

ANNEXURE I

Format to be submitted by listed entity on quarterly basis

1. Name of Listed Entity - %companyName%
 2. Quarter ending - %quarterEnded%

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 memberships in Audit/ Stakeholder Committee(s) including this listed entity	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity	Membersh ip in Committees of the Company	Remarks
Mr.	Gautam Chand Jain	00004775	AEDPK3396L	C & ED		09-Oct-1991	01-Jul-2018		36	15-Aug-1955	NA		1	0	0	0		
Mr.	Rahul jain	00576447	ABZPJ3550A	ED		17-Sep-2001	02-May-2016		60	09-Nov-1979	NA		1	0	1	0	SC	
Mr.	Prakash Chand Jain	00084490	ABSPJ4565A	NED		09-Oct-1991	09-Oct-1991		0	27-Jul-1959	NA		1	0	0	0	NRC	
Mrs.	Apurva Jain	06933924	AFFPC7794H	ED		09-Aug-2014	09-Aug-2019		60	07-Nov-1984	NA		1	0	0	0		
Mr.	Meka Yugandhar	00012265	ADKPM7260M	ID		29-Mar-2002	01-Apr-2019		60	10-Jul-1951	Yes	28-Jun-2019	2	2	2	1	AC,SC,NRC	
Mr.	Vinayak Rao Juvvadi	00229415	AFMPJ9452L	ID		29-Jan-2003	01-Apr-2019		60	05-Sep-1959	Yes	28-Jun-2019	1	1	1	0	AC,NRC	
Mr.	Thati Venkataswamy Chowdary	00010435	ABMPT8071H	ID		31-Jul-2002	01-Apr-2019		60	01-Jun-1943	Yes	28-Jun-2019	2	2	2	2	AC,SC,NRC	
Mr.	Mahender Chand	00008449	ABUPC7199R	ID		01-Jul-2003	01-Apr-2019		60	13-Apr-1943	Yes	28-Jun-2019	1	1	1	0	AC	

Company Remarks	
Whether Permanent chairperson appointed	Yes
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	Meka Yugandhar	ID	Chairperson	21-Oct-2002	
2	Vinayak Rao Juvvadi	ID	Member	29-Jul-2004	
3	Thati Venkataswamy Chowdary	ID	Member	21-Oct-2002	
4	Mahender Chand	ID	Member	31-Oct-2008	

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	Meka Yugandhar	ID	Member	22-May-2014	
2	Thati Venkataswamy Chowdary	ID	Chairperson	22-May-2014	
3	Rahul jain	ED	Member	22-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	Meka Yugandhar	ID	Member	22-May-2014	
2	Vinayak Rao Juvvadi	ID	Member	22-May-2014	
3	Thati Venkataswamy Chowdary	ID	Chairperson	22-May-2014	
4	Prakash Chand Jain	NED	Member	22-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
13-Nov-2019	29-Jan-2020	Yes	5	3

Company Remarks	
Maximum gap between any two consecutive (in number of days)	76

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	13-Nov-2019		Yes	6	4
Audit Committee		29-Jan-2020	Yes	5	3
Nomination & Remuneration Committee	13-Nov-2019		Yes	6	4

Nomination & Remuneration Committee		29-Jan-2020	Yes	5	3
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Company Remarks	
Maximum gap between any two consecutive (in number of days) [Only for Audit Committee]	76

v. **Related Party Transactions**

Subject	Compliance status (Yes/No/NA)	Remark
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	

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:

%affirmComments%

Name : **%affirmName%**
Designation : **%affirmDesignation%**

ANNEXURE II

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

I. Disclosure on website in terms of Listing Regulations			
Item	Compliance status	Company Remark	Website
As per regulation 46(2) of the LODR:			
Details of business	Yes		www.pokarna.com
Terms and conditions of appointment of independent directors	Yes		www.pokarna.com
Composition of various committees of board of directors	Yes		www.pokarna.com
Code of conduct of board of directors and senior management	Yes		www.pokarna.com
Details of establishment of vigil mechanism/ Whistle Blower	Yes		www.pokarna.com
Criteria of making payments to non-executive directors	Yes		www.pokarna.com
Policy on dealing with related party transactions	Yes		www.pokarna.com
Policy for determining 'material' subsidiaries	Yes		www.pokarna.com
Details of familiarization programs imparted to independent	Yes		www.pokarna.com
Email address for grievance redressal and other relevant details entity who are responsible for assisting and handling investor	Yes		www.pokarna.com
Contact information of the designated officials of the listed entity	Yes		www.pokarna.com
Financial results	Yes		www.pokarna.com
Shareholding pattern	Yes		www.pokarna.com
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 entity to analysts or institutional	Yes		www.pokarna.com
New name and the old name of the listed entity	Not Applicable		
Advertisements as per regulation 47 (1)	Yes		www.pokarna.com
Credit rating or revision in credit rating obtained by the entity for	Yes		www.pokarna.com
Separate audited financial statements of each subsidiary of the	Yes		www.pokarna.com
As per other regulations of the LODR:			
Whether company has provided information under separate section on its website as per Regulation 46(2)	Yes		www.pokarna.com
Materiality Policy as per Regulation 30	Yes		www.pokarna.com
Dividend Distribution policy as per Regulation 43A (as	Not Applicable		
It is certified that these contents on the website of the listed	Yes		www.pokarna.com
II Annual Affirmations			
Particulars	Regulation Number	Compliance status (Yes/No/NA)	Company Remark
<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 & Management</i>	17(9)	Yes	
<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 & remuneration committee</i>	19(1) & (2)	Yes	

Quorum of Nomination and Remuneration Committee meeting	19(2A)	Yes	
Meeting of nomination & remuneration committee	19(3A)	Yes	
Composition of Stakeholder Relationship Committee	20(1), 20(2) and 20(2A)	Yes	
Meeting of stakeholder relationship committee	20(3A)	Yes	
Composition and role of risk management committee	21(1),(2),(3),(4)	Not Applicable	
Meeting of Risk Management Committee	22	Not Applicable	
Vigil Mechanism	22	Yes	
Policy for related party Transaction	23(1),(1A),(5),(6),(7) & (8)	Yes	
Prior or Omnibus approval of Audit Committee for all related party transactions	23(2), (3)	Yes	
Approval for material related party transactions	23(4)	Not Applicable	
Disclosure of related party transactions on consolidated basis	23(9)	Yes	
Composition of Board of Directors of unlisted material Subsidiary	24(1)	Yes	
Other Corporate Governance requirements with respect to subsidiary of listed entity	24(2),(3),(4),(5) & (6)	Yes	
Annual Secretarial Compliance Report	24(A)	Yes	
Alternate Director to Independent Director	25(1)	Not Applicable	
Maximum Tenure	25(2)	Yes	
Meeting of independent directors	25(3) & (4)	Yes	
Familiarization of independent directors	25(7)	Yes	
Declaration from Independent Director	25(8) & (9)	Yes	
D & O Insurance for Independent Directors	25(10)	Yes	
Memberships in Committees	26(1)	Yes	
Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel	26(3)	Yes	
Disclosure of Shareholding by Non- Executive Directors	26(4)	Yes	
Policy with respect to Obligations of directors and senior management	26(2) & 26(5)	Yes	

Other Information	
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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. - **Yes**

Other Information	
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Name : **Mahesh Inani**
Designation : **Company Secretary & Compliance Officer**

