

**ANNEXURE I**

**Format to be submitted by listed entity on quarterly basis**

1. Name of Listed Entity - **THE GROB TEA COMPANY LIMITED**  
 2. Quarter ending - **31<sup>ST</sup> MARCH, 2020**

**i. Composition Of Board Of Director**

Title (Mr./Ms)	Name of the Director	DIN	PAN	Category (Chairperson/Executive/Non-Executive/Independent/Nominee)	Sub Category	Initial Date of Appointment	Date of Appointment	Date of Cessation	Tenure	Date of Birth	Whether special resolution passed?	Date of passing special resolution	No. of Directorship in listed entities including this listed entity	No of Independent Directorship in listed entities including this listed entity	No of membership in Audit/Stakeholder Committee(s) including his listed entity	No of post of Chairpersons in Audit/Stakeholder Committee held in listed entities including this listed entity	Memberships in Committees of the Company	Remarks
Mr.	Mukesh Kumar Agarwal	00697746	ACSPA5049H	NED		26-Aug-2009	26-Aug-2009			23-Apr-1972	NA		1	0	0	1	SC,NRC	
Mr.	Pradeep Kumar Agarwal	00703745	ACSPA5048G	C & ED	M D	26-Aug-2009	01-Apr-2017			21-Dec-1970	NA		1	0	1	0	SC	
Mr.	Indu Bhusan Sharaf	00047266	ALSPS1966L	ED		27-May-2009	29-May-2017			20-May-1950	NA		1	0	2	0	AC,SC	
Mr.	Purushottam Jagannath Bhide	00012326	AEKPB2976E	ID		30-May-2014	30-May-2017		70	21-Jun-1934	Yes	06-Sep-2019	6	6	3	5	AC,NRC	
Mr.	Harishandra Maneklal Parekh	00026530	AFVPP3500N	ID		30-May-2014	30-May-2017		70	23-Mar-1937	Yes	06-Sep-2019	6	6	4	4	AC,NRC	
Mrs.	Priyanka Singhanina	07195629	ACQPC9037M	ID		28-May-2015	28-May-2018		58	12-Mar-1982	NA		1	1	1	0	SC	
Mr.	Sanjay Kumar Agarwal	00189691	AESP A7314R	ID		25-May-2016	23-May-2019		46	05-Nov-1968	NA		2	2	1	0	AC,NRC	

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

**ii. Composition of Committees**

**a. Audit Committee**

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
1	Indu Bhusan Sharaf	ED	Member	30-May-2014	
2	Harischandra Maneklal Parekh	ID	Member	30-May-2014	
3	Sanjay Kumar Agarwal	ID	Member	25-May-2016	
4	Purushottam Jagannath Bhide	ID	Chairperson	30-May-2014	

Company Remarks	
Whether Permanent chairperson appointed	Yes

**b. Stakeholders Relationship Committee**

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
1	Priyanka Singhania	ID	Member	29-Sep-2018	
2	Indu Bhusan Sharaf	ED	Member	30-May-2014	
3	Mukesh Kumar Agarwal	NED	Chairperson	30-May-2014	
4	Pradeep Kumar Agarwal	C & ED	Member	30-May-2014	

Company Remarks	
Whether Permanent chairperson appointed	Yes

**c. Risk Management Committee**

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
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Company Remarks	
Whether Permanent chairperson appointed	

**d. Nomination and Remuneration Committee**

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
1	Harischandra Maneklal Parekh	ID	Chairperson	25-May-2016	
2	Sanjay Kumar Agarwal	ID	Member	30-May-2014	
3	Mukesh Kumar Agarwal	NED	Member	10-Oct-2017	
4	Purushottam Jagannath Bhide	ID	Member	30-May-2014	

Company Remarks	
Whether Permanent chairperson appointed	Yes

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
14-Nov-2019	14-Feb-2020	Yes	6	3

Company Remarks	
Maximum gap between any two consecutive (in number of days)	91

iv. **Meeting of Committees**

Name of the Committee	Date(s) of meeting during of the committee in the previous quarter	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
Audit Committee	14-Nov-2019	14-Feb-2020	Yes	3	2

Company Remarks	
Maximum gap between any two consecutive (in number of days) [Only for Audit Committee]	91

v. **Related Party Transactions**

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

Disclosure of notes on related party transactions and Disclosure of notes of material related party transactions	
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VI. **Affirmations**

1. The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015 - **Yes**
2. 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) - **Not applicable**
- 3. 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**
- 4. 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. a. This report and/or the report submitted in the previous quarter has been placed before Board of Directors. - **Yes**  
b. Any comments/observations/advice of Board of Directors may be mentioned here:

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**Name** : Kritika Mohata  
**Designation** : Company Secretary

**ANNEXURE II**

**Format to be submitted by listed entity at the end of the financial year (for the whole of financial year)**

<b>I. Disclosure on website in terms of Listing Regulations</b>			
<b>Item</b>	<b>Compliance status(Yes/No/NA)</b>	<b>Company Remark</b>	<b>Website</b>
<b>As per regulation 46(2) of the LODR:</b>			
Details of business	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Terms and conditions of appointment	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Composition of various committees of	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Code of conduct of board of	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Details of establishment of vigil mechanism/	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Criteria of making payments to non-	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Policy on dealing with related party	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Policy for determining 'material' subsidiaries	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Details of familiarization programs imparted	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Email address for grievance redressal and other relevant details entity who are	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Contact information of the designated	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Financial results	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Shareholding pattern	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Details of agreements entered into with the media companies and/or their associates	Not Applicable		
Schedule of analyst or institutional investor meet and presentations made by the listed	Not Applicable		
New name and the old name of the listed	Not Applicable		
Advertisements as per regulation 47 (1)	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Credit rating or revision in credit rating	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Separate audited financial statements of	Not Applicable		
<b>As per other regulations of the LODR:</b>			
Whether company has provided information under separate section on its website as per Regulation 46(2)	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Materiality Policy as per Regulation 30	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
Dividend Distribution policy as per	Not Applicable		
It is certified that these contents on the	Yes		<a href="http://www.grobtea.com">www.grobtea.com</a>
<b>II Annual Affirmations</b>			
<b>Particulars</b>	<b>Regulation Number</b>	<b>Compliance status (Yes/No/NA)</b>	<b>Company Remark</b>
<i>Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'</i>	16(1)(b) & 25(6)	Yes	
<i>Board composition</i>	17(1), 17(1A) & 17(1B)	Yes	
<i>Meeting of Board of directors</i>	17(2)	Yes	
<i>Quorum of Board meeting</i>	17(2A)	Yes	

<i>Review of Compliance Reports</i>	17(3)	Yes	
<i>Plans for orderly succession for appointments</i>	17(4)	Not Applicable	
<i>Code of Conduct</i>	17(5)	Yes	
<i>Fees/compensation</i>	17(6)	Yes	
<i>Minimum Information</i>	17(7)	Yes	
<i>Compliance Certificate</i>	17(8)	Yes	
<i>Risk Assessment &amp; Management</i>	17(9)	Not Applicable	
<i>Performance Evaluation of Independent Directors</i>	17(10)	Yes	
<i>Recommendation of Board</i>	17(11)	Yes	
<i>Maximum number of directorship</i>	17A	Yes	
<i>Composition of Audit Committee</i>	18(1)	Yes	
<i>Meeting of Audit Committee</i>	18(2)	Yes	
<i>Composition of nomination &amp; remuneration committee</i>	19(1) & (2)	Yes	
<i>Quorum of Nomination and Remuneration Committee meeting</i>	19(2A)	Yes	
<i>Meeting of nomination &amp; remuneration committee</i>	19(3A)	Yes	
<i>Composition of Stakeholder Relationship Committee</i>	20(1), 20(2) and 20(2A)	Yes	
<i>Meeting of stakeholder relationship committee</i>	20(3A)	Yes	
<i>Composition and role of risk management committee</i>	21(1),(2),(3),(4)	Not Applicable	
<i>Meeting of Risk Management Committee</i>	22	Not Applicable	
<i>Vigil Mechanism</i>	22	Yes	
<i>Policy for srelatedparty Transaction</i>	23(1),(1A),(5),(6)	Yes	
<i>Prior or Omnibus approval of Audit Committee for all related party transactions</i>	23(2), (3)	Yes	
<i>Approval for material related party transactions</i>	23(4)	Yes	
<i>Disclosure of related party transactions on consolidated basis</i>	23(9)	Yes	
<i>Composition of Board of Directors of unlisted material Subsidiary</i>	24(1)	Not Applicable	
<i>Other Corporate Governance requirements with respect to subsidiary of listed entity</i>	24(2),(3),(4),(5) & (6)	Not Applicable	
<i>Annual Secretarial Compliance Report</i>	24(A)	Yes	
<i>Alternate Director to Independent Director</i>	25(1)	Not Applicable	
<i>Maximum Tenure</i>	25(2)	Yes	
<i>Meeting of independent directors</i>	25(3) & (4)	Yes	
<i>Familiarization of independent directors</i>	25(7)	Yes	
<i>Declaration from Independent Director</i>	25(8) & (9)	Yes	
<i>D &amp; O Insurance for Independent</i>	25(10)	Not Applicable	
<i>Memberships in Committees</i>	26(1)	Yes	

<i>Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel</i>	26(3)	Yes	
<i>Disclosure of Shareholding by Non-Executive Directors</i>	26(4)	Yes	
<i>Policy with respect to Obligations of directors and senior management</i>	26(2) & 26(5)	Yes	

<b>Other Information</b>	
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**III Affirmations:**

The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied. - **Not Applicable**

<b>Other Information</b>	
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**Name** : **KRIKA MOHATA**  
**Designation** : **Company Secretary**