JAYTEE ALLOYS & COMPONENTS LIMITED

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STAKEHOLDER'S RELATIONSHIP COMMITTEE POLICY

Document Summary

Version Number	Version 1.0
Approved by	Board of Directors
Revision	Any revisions or modifications to this policy to be Reviewed by the Chief Compliance Officer/Company Secretary and submitted to the Board for approval.

STAKEHOLDER'S RELATIONSHIP COMMITTEE POLICY

PURPOSE

The primary function of the Stakeholders Relationship Committee ("**Committee**") is to consider and resolve the grievances of security holders of the Company.

COMMITTEE MEMBERSHIP

The Chairperson of the Committee shall be a Non-Executive Director, and it shall comprise of such other members as may be decided by the Board Directors from time to time.

The Chairperson of the Committee shall be present at the annual general meetings of the Company to answer queries of the security holders.

MEETINGS AND QUORUMS

The Committee shall meet at such regular intervals as may be necessary and required by law.

The quorum shall be either two members or one third of the members of the Committee whichever is greater.

ROLE OF THE COMMITTEE

- Resolving the grievances of the security holders of the listed entity 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.;
- Review of measures taken for effective exercise of voting rights by shareholders;
- Review of adherence to the service standards adopted by the listed entity in respect of various services being rendered by the Registrar & Share Transfer Agent;
- Review of the various measures and initiatives taken by the listed entity for reducing the quantum of unclaimed dividends and ensuring timely receipt of dividend warrants/ annual reports/ statutory notices by the shareholders of the company;
- 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 space at back for recording transfers have been fully utilized;
- Formulation of procedures in line with the statutory guidelines to ensure speedy disposal of various requests received from shareholders from time to time;
- To issue duplicate share or other security(ies) certificate(s) in lieu of the original share/ security(ies) certificate(s) of the Company;
- 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; and
- Such roles as may be delegated by the Board and/ or prescribed under the Companies Act, 2013 and SEBI Listing Regulations or other applicable law.

IMPLEMENTATION

The Committee may issue guidelines, procedures, formats, reporting mechanism and manuals in supplement and for better implementation of this policy as considered appropriate. The Committee may delegate any of its powers to one or more of its members.

AMENDMENTS TO THE POLICY

The Board of Directors on its own and / or as per the recommendations of Committee can amend this Policy, as and when deemed fit.

AMENDMENTS IN THE LAW

Any subsequent amendment / modification in the listing agreement and/or other applicable laws in this regard shall automatically apply to this Policy.

DISSEMINATION OF THE POLICY

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

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Footnote

1. The Board of Directors at its meeting held on 01-09-2026 has adopted this Policy first time.

NAMAN JAIN Digitally signed by NAMAN JAIN Date: 2026.09.01 17:36:29 +05'30'

JAYTEE ALLOYS & COMPONENTS LTD.