

COMPANY SECRETARY DEPARTMENT

Directors/ Meetings :

All works pertaining to Board Meetings, Annual General Meeting, Audit Committee Meetings and other meetings of the Committees of the Board.

Shareholders:

DCI has at present about 53000 share holders and is listed with NSE, BSE, KSE and DSE. All works relating to share transfers, dematerialisation, rematerialisation, splitting of share certificates, issue of duplicate share certificates and investor grievances, distribution of dividend etc., in co-ordination with R&T Agent.

Stock Exchanges/SEBI:

Compliance of the requirements of the Listing Agreement with the Stock Exchanges and SEBI Rules

Companies Act:

Compliance of the requirement of the Companies Act and other allied acts.

Others:

Parliament Matters, correspondence with Ministry etc.