



## **INVESTOR PROTECTION POLICY OF APOLLO PIPES LIMITED**

### **FOR INVESTOR SERVICES**

Beetal Financial and Computer Services Private Limited is the Registrar and Share Transfer Agent (RTA) of the Company having office at Beetal House, 3rd Floor, 99, Madangir, Behind Local Shopping Centre, Near Dada Harsukhdas Mandir, New Delhi - 110062

The RTA of the Company shall perform the following functions for the Shareholders of the Company:-

1. Receipt of requests for Transfer, Transmission, Endorsement, Split, Consolidation, change in address, Issue of Duplicate Securities Certificate;
2. Processing of requests for Transfer, Transmission, Endorsement, Split, Consolidation, change in address, Issue of Duplicate Securities Certificate;
3. Verification of Transfer Forms and preparation of Transfer Register for approval of Share Transfer Committee of the Company;
4. Endorsements of Securities Certificates; and
5. Dispatch of Securities Certificates.

All the above functions are being handled by Beetal Financial and Computer Services Private Limited, the Registrar and Share Transfer Agent (RTA) of the Company.



## **FOR GRIEVANCE HANDLING MECHANISM**

In accordance with Regulation 20 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Stakeholders Relationship Committee shall comprise at least 3 (three) members out of which at least one shall be Independent Director and Chairman of the Committee shall be non- executive Director.

The Committee, inter alia, approves transfer and transmission of shares, issuance of duplicate share certificates and reviews all the matters connected with share transfers.

The Committee also looks into the redressal of shareholders/investors complaints as prescribed under Part D of Schedule II of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 relating to transfer of shares, non-receipt of Annual Report, non-receipt of declared dividends etc. received directly or through SEBI (SCORES), Stock Exchanges, Ministry of Corporate Affairs, Registrar of Companies etc.

The terms of reference of the Committee are as follows:

- Review the mechanism of redressal of grievances of shareholders, debenture holders and other security holders.
- Review the reports submitted by the Registrars and Share Transfer Agents of the Company at quarterly, half yearly and yearly intervals.
- Periodically interact with the Registrars and Share Transfer Agents to ascertain and look into the quality of the Company's Shareholders/ Investors grievance redressal system and to review the report on the functioning of the Investor grievances redressal system.
- Compliance with the Company's Code of Conduct for Prohibition of Insider Trading in pursuance of SEBI (Prohibition of Insider Trading) Regulations, 2015.
- Follow-up on the implementation of suggestions for improvement, if any.
- Periodically report to the Board about serious concerns, if any.

The Committee takes care that all the grievances of securities holders are properly considered and timely taken care.

*[This policy has been approved by the Board of Directors of the Company on 04.08.2020](#)*