

## **DR. REDDY'S LABORATORIES LIMITED**

### **SHAREHOLDER'S GRIEVANCE COMMITTEE CHARTER**

#### **Role**

The primary function of the Shareholders' Grievance Committee is to assist the Board in controlling the shareholders' grievances against the Company and redresses the complaints of the shareholders.

#### **Membership**

The Shareholders' Grievance Committee shall consist of three or more Directors.

The Company Secretary shall act as Secretary of this Committee.

#### **Operations**

The Chairman shall call the Committee meeting as and when required.

The minutes of the meetings will be prepared.

The quorum of the meetings shall be one third of the total strength or two Directors whichever is more.

#### **Reporting**

The Shareholders' Grievance Committee shall report to the Board.

#### **Powers and authorities**

The Shareholders' Grievance Committee may:

- Ensure proper controls at Registrar and Transfer agent;
- Look into the redressing of the shareholders complaints and queries;
- Review movement in shareholdings and ownership structure;
- Evaluate its performance annually.