

# Investor Relations Policy

## 1. Introduction

1.1 The Board of Directors (the “Board”) of MOIL Limited (the “Company”) has framed an Investor Relations Policy (the “Policy”).

### 1.2 Overview

MOIL is committed to providing timely, accurate and comprehensive information relevant to all aspects of our operations and in compliance with SEBI regulations. The purpose of the Investor Relations Policy is to ensure transparent and fair information distribution.

### 1.3 The objectives of the Policy are to promote:

- Effective communication with shareholders in accordance with the Investor Relations Policy & applicable regulations.
- Ready access to balanced and clearly understandable information about the Company and corporate proposals.
- Provide prompt and proactive disclosure of all information relevant to all aspects of the company's operations.
- Easy participation in general meetings.

## 2. Principles of Disclosure Policy

2.1 The Company recognizes that effective communication with investors assists the creation and maintenance of an informed market in the Company's securities and enhances corporate governance by encouraging a culture of transparency in relation to the Company's corporate activities and proposals.

2.2 The Company keeps investors and the market fully informed of information that may have a material effect on the price or value of the Company's securities by timely disclosure of information through Stock Exchanges. The company will take precautions against selective disclosure.

2.3 The Company, where appropriate, also provides relevant information to media organizations to ensure the broadest possible communication with investors and the general market.

2.4 The Company encourages the development of effective communication tools to implement this Policy. In particular, the Company encourages electronic communications and participation in general meeting in accordance with this Policy

2.5 The website of the company will be used to disseminate information. Information available on the website includes Annual Reports, quarterly reports and other financial and material information.

### **3. Electronic communication**

- 3.1 The Company embraces, wherever practicable, new technologies that provide:
- Greater opportunities for more effective communication with its shareholders; and
  - Improved access for shareholders, unable to be physically present at meetings.
- 3.2 The Company's website is used to complement the official release of material information to the market.
- 3.3 In order to use electronic communications effectively and enable broader access to Company information by investors and stakeholders, the Company :
- Places all relevant announcements made to the market and related information (for example, information provided to analysts or media during briefings) on the Company's website after it has been released to the Stock Exchanges;
  - Posts a transcript or summary of analyst or media briefings and general meetings on the Company website and, where appropriate, consider a webcast or teleconference of such briefings or meetings;
  - Places the full text of notices of meeting and explanatory material on the Company's website; and
  - Provides information about the last one year's press releases or market announcements and at least three years of financial data on the website.

### **4. Meetings**

- 4.1 General meetings are used to communicate with shareholders and allow a reasonable opportunity for informed shareholder participation.
- 4.2 The Company places the full text of notices and accompanying explanatory material on the Company's website and sends notices of meetings to shareholders by electronically and/or physically. The Company may also distribute explanatory material by other means, so that shareholders who do not have access to the Internet and other forms of electronic communication, are not disadvantaged deprived of such information.
- 4.3 The Company encourages shareholders to request that notices of meetings be sent to them by electronic means. For this purpose, the Company requests all its shareholders to register their e-mail ids with their respective depositories where they are maintaining demat account. This will help the company to further promote the green initiatives as well proper dissemination of information. Shareholders are able to change that election at any time, and have the right to request a paper version of a document that has been sent electronically.
- 4.4 All material is kept by the Company in such a way that it can be reproduced in written form at any time. The material is also presented in a way that allows recipients to keep a copy of it so they have ready access to it in the future.

### **5. Officials for Investor Relations**

- 5.1 Company Secretary is the Company's primary Investors' Relationship (IR) officer. His contact details are as under:

Office Number : +91 712 2806182, 2591661

E mail address : [compliance@moil.nic.in](mailto:compliance@moil.nic.in) / [npandey@moil.nic.in](mailto:npandey@moil.nic.in)

5.2 The CFO of the Company is Director (Finance).

5.3 All communication with CEO (CMD) and Director-Finance (CFO), Director (Commercial) and Director (Production and Planning), relating to company's affairs shall be co-ordinated through the Company Secretary's office.

## **6. Silent Period**

6.1 The Company observes a 'Silent Period' from the end of the quarter/year to the date of publication of the results on the stock exchange(s). During this period, the Company's representatives do not have any discussions or communications with investors or other interested constituencies through mails, telephone calls or meetings. This is done with an objective of avoiding any possibility of disclosure of any price sensitive information before it is made public, as per requirement of listing agreement. In case of quarterly results announcement, the silent period is from the end of the quarter/year to date of submission of the results to the Stock Exchanges.

## **7. Feedback**

7.1 The company has facilitated electronic communication of feedback from shareholders. The same can be given by accessing "Investors Feedback" link on Company's website [www.moil.nic.in](http://www.moil.nic.in). Those shareholders, who do not have access to internet, can give their feedback in writing to the Company Secretary at following address:

The Company Secretary, MOIL Ltd, MOIL Bhawan, 1-A, Katol Road, Nagpur – 440 013

## **8. Policy Review**

8.1 This Policy is subject to review as and when required for the purpose of effectiveness and updating the procedures and, the Chairman-cum-Managing Director will be authorised for this purpose.

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