



## Maxwell Engineering Solutions Limited

(Formerly known as Maxwell Engineering Solutions Private Limited)

Registered Address: Plot No. 939-940, Waghodia GIDC,  
Vadodara – 391760, Gujarat, India.

Email: exports@maxwells.in, info@maxwells.in

Phone Number: +91 96240 91901, +91 96385 42674

Website: [www.maxwells.in](http://www.maxwells.in)

### Charter for the Stakeholder Relationship Committee

#### 1. Purpose:

The Stakeholder Relationship Committee ['the Committee'] is established by the Board of Directors ['the Board'] of Maxwell Engineering Solutions Limited ['the Company'] to specifically look into various aspects of interest of its security holders, including shareholders, debenture holders, and other security holders, if any. The Committee's primary objective is to consider and resolve security holders' concerns or complaints, ensure efficient systems for expeditious share transfer, transmission, and grievance redressal, and monitor compliance with relevant regulatory frameworks. Beyond security holders, the Committee also aims to enhance and strengthen the company's relationships with its key stakeholders, including shareholders, employees, customers, suppliers, regulators, and the broader community. The Committee's role is to ensure that the company's strategies and operations reflect the interests and concerns of these stakeholders, fostering transparency, trust, and long-term sustainability.

#### 2. Authority:

The Stakeholder Relationship Committee derives its authority from the Board and is authorized to:

- Review and assess the company's engagement with its stakeholders.
- Provide guidance on policies and strategies to improve stakeholder relations and investor service standards.
- Approve major actions and communications regarding stakeholder relationships, particularly those concerning security holders.
- Investigate matters related to stakeholder concerns or conflicts and recommend corrective actions.
- Oversee the company's sustainability practices and corporate social responsibility (CSR) initiatives.
- Access information, resources, and personnel necessary to carry out its responsibilities.

#### 3. Composition and Membership:

The Committee shall consist of a chairperson who shall be a non-executive director, and such other members as may be decided by the Board.

The Committee is hereby constituted with the following members:





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| Sr. No. | Name of Member                      | Designation in the Company   | Designation in the Committee |
|---------|-------------------------------------|------------------------------|------------------------------|
| 1.      | Mr. Hitenkumar Jayantilal Prajapati | Independent Director         | Chairman                     |
| 2.      | Ms. Puja Kasera                     | Independent Director         | Member                       |
| 3.      | Mr. Rajkumar Chaudhary              | Chairman & Managing Director | Member                       |

### 4. Meetings:

- The Committee shall meet at least once in a financial year at a predetermined place. Meetings may be scheduled more frequently based on the needs of the company or at the discretion of the Chairperson.
- A quorum shall consist of 2 (two) members or one third of the members of the Committee; whichever is higher.
- Minutes of each meeting shall be recorded and submitted to the Board.

The Chairperson of the Committee shall be present at the Annual General Meeting (AGM) of the Company to answer queries of the security holders

### 5. Responsibilities and Duties:

The Stakeholder Relationship Committee is responsible for overseeing the following:

#### 5.1 Stakeholder Engagement

- Develop and recommend strategies to effectively engage with key stakeholders, ensuring their concerns are heard and addressed in a timely manner.
- Monitor and review stakeholder communications and ensure alignment with the company's values and objectives.
- Ensure that there are clear channels for stakeholders to express feedback, concerns, or complaints, and that these concerns are appropriately addressed.

#### 5.2 Shareholder Relations

- Oversee the company's communication with its shareholders, ensuring they are kept informed of key developments, financial performance, and corporate strategy.
- Provide recommendations for enhancing shareholder engagement through annual meetings, shareholder outreach programs, and other initiatives.
- Monitor and address any shareholder concerns, including those related to corporate governance, executive compensation, or company performance.





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- Resolve grievances of security holders of the Company, including complaints related to transfer/transmission of shares, non-receipt of annual reports, non-receipt of declared dividends, issue of new/duplicate certificates, and general meetings.
- Review adherence to the service standards adopted by the Company in respect of various services being rendered by the Registrar & Share Transfer Agent.

### 5.3 Employee Relations

- Oversee the company's relationship with its employees, ensuring their interests are considered in corporate decisions and policies.
- Review and recommend policies related to employee well-being, development, and diversity, equity, and inclusion (DEI).
- Ensure effective internal communication to keep employees informed of company priorities and developments.

### 5.4 Customer and Supplier Relationships

- Ensure that the company maintains positive relationships with customers and suppliers, emphasizing mutual trust, transparency, and sustainability.
- Oversee efforts to enhance customer satisfaction, address complaints, and improve service delivery.
- Monitor and assess supplier relationships to ensure that ethical standards and contractual obligations are being met.

### 5.5 Community and Regulatory Relations

- Review and oversee the company's interactions with the community, including corporate social responsibility (CSR) initiatives and charitable activities.
- Ensure compliance with all relevant laws and regulations affecting stakeholder relationships and monitor the company's reputation with regulators.
- Guide the company in maintaining positive relationships with regulatory authorities and the broader community, including initiatives for environmental, social, and governance (ESG) impact.

### 5.6 Corporate Social Responsibility (CSR)

- Oversee the development and implementation of the company's CSR initiatives and sustainability strategies.





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- Ensure that the company's CSR activities align with its values and stakeholder expectations.
- Review the effectiveness and impact of CSR programs and recommend improvements.

### 6. Reporting to the Board:

- The Committee shall report regularly to the Board on its activities, key findings, and any significant issues or stakeholder concerns.
- The Committee shall provide recommendations on stakeholder engagement strategies, corporate social responsibility initiatives, and other areas of stakeholder relations.
- The Secretary shall circulate minutes of Committee meetings to all Committee members.

### 7. Performance Evaluation:

The Stakeholder Relationship Committee shall annually evaluate its own performance and assess the effectiveness of its policies and procedures.

### 8. Confidentiality:

Members of the Committee are required to maintain the confidentiality of all matters discussed and information received during the course of their work.

### 9. Review of Charter:

This charter shall be reviewed at least annually by the Stakeholder Relationship Committee to ensure its continued relevance and effectiveness. Any proposed amendments shall be submitted to the Board for approval.

