation/renewal, etc.; and
- Review the process and mechanism of redressal of Shareholders /Investors grievance and suggest measures of improving the system of redressal of Shareholders /Investors grievances.
- Non-receipt of share certificate(s), non-receipt of declared dividends, non-receipt of interest/dividend warrants, non-receipt of annual report and any other grievance/complaints with Company or any officer of the Company arising out in discharge of his duties.
- Oversee the performance of the Registrar & Share Transfer Agent and also review and take note of complaints directly received and resolved them.
- Oversee the implementation and compliance of the Code of Conduct adopted by the Company for prevention of Insider Trading for Listed Companies as specified in the Securities & Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 as amended from time to time.
- Any other power specifically assigned by the Board of Directors of the Company from time to time by way of resolution passed by it in a duly conducted Meeting.

# OWAIS METAL & MINERAL PROCESSING LIMITED

(formerly known as Owais Metal and Mineral Processing Private Limited)

H.O.:- 1 VAHID NAGAR OLD BYPASS ROAD RATLAM (MP)-457001

B.O.:- 57-58, A, INDUSTRIAL AREA, AKVN, MEGHNAGAR (MP)-457779

EMAIL :- [owaisalioverseas1921@gmail.com](mailto:owaisalioverseas1921@gmail.com)

[WEBSITE:-WWW.OMMPL.COM](http://WWW.OMMPL.COM)

CIN:- U14290MP2022PLC063833

Mob No.:- 9300096498

- Carrying out any other function contained in the equity listing agreements as and when amended from time to time.

## **STAKEHOLDER'S RELATIONSHIP COMMITTEE MEMBERS**

Nishita Gandhi	Chairman
Bharat Rathod	Member
Vinod Bafna	Member