2. Quarter Ending: December' 2020

I. Composition Of Board Of Directors

i. Composition	Of Board Of Direc	tors	T		1	1				1	T	T	1
Title (Mr./Ms)	Name of the Director	DIN	Category (Chairperson/Execu tive/Non- Executive/Independ ent/ & Nominee)	Sub Category	Initial Date of Appointment	Date of Re- Appointment	Date of cessation	Tenure (No. of Months)	Date of Birth	No. of Directorship in listed entities including this listed entity (in reference to Regulation 17A(1))	No of Independent Directorship in listed entities including this listed entity (in reference to proviso to Regulation 17A(1))	No of memberships in Audit/ Stakeholder Committee(s) including this listed entity (refer Regulation 26(1) of Listing Regulations	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (refer Regulation 26(1) of Listing Regulations
Mrs.	Meenakshi Dass	524865	NED		28-Mar-09	09-Jul-19			04-Apr-64	1	NIL	NIL	NIL
Mr.	Pradeep Dinodia	27995	C & NED		16-May-03	09-Jul-19			02-Dec-53	3	1	8	5
Mr.	Hari S. Bhartia	10499	ID		27-Jan-09	31-Mar-20		9	12-Dec-56	3	1	NIL	NIL
Mr.	Inderdeep Singh	173538	ID		25-Mar-08	29-Jul-19		77	18-Aug-60	2	1	2	2
Mr.	Ashok Kumar Taneja	124814	ED	CEO-MD	21-Apr-99	01-Apr-19			18-Aug-51	1	NIL	1	NIL
Mr.	Krishnakumar Srinivasan	692717	ED	MD	11-Feb-20	-			14-Mar-66	1	NIL	1	NIL
Mr.	R. Srinivasan	124760	ED		01-Feb-01	01-Feb-16			17-Sep-52	1	NIL	NIL	NIL
Mr.	Luv D. Shriram	51065	ED		01-Apr-09	11-Aug-20			02-Aug-72	1	NIL	NIL	NIL
Mr.	Peter Neu	324469	NED		11-May-06	11-Aug-20			31-Oct-59	1	NIL	NIL	NIL
Mr.	Kiyoto Tone	8154738	ID		22-May-18	29-Jul-19		31	03-Apr-61	1	1	NIL	NIL
Mr.	Alok Ranjan	8254398	ID		30-Mar-19	-		21	09-Mar-56	2	2	3	NIL
Mrs.	Ferida Chopra	8415847	ID		30-Mar-19	-		21	30-Apr-56	1	1	2	1
Mr.	Yukio Tanemura	8531888	NED		27-Jul-19	11-Aug-20			02-Nov-56	1	NIL	NIL	NIL

Company Remarks	
Whether Regular chairperson appointed	Yes
Whether Chairperson is related to MD or CEO	No

II. Composition of Committees

Name of Committee	Whether Regular Chairperson appointed	Name of Committee Members	Category (Chairperson/Execu tive /Non- Executive /independent/Nomin ee)	Appointment Date	Cessation Date	
		Inderdeep Singh	ID	27-Jun-14		
Audit	Yes	Alok Ranjan		ID	10-May-19	
Committee		Ferida Chopra	ID	10-May-19		
		Pradeep Dinodia	C & NED	23-Jun-04		

	Yes	Ferida Chopra	ID	10-May-19
Stakeholders'		Pradeep Dinodia	C & NED	23-Mar-09
Relationship Committee		Ashok Kumar Taneja	ED	01-Apr-19
		Krishnakumar Srinivasan	ED	01-Jul-20
		Pradeep Dinodia	C & NED	27-Jun-14
	Yes	Inderdeep Singh	ID	27-Jun-14
		Alok Ranjan	ID	10-May-19
Risk Management		Ashok Kumar Taneja	ED	27-Jun-14
Committee		Kishnakumar Srinivasan	ED	01-Jul-20
		R. Srinivasan	ED	27-Jun-14
		Luv D. Shriram	ED	27-Jun-14
		Meenakshi Dass	NED	27-Jun-14
Nomination		Alok Ranjan	ID	10-May-19
and	Yes	Inderdeep Singh	ID	29-Jan-16
Remuneration		Ferida Chopra	ID	01-Jul-20
Committee		Pradeep Dinodia	C & NED	25-Mar-08

III. Meeting of Board of Directors

Date(s) of Meeting (if any) in the previous quarter	Date(s) of Meeting (if any) in the relevant quarter	Whether requirement of Quorum met	Number of Directors present	Number of Independent Directors present	Maximum gap between any two consecutive (in number of days)
11-Aug-20	30-Oct-20	Yes	11	4	80 days
	30-Dec-20	Yes	11	4	61 days

IV. Meeting of Committees

Name of the Committee	Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met (Yes/No)	Number of Directors present	Number of independent directors present	Date(s) of meeting during of the committee in the previous quarter	Maximum gap between any two consecutive (in number of days)
Audit	30-Oct-20	Yes	4	3	11-Aug-20	80 days
Committee	15-Dec-20	Yes	4	3	-	46 days
	30-Dec-20	Yes	4	3	-	15 days
Nomination & Remuneration	30-Oct-20	Yes	4	3	-	-
Committee	30-Dec-20	Yes	4	3	-	61 days
Stakeholders' Relationship Committee	-	-	-	-	-	-
Risk Management Committee	-	-	-	-	-	-

v. Related Party Transactions

Subject	Compliance status (Yes/No/NA)	Remarks
Whether prior approval of audit committee obtained	Yes	
Whether shareholder approval obtained for material RPT	Not Applicable	
Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	Yes	

/I. Affirmations						
 The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015. 	Yes					
 The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015 						
a. Audit Committee	Yes					
b. Nomination & remuneration committee	Yes					
c. Stakeholders relationship committee	Yes					
d. Risk management committee (applicable to the top 100 listed entities)	Yes					
 The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015. 	Yes					
 The meetings of the board of directors and the above committees have been conducted in the manner as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015. 	Yes					
5. This report and/or the report submitted in the previous quarter has been placed before Board of Directors. Any comments/ observations/advice of Board of Directors may be mentioned here.	Report for quarter ended September, 2020 was placed before the Board at its meeting held on October 30, 2020. Report for quarter ended December 2020 shall be placed before Meeting of Board of Directors scheduled to be held in January 29, 2021.					

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Name: R. Srinivasan
Designation: Company Secretary