

# Shareholders' Reference

## 1. Investor Grievance Redressal Mechanism

All types of share related transactions, like transfer, transmission, transposition, nomination, change of name/address, split/consolidation/replacement of share certificates, demate/remate of shares, issue of duplicate share certificate, non receipt of annual reports etc. are being handled by the MCS Limited, Kolkata effectively, efficiently and expeditiously. The Company Secretary of the Company regularly with the officers of MCS Limited monitors the timely and effective redressal of the investor's complaints. The Company has prescribed the certain standards for the effective redressal of various investors' matters. These standards are regularly reviewed by the company and corrective actions are taken whenever necessary.

The Company had constituted a Share Transfer Committee. The terms of reference of the Committee are to approve transfer of shares, consolidation/sub-division of shares, issue of duplicate shares, and other allied matters. The Committee meets monthly, while the Registrar and Transfer Agents of the Company, to whom the requisite authority is delegated in this regard, attend the transfer formalities fortnightly.

All the shareholders are requested to address their grievance to the MCS Limited, Kolkata directly to avoid unnecessary delay and to ensure effective redressal.

## 2. Suggestions to the Investors

**Dematerialised your shares:** All the investors are requested to convert their physical share into demat holdings. This will facilitate the immediate transfer of shares, no need of paying any stamp duty on transfer of shares and risks associated with physical share certificates such as forged transfer, fake certificates and bad deliveries are avoided.

**Consolidate Multiple folios:** The Investors having multiple folios are advised to consolidate the same. This would result in the one-stop tracking of all corporate benefits on the shares and would reduce time and effort required to monitor multiple folios.

**Nomination:** Investor should register nomination by submitting Form 'C' as per the Companies Act, 1956 with the Company in case of physical shares and with the Depository Participants (DP) in case of dematerialized shares. This would help the successors to get the shares transmitted in their favor without any hassles.

**Confidentiality:** Folio no., DP and Client ID no., as the case may be, should not be disclosed to and blank signed transfer form should not be given to any unknown persons.

**Deal with Registered Intermediaries:** Investors should deal through those intermediaries who are registered with SEBI and in case of any non-professional act on their part, investor should take the matter to SEBI.

### **3. Shareholders' Rights:**

- Receive 21 days notice of general meetings unless consented for a shorter notice.
- Receive notice and postal Ballots forms as per the Companies Act, 1956 and the rules made thereunder.
- Receive the copies of Annual Report.
- Participate and vote at general meeting either personally or through proxy (proxy can vote only on poll)
- Receive dividend, bonus, rights etc. from time to time.
- Inspect statutory registers and documents and take extracts thereof as per Companies Act, 1956.
- Call Extra Ordinary General meeting as per the Companies Act, 1956.

### **4. General Points While Writing to Company or Registrar and Transfer Agent**

While writing to the Company and/or Registrar and Transfer Agent, investor should mention their Folio no., DP & Client ID no., full name, address in the letter and sign the same. Signature should be as per the company's record. In case of joint holders, all the joint holders should sign the documents and in case of transfer, the transfer form accompanied with original share certificates should be delivered to the Registrar and Transfer Agent.