# **Corporate Governance Report for the year 2006-07**

(as required under Clause 49 of the Listing Agreements entered into with the Stock Exchanges)

### 1. The Company's Corporate Governance Philosophy

The Company has set itself the objective of expanding its capacities and becoming globally competitive in its business. As a part of its future growth strategy, the Company believes in adopting the 'best practices' that are followed in various geographies, in the area of Corporate Governance. The Company emphasises the need for full transparency and accountability in all its transactions, in order to protect the interests of its stakeholders.

The Board considers itself as a Trustee of its Shareholders and acknowledges its responsibilities towards them for creation and safeguarding Shareholders' Wealth. During the year under review, the Board continued its pursuit of achieving these objectives through the adoption and monitoring of corporate strategies, prudent business plans, monitoring of major risks of the Company's business and ensuring that the Company pursues policies and procedures to satisfy its legal and ethical responsibilities.

### 2. Board of Directors

The Company has a non-executive Chairman and the number of Independent Directors is more than one-third of the total number of Directors. The number of Non-Executive Directors (NEDs) is more than 50% of the total number of Directors.

None of the Directors on the Board is a Member on more than 10 Committees and Chairman of more than 5 Committees (as specified in Clause 49), across all the companies in which he is a Director. The necessary disclosures regarding Committee positions have been made by the Directors.

The names and categories of the Directors on the Board, their attendance at Board Meetings during the year and at the last Annual General Meeting, as also the number of Directorships and Committee Memberships held by them in other companies are given below:

| Name  | Category   | No. of<br>Board<br>Meetings<br>attended<br>during<br>2006-07 | Whether<br>attended<br>AGM held<br>on 5th<br>July, 2006 | No. of<br>Directorships<br>in other<br>public companies<br>as on 31.3.2007 |        | No. of Committee<br>positions held<br>in other<br>public companies**<br>as on 31.3.2007 |        |
|---|--|--|---|--|--------|---|--------|
|   |  | 2000 07  |   | Chairman   | Member | Chairman  | Member |
| Mr. R. N. Tata (Chairman)   | Professional<br>Not Independent<br>Non-Executive | 11   | Yes   | 11   | 2      |   | _      |
| Mr. Nusli N. Wadia  | Independent<br>Non-Executive                     | 7  | No  | 5  | 4      |   | _      |
| Mr. S. M. Palia   | -do-   | 10   | Yes   |  | 8      | 3   | 2      |
| Mr. P. K. Kaul<br>Financial Institutions'<br>Nominee* (Expired on<br>28th February, 2007) | -do-   | 1  | No  | NA   | NA     | NA  | NA     |
| Mr. Suresh Krishna  | -do-   | 6  | No  | 5  | 2      | 2   | 2      |
| Mr. Kumar Mangalam Birla<br>(Ceased to be a Director<br>w.e.f. 14.08.2006)                | -do-   | —  | No  | NA   | NA     | NA  | NA     |

| Name   | Category   | No. of<br>Board<br>Meetings<br>attended<br>during<br>2006-07 | Whether<br>attended<br>AGM held<br>on 5th<br>July, 2006 | Directo<br>in c<br>public co | . of<br>orships<br>other<br>ompanies<br>1.3.2007 | · · ·    |        |
|--|--|--|---|------------------------------|--|----------|--------|
|  |  |  |   | Chairman                     | Member   | Chairman | Member |
| Mr. Ishaat Hussain   | Professional<br>Not Independent<br>Non-Executive | 11   | Yes   | 2                            | 10   | 3        | 5      |
| Dr. J. J. Irani  | -do-   | 9  | Yes   | 4                            | 6  | —        | 2      |
| Mr. Subodh Bhargava<br>(Appointed a Director<br>w.e.f. 29.05.2006) | Independent<br>Non-Executive                     | 3  | No  | 2                            | 10   | 3        | 6      |
| Mr. B. Muthuraman<br>Managing Director                             | Not Independent<br>Executive                     | 11   | Yes   | 4                            | 3  | _        | 1      |
| Dr. T. Mukherjee<br>Dy. Managing<br>Director (Steel)               | -do-   | 11   | Yes   | 3                            | 3  | _        | 1      |
| Mr. A. N. Singh<br>Dy. Managing Director<br>(Corporate Services)   | -do-   | 11   | Yes   | 2                            |  | 1        | _      |

\* Appointed by IDBI as the lead institution.

Represents Chairmanships/Memberships of Audit Committee and Shareholders'/ Investors' Grievance Committee. **Eleven** Board Meetings were held during the year 2006-07 and the gap between two meetings did not exceed four months. The dates on which the Board Meetings were held were as follows :

18th May 2006, 13th June 2006, 5th July 2006, 21st July 2006, 31st August 2006, 12th October 2006, 20th October 2006, 30th October 2006, 23rd November 2006, 30th January 2007 and 22nd March 2007.

Dates for the Board Meetings in the ensuing year are decided well in advance and communicated to the Directors. Board Meetings are held at the Registered Office of the Company. The Agenda along with the explanatory notes are sent in advance to the Directors. Additional meetings of the Board are held when deemed necessary by the Board.

The information as required under Annexure IA to Clause 49 is being made available to the Board.

The Board periodically reviews compliance reports of all laws applicable to the Company. Steps are taken by the Company to rectify instances of non-compliance, if any.

During 2006-07, the Company did not have any material pecuniary relationship or transactions with Non Executive Directors, other than Dr. J. J. Irani, to whom the Company paid retiring benefits aggregating to Rs. 31.20 lakhs. The Company, with the approval of the Department of Company Affairs has also paid Rs. 11.96 crores as transportation charges to M/s. Dimnar & Co., a firm, whose proprietor is related to Dr. J. J. Irani.

The Company has adopted the Tata Code of Conduct for Executive Directors, Senior Management Personnel and other Executives of the Company. The Company has received confirmations from the Executive Directors as well as Senior Management Personnel regarding compliance of the Code during the year under review. It has also adopted the Tata Code of Conduct for Non-Executive Directors of the Company. The Company has received confirmations from the Non-Executive Directors regarding compliance of the Code for the year under review. Both the Codes are posted on the website of the Company.

### 3. Audit Committee

The Company had constituted an Audit Committee in the year 1986. The scope of the activities of the Audit Committee is as set out in Clause 49 of the Listing Agreements with the Stock Exchanges read with Section 292A of the Companies Act, 1956. The terms of reference of the Audit Committee are broadly as follows :

- a. To review compliance with internal control systems;
- b. To review the findings of the Internal Auditor relating to various functions of the Company;
- c. To hold periodic discussions with the Statutory Auditors and Internal Auditors of the Company concerning the accounts of the Company, internal control systems, scope of audit and observations of the Auditors/ Internal Auditors;
- d. To review the quarterly, half-yearly and annual financial results of the Company before submission to the Board;
- e. To make recommendations to the Board on any matter relating to the financial management of the Company, including Statutory & Internal Audit Reports;
- f. Recommending the appointment of statutory auditors and branch auditors and fixation of their remuneration.

Mr. S. M. Palia, Chairman of the Audit Committee was present at the Annual General Meeting held on 5th July, 2006.

The composition of the Audit Committee and the details of meetings attended by the Directors are given below :

| Names of Members   | Category                                       | No. of Meetings attended during<br>the year 2006-07 |
|--|--|---|
| Mr. S. M. Palia<br>Chairman w.e.f. 15.05.2006  | Independent, Non-Executive                     | 6   |
| Mr. P.K.Kaul,<br>(Ceased to be Chairman<br>w.e.f. 15.05.2006 but continued<br>as Member till his death<br>on 28.02.2007) | Independent, Non-Executive                     | 4   |
| Mr. Ishaat Hussain<br>Member, Chartered Accountant   | Professional<br>Not Independent, Non-Executive | 6   |
| Mr. Nusli N. Wadia<br>Member w.e.f. 23.11.2006   | Independent, Non-Executive                     | 1   |
| Mr. Subodh Bhargava<br>Member w.e.f. 22.03.2007  | Independent, Non-Executive                     | —   |

Audit Committee meetings are attended by the Vice-President (Finance), Chief (Corporate Audit) and Chief Financial Controller (Corporate) and Representatives of Statutory Auditors. The Company Secretary acts as the Secretary of the Audit Committee.

Six Audit Committee Meetings were held during 2006-07. The dates on which the said meetings were held were as follows :

15th May, 2006, 20th July, 2006, 30th August, 2006, 26th October, 2006, 18th January, 2007 and 25th January, 2007.

The necessary quorum was present at the meetings.

#### Whistle Blower Policy

The Audit Committee at its meeting held on 25th October, 2005, approved framing of a Whistle Blower Policy that provides a formal mechanism for all employees of the Company to approach the Ethics Counsellor/Chairman of the Audit Committee of the Company and make protective disclosures about the unethical behaviour, actual or suspected fraud or violation of the Company's Code of Conduct. The Whistle Blower Policy is an extension of

the Tata Code of Conduct, which requires every employee to promptly report to the Management any actual or possible violation of the Code or an event he becomes aware of that could affect the business or reputation of the Company. The disclosures reported are addressed in the manner and within the time frames prescribed in the Policy. Under the Policy, each employee of the Company has an assured access to the Ethics Counsellor/ Chairman of the Audit Committee.

## 4. Remuneration Committee

The Company had constituted a Remuneration Committee in the year 1993. The broad terms of reference of the Remuneration Committee are as follows :

- a. Review the performance of the Managing Director and the Whole-time Directors, after considering the Company's performance.
- b. Recommend to the Board remuneration including salary, perquisites and commission to be paid to the Company's Managing Director and Whole-time Directors.
- c. Finalise the perquisites package of the Managing Director and Whole-time Directors within the overall ceiling fixed by the Board.
- d. Recommend to the Board, retirement benefits to be paid to the Managing Director and Whole-time Directors under the Retirement Benefit Guidelines adopted by the Board.

The Remuneration Committee also functions as the Compensation Committee as per SEBI guidelines on the Employees' Stock Option Scheme. The Company, however, has not yet introduced the Employees' Stock Option Scheme.

The composition of the Remuneration Committee and the details of meetings attended by the Directors are given below :

| Names of Members                                  | Category                                       | No. of Meetings attended during<br>the year 2006-07 |
|---|--|---|
| Mr. Suresh Krishna, Chairman<br>w.e.f. 12.04.2006 | Independent, Non-Executive                     | 1   |
| Mr. R. N. Tata, Member                            | Professional<br>Not Independent, Non-Executive | 1   |
| Mr. S. M. Palia, Member                           | Independent, Non-Executive                     | 1   |

One meeting of the Remuneration Committee was held on 18th May, 2006.

The Chairman of the Remuneration Committee, Mr. Suresh Krishna was not present at the Annual General Meeting held on 5th July, 2006.

The Company has complied with the non-mandatory requirement of Clause 49 regarding the Remuneration Committee.

### **Remuneration Policy**

The Company while deciding the remuneration package of the senior management members takes into consideration the following items :

- (a) employment scenario
- (b) remuneration package of the industry and
- (c) remuneration package of the managerial talent of other industries.

The annual variable pay of senior managers is linked to the performance of the Company in general and their individual performance for the relevant year measured against specific Key Result Areas, which are aligned to the Company's objectives.

The Non-Executive Directors (NEDs) are paid remuneration by way of Commission and Sitting Fees. In terms of the shareholders' approval obtained at the AGM held on 5th July, 2006, the Commission is paid at a rate not exceeding 1% per annum of the profits of the Company (computed in accordance with Section 309(5) of the Companies Act, 1956). The distribution of Commission amongst the NEDs is placed before the Board. The

Commission is distributed on the basis of their attendance and contribution at the Board and certain Committee Meetings as well as time spent on operational matters other than at the meetings.

The Company pays sitting fees of Rs. 10,000 per meeting to the NEDs for attending the meetings of the Board, Executive Committee of the Board, Committees constituted by the Board from time to time and Audit Committee. The Board at its meeting held on 22nd March, 2007 has increased the sitting fees of the Remuneration Committee from Rs. 5,000 to Rs. 10,000 w.e.f. 01.04.2007. For other meetings, the Company continues to pay to the NEDs sitting fees of Rs. 5,000 per meeting.

The Company pays remuneration by way of salary, perquisites and allowances (fixed component) and commission (variable component) to Managing and Whole-time Directors. Salary is paid within the range approved by the Shareholders. Annual increments effective 1st April each year, as recommended by the Remuneration Committee, are approved by the Board. The ceiling on perquisites and allowances as a percentage of salary, is fixed by the Board. Within the prescribed ceiling, the perquisites package is approved by the Remuneration Committee. Commission is calculated with reference to net profits of the Company in a particular financial year and is determined by the Board of Directors at the end of the financial year based on the recommendations of the Remuneration Committee, subject to overall ceilings stipulated in Sections 198 and 309 of the Companies Act, 1956. Specific amount payable to such directors is based on the performance criteria laid down by the Board which broadly takes into account the profits earned by the Company for the year.

(Rs. lakhs)

#### Details of remuneration for 2006-07

Non-Wholetime Directors

Name of the Director Commission\* Sitting Fees 1. Mr. R. N. Tata 55.20 1.75 \*\*\* 2. Mr. Nusli N. Wadia 15.50 1.00 3. Mr. S. M. Palia 2.35 \*\*\* 38.00 4. Mr. P. K. Kaul 5.60\*\* 0.50 5. Mr. Suresh Krishna 7.80 0.65 \*\*\* 6. Mr. Kumar Mangalam Birla 7. Mr. Ishaat Hussain 42.10 2.30 8. Dr. J. J. Irani 31.30@ 1.60 9. Mr. Subodh Bhargava 4.50 0.30 Total 200.00 10.45

\* Payable in 2007-08.

\*\* Amount payable to IDBI Bank Ltd.

\*\*\* Includes amount of Rs. 5000/- paid in 2007-08

@ Excluding retirement benefits of Rs. 31.20 lakhs.

Managing and Whole-time Directors

| Name   | Salary    | Perquisites & Allowances | Commission@ | Stock Options |
|--|-----------|--------------------------|-------------|---------------|
|  | Rs. lakhs | Rs. lakhs                | Rs. lakhs   |               |
| Mr. B. Muthuraman<br>Managing Director                           | 59.20     | 18.63                    | 170.00      | Nil           |
| Dr. T. Mukherjee<br>Dy. Managing Director (Steel)                | 51.20     | 26.97                    | 120.00      | Nil           |
| Mr. A. N. Singh<br>Dy. Managing Director<br>(Corporate Services) | 41.60     | 14.45                    | 85.00       | Nil           |

@ Payable in 2007-08

| Director                  | No. of Ordinary Shares of Rs. 10/- each held singly and/or jointly |
|---------------------------|--|
| Mr. R. N. Tata (Chairman) | 16680  |
| Mr. Nusli N. Wadia        | Nil  |
| Mr. S. M. Palia           | 450  |
| Mr. Suresh Krishna        | Nil  |
| Mr. Ishaat Hussain        | 1614   |
| Dr. J. J. Irani           | 5431   |
| Mr. Subodh Bhargava       | 750  |
| Mr. B. Muthuraman         | 2186   |
| Dr. T. Mukherjee          | Nil  |
| Mr. A. N. Singh           | Nil  |
| Total                     | 27111  |

### Shareholding of the Directors in the Company as on 31st March, 2007.

### Service Contracts, Severance Fees and Notice Period

| Period of Contract of MD     | : | From 22.07.2006 to 30.09.2009  |
|------------------------------|---|--|
|                              |   | The Contract may be terminated by either party giving the other party six months' notice or the Company paying six months' salary in lieu thereof. |
|                              |   | There is no separate provision for payment of severance fees   |
| Period of Contract of Dy. MD | : | 01.08.2005 to 31.10.2007.  |
| (Steel)                      |   | The Contract may be terminated by either party giving the other party six months' notice or the Company paying six months' salary in lieu thereof. |
|                              |   | There is no separate provision for payment of severance fees.  |
| Period of Contract of Dy. MD | : | 5 years from 01.08.2005.   |
| (Corporate Services)         |   | The Contract may be terminated by either party giving the other party six months' notice or the Company paying six months' salary in lieu thereof. |
|                              |   | There is no separate provision for payment of severance fees.  |

#### 5. Shareholders' Committee

An Investors' Grievance Committee was constituted on 23rd March, 2000 to specifically look into the redressal of Investors' complaints like transfer of shares, non-receipt of balance sheet and non-receipt of declared dividend, etc.

No meeting of the Investors' Grievance Committee was held during 2006-07.

The composition of the Investors' Grievance Committee is given below:

| Names of Members             | Category   |
|------------------------------|--|
| Mr. Ishaat Hussain, Chairman | Professional<br>Not Independent<br>Non-Executive |
| Mr. Suresh Krishna, Member   | Independent<br>Non-Executive                     |

| Name, designation & address of<br>Compliance Officer : | Name, designation & address of<br>Investor Relations Officer : |
|--|--|
| Mr. J. C. Bham   | Mr. Sanjay Khattry   |
| Company Secretary                                      | Head (Financial Planning & Investor Relations)                 |
| Bombay House,  | Bombay House,  |
| 24, Homi Mody Street,                                  | 24, Homi Mody Street,  |
| Fort, Mumbai 400 001.                                  | Fort, Mumbai 400 001.  |
| Phone : (022) 6665 7279                                | Phone : (022) 6665 7289  |
| Fax : (022) 6665 7724 / 6665 7725                      | Fax : (022) 6665 8113  |
| Email : cosectisco@tata.com                            | Email: <u>skhattry@tata.com</u>                                |

### Shareholder/Investor Complaints :

| Complaints pending as on 1st April, 2006   | : | 7    |
|--|---|------|
| During the period 1st April, 2006 to 31st March, 2007, complaints identified and |   |      |
| reported under Clause 41 of the Listing Agreements                               | : | 924  |
| Complaints disposed off during the year ended 31st March, 2007                   | : | 928  |
| Complaints unresolved to the satisfaction of shareholders as on 31st March, 2007 | : | 3    |
| No. of pending share transfers as on 31st March, 2007                            | : | 125* |

\*Transfers lodged in the last week of March 2007 and hence pending as on 31st March, 2007.

| Sr.<br>No. | Description  | Nos.<br>Received | Total<br>Replied | Total<br>Pending |
|------------|--|------------------|------------------|------------------|
|            | Complaints   |                  |                  |                  |
| Α          | Letters received from Statutory/Regulatory bodies                                      |                  |                  |                  |
| 1.         | SEBI   | 34               | 31               | 3                |
| 2.         | DOCA   |                  |                  | —                |
| 3.<br>4.   | STOCK EXCHANGES<br>NSDL/CDSL   | 13<br>10         | 13<br>10         |                  |
| 4.         |  |                  |                  |                  |
|            | Total Nos.   | 57               | 54               | 3                |
| В          | Legal Matters  |                  |                  |                  |
|            | Court/Consumer Forum Matters   | _                | —                | —                |
|            | Total Nos.   | -                | —                | _                |
| С          | Dividends  |                  |                  |                  |
| 1.         | Non-receipt of Dividend Warrants (pending recon.<br>at the time of receipt of letters) | 867              | 867              | _                |
| 2.         | Fraudulent Encashment of Dividend Warrants   | _                | —                | —                |
|            | Total Nos.   | 867              | 867              | _                |
| D          | Letters in the nature of reminders/complaints  | _                | _                |                  |
|            | Total Correspondence Statistics  | 924              | 921              | 3                |

#### Note :

The Correspondence identified as investor complaints are letters received through Statutory / Regulatory bodies and those related to Court / Consumer forum matters, (where the Company / Registrar is involved and is accused of deficiency in service) fraudulent encashment and non-receipt of dividend amounts where reconciliation of the payment is in progress/completed after the end of the quarter.

#### Committees

In addition to the above Committees, the Board has constituted 4 more Committees, viz. Executive Committee of the Board, the Nomination Committee, Committee of Directors and the Ethics and Compliance Committee. The terms of reference of the **Executive Committee of the Board** (ECOB) are to approve capital expenditure schemes and donations within the stipulated limits and to recommend to the Board, capital budgets and other major capital schemes, to consider new businesses, acquisitions, divestments, changes in organisational structure and also to periodically review the Company's business plans and future strategies.

The composition of the ECOB and details of the meetings attended by the Directors are given below :

| Names of Members                            | Category                       | No. of Meetings attended during the year 2006-07 |
|---|--------------------------------|--|
| Mr. R. N. Tata, Chairman                    | Professional                   | 5  |
|   | Not Independent, Non-Executive |  |
| Mr. Nusli N. Wadia, Member                  | Independent, Non-Executive     | 2  |
| Mr. S. M. Palia, Member                     | -do-                           | 5  |
| Dr. J. J. Irani, Member                     | Professional                   | 5  |
|   | Not Independent, Non-Executive |  |
| Mr. Ishaat Hussain, Member                  | -do-                           | 5  |
| Mr. B. Muthuraman, Member                   | Not Independent, Executive     | 5  |
| Dr. T. Mukherjee, Member (w.e.f. 18.5.2006) | -do-                           | 4  |
| Mr. A. N. Singh, Member (w.e.f. 18.5.2006)  | -do-                           | 4  |

**Five** ECOB Meetings were held during the year 2006-07. The dates on which the said meetings were held were as follows :

17th May, 2006, 30th August, 2006, 21st November, 2006, 23rd November, 2006 and 20th March, 2007.

The **Nomination Committee** has been constituted on 18th May, 2006 with the objective of identifying Independent Directors to be inducted to the Board from time to time and to take steps to refresh the constitution of the Board from time to time.

The composition of the Nomination Committee is given below :

| Names of Members             | Category                                     |
|------------------------------|--|
| Mr. Suresh Krishna, Chairman | Independent, Non-Executive                   |
| Mr. R.N. Tata, Member        | Professional, Not Independent, Non-Executive |
| Mr. Nusli N. Wadia, Member   | Independent, Non-Executive                   |
| Mr. S.M. Palia, Member       | Independent, Non-Executive                   |

During the year under review, no meeting of the Nomination Committee was held.

The **Committee of Directors** has been constituted to approve of certain routine matters such as Opening and Closing of Bank Accounts of the Company, to grant limited Powers of Attorney to the Officers of the Company, to appoint proxies to attend general meetings on behalf of the Company etc. The Members of this Committee are – Mr. R. N. Tata, (Chairman), Mr. Ishaat Hussain and Dr. J. J. Irani. The business of the Committee is transacted by passing Circular Resolutions which are placed before the Board at its next meeting.

#### **Ethics and Compliance Committee**

In accordance with the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 1992, as amended (the Regulations), the Board of Directors of the Company adopted the Tata Code of Conduct for Prevention of Insider Trading and the Code of Corporate Disclosure Practices (the Code) to be followed by Directors, Officers and other Employees. The Code is based on the principle that Directors, Officers and Employees of a Tata Company owe a fiduciary duty to, among others, the shareholders of the Company to place the interest of the shareholders above their own and conduct their personal securities transactions in a manner that does not create any conflict of interest situation. The Code also seeks to ensure timely and adequate disclosure of Price Sensitive Information to the investor community by the Company to enable them to take informed investment decisions with regard to the Company's securities.

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In terms of the said Code, a Committee has been constituted on 30th May, 2002, called Ethics and Compliance Committee.

The composition of the Ethics and Compliance Committee is given below :

| Names of Members             | Category                                     |
|------------------------------|--|
| Mr. Ishaat Hussain, Chairman | Professional, Not Independent, Non-Executive |
| Mr. Suresh Krishna, Member   | Independent, Non-Executive                   |

The Board has also appointed the Vice President (Finance) as the Compliance Officer to ensure compliance and effective implementation of the Regulations and also the Code across the Company.

No meeting of the Ethics and Compliance Committee was held during 2006-07.

During the year under review, the Compliance Officer submitted Monthly Committee Report of the Tata Code of Conduct for Prevention of Insider Trading to the Board of Directors.

### 6. General Body Meetings

a) Location and time, where last three Annual General Meetings (AGMs) were held:

| Financial Year | Details of Location                | Date & Time                  |
|----------------|------------------------------------|------------------------------|
| 2005-06        | Birla Matushri Sabhagar,           | 5th July, 2006 at 11.00 a.m. |
| 2004-05        | 19, Sir Vithaldas Thackersey Marg, | 27th July, 2005 at 3.30 p.m. |
| 2003-04        | Mumbai 400 020.                    | 22nd July, 2004 at 3.30 p.m. |

- b) No Extra-Ordinary General Meeting of the shareholders was held during the year.
- c) No Postal Ballot was conducted during the year. None of the resolutions proposed for the ensuing Annual General Meeting need to be passed by Postal Ballot.
- d) Special Resolutions passed in previous 3 Annual General Meetings :

At the last Annual General Meeting held on 5th July, 2006, Special Resolutions were passed for a) Commission to Directors other than the Managing and Whole-time Directors, b) Increase in the Authorised Share Capital, c) Alteration of the Articles of Association of the Company and d) Raising additional long term funds. The resolutions at items a), b) and c) were passed unanimously. The resolution at item d) was passed by requisite majority.

At the Annual General Meeting held on 27th July, 2005, Special Resolution was passed for the Change of Name of the Company from "The Tata Iron and Steel Company Limited" to "Tata Steel Limited". The resolution was passed unanimously.

At the Annual General Meeting held on 22nd July, 2004, Special Resolutions were passed for a) increase in the Authorised Share Capital b) Alteration of the Articles of Association of the Company c) Issue of Bonus Shares d) Appointment of Auditors and e) Appointment of Branch Auditors. The resolutions at items a), b), c) were passed unanimously and the resolutions at items d) and e) were passed by requisite majority.

### 7. Disclosures

i) The Board has received disclosures from key managerial personnel relating to material, financial and commercial transactions where they and/or their relatives have personal interest.

There are no materially significant related party transactions which have potential conflict with the interest of the Company at large.

- ii) The Company has periodically disclosed to the Audit Committee the uses/applications of funds raised during the year through preferential issue of shares and warrants to Tata Sons Ltd. The details of the proceeds and utilisation of the same have been disclosed in the Notes to Accounts.
- iii) The Company has complied with the requirements of the Stock Exchanges, SEBI and other statutory authorities on all matters relating to capital markets during the last three years. No penalties or strictures have been imposed on the Company by the Stock Exchange, SEBI or other statutory authorities relating to the above.
- iv) The Company has adopted a Whistle Blower Policy and has established the necessary mechanism in line with clause 7 of the Annexure 1D to Clause 49 of the Listing Agreement with the Stock Exchanges, for



employees to report concerns about unethical behaviour. No personnel has been denied access to the Ethics Counsellor/Chairman of the Audit Committee.

- v) The Company has fulfilled the following non-mandatory requirements as prescribed in Annexure 1D to Clause 49 of the Listing Agreement with the Stock Exchanges :
  - a) The Company has set up a Remuneration Committee. Please see para 4 for details.
  - b) A half-yearly declaration of financial performance including a summary of the significant events in the six-months period was sent to every shareholder.
  - c) The Company has moved towards a regime of unqualified financial statements.

#### Secretarial Audit

A qualified practicing Company Secretary carried out a secretarial audit to reconcile the total admitted capital with National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL) and the total issued and listed capital. The audit confirms that the total issued/paid up capital is in agreement with the total number of shares in physical form and the total number of dematerialized shares held with NSDL and CDSL.

#### 8. Means of Communication

#### Half-yearly report sent to each household of shareholders -

In addition to the results of the Company being published in the newspapers and posted on the website of the Company, half-yearly reports are sent to each household of the shareholders.

#### Results -

The quarterly and annual results along with the Segmental Report are generally published in Indian Express, Nava Shakti, Free Press Journal and also displayed on the website of the Company <u>www.tatasteel.com</u> shortly after its submission to the Stock Exchanges.

#### Presentation to Institutional Investors or to analysts -

Official news releases and presentations made to Institutional Investors and analysts are posted on the Company's website.

#### Management Discussion & Analysis Report -

The MD&A Report forms a part of the Directors' Report. All matters pertaining to industry structure and developments, opportunities and threats, segment/product wise performance, outlook, risks and concerns, internal control and systems, etc. are discussed in the said report.

#### Company's Corporate Website -

The Company's website is a comprehensive reference on Tata Steel's management, vision, mission, policies, corporate governance, corporate sustainability, investor relations, sales network, updates and news. The section on 'Investor Relations' serves to inform the shareholders, by giving complete financial details, shareholding patterns, corporate benefits, information relating to stock exchanges, registrars, share transfer agents and frequently asked questions. Investors can also submit their queries and get feedback through online interactive forms. The section on 'Newsrooms' includes all major press reports and releases, awards, campaigns.

#### 9. General Shareholder Information

| AGM : Date, time & venue – | 18.7.2007 at 3.30 p.m.             |
|----------------------------|------------------------------------|
|                            | Birla Matushri Sabhagar,           |
|                            | 19, Sir Vithaldas Thackersey Marg, |
|                            | Mumbai 400 020.                    |

As required under Clause 49 IV(G)(i), particulars of Directors seeking reappointment are given in the Explanatory Statement to the Notice of the Annual General Meeting to be held on 18th July, 2007.

| Financial Calendar –    | Year ending           | March 31                               |
|-------------------------|-----------------------|--|
|                         | AGM                   | July                                   |
|                         | Dividend Payment      | Generally in July                      |
| Date of Book Closure –  | 12th June, 2007 to 22 | nd June, 2007 (both days inclusive)    |
| Dividend Payment Date – | The dividend warrants | will be posted on or after 18.07.2007. |

### Unclaimed Dividend -

 All unclaimed/unpaid dividend amounts upto the financial year ended 31.03.1995 have been transferred to the General Revenue Account of the Central Government. Shareholders, who have not yet encashed their dividend warrant(s) for the said period are requested to forward their claims in prescribed Form No. II to The Companies Unpaid Dividend (Transfer to General Revenue Account of the Central Government) Rules, 1978 to :-

Office of Registrar of Companies

Central Government Office Bldg., 'A' Wing,

2nd Floor, Next to Reserve Bank of India

CBD, Belapur 400 614.

- All unclaimed/unpaid dividend amounts for the financial years 1995-96 to 1998-99 have been transferred to Investor Education & Protection Fund and no claims will lie against the Company or the Fund in respect of the unclaimed amounts so transferred.
- The unclaimed interim dividend declared in respect of the financial year 1999-2000 is due for transfer to the IEPF on 21st June, 2007.

#### Listing on Stock Exchanges -

The Company's securities are listed on the following 3 Stock Exchanges in India :

Bombay Stock Exchange Limited

Phiroze Jeejeebhoy Towers,

Dalal Street,

Mumbai 400 001.

National Stock Exchange of India Ltd.

Exchange Plaza,

Bandra-Kurla Complex,

Bandra East,

Mumbai 400 051.

The Calcutta Stock Exchange Assn. Ltd.

7, Lyons Range,

Kolkata 700 001.

(The application for delisting from The Calcutta Stock Exchange Assn. Ltd. is still pending)

**Global Depository Receipts** (GDRs) issued by the Company in the International Market have been listed on the Luxembourg Stock Exchange.

The Company has paid annual listing fees to each of the above Stock Exchanges for the financial year 2006-07.

#### Stock Codes/Symbols -

| Bombay Stock Exchange Limited -       |      |            |
|---------------------------------------|------|------------|
| Ordinary Shares (demat form)          | <br> | 500470     |
| National Stock Exchange of India Ltd. | <br> | TATA STEEL |

### **Privately Placed Debentures**

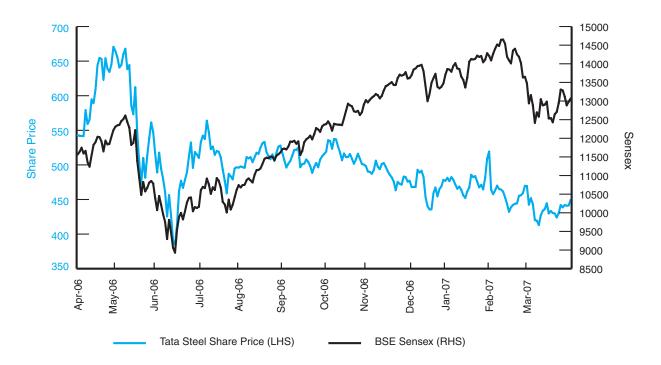
Privately Placed Debentures issued by the Company are listed on the Whole-Sale Debt Market Segment of the National Stock Exchange of India Ltd.

## **Market Information**

Market Price Data : High, Low (based on the closing prices) and average volume, average number of trades and average value of shares traded during each month in last financial year.

| Month          | High<br>(Rs.) | Low<br>(Rs.) | Avg. Volume<br>per day<br>(No. of Shares) | Avg. No. of<br>Trades<br>per day | Avg. Value<br>per day<br>(Rs. lakhs) |
|----------------|---------------|--------------|---|----------------------------------|--------------------------------------|
| April 2006     | 654.55        | 541.70       | 1,929,315                                 | 19,812                           | 1,166,761,216                        |
| May 2006       | 670.65        | 472.80       | 2,448,530                                 | 28,715                           | 1,409,473,204                        |
| June 2006      | 533.30        | 384.95       | 2,570,736                                 | 36,620                           | 1,230,290,736                        |
| July 2006      | 563.85        | 458.95       | 2,223,996                                 | 34,958                           | 1,135,614,723                        |
| August 2006    | 533.15        | 495.75       | 1,344,448                                 | 21,345                           | 692,249,222                          |
| September 2006 | 535.65        | 488.55       | 1,226,543                                 | 18,943                           | 625,132,251                          |
| October 2006   | 537.35        | 490.45       | 1,411,592                                 | 19,319                           | 729,202,494                          |
| November 2006  | 506.05        | 463.40       | 1,023,290                                 | 16,234                           | 498,086,357                          |
| December 2006  | 492.90        | 435.65       | 1,480,602                                 | 20,577                           | 685,480,314                          |
| January 2007   | 519.30        | 452.35       | 1,156,016                                 | 16,334                           | 552,892,046                          |
| February 2007  | 469.90        | 432.25       | 1,695,334                                 | 20,233                           | 775,418,182                          |
| March 2007     | 451.90        | 413.00       | 1,200,464                                 | 16,961                           | 521,498,293                          |





## TATA STEEL

## Hundredth annual report 2006-07

#### **Registrar and Transfer Agents :**

TSR Darashaw Limited are the Registrar and Share Transfer Agents of the Company. Address for correspondence is as below:

TSR Darashaw Limited

6-10 Haji Moosa Patrawala Industrial Estate,

20, Dr. E. Moses Road,

Mahalaxmi, Mumbai 400 011.

Tel. : (022) 6656 8484

Fax : (022) 6656 8494 / 6656 8496

E-mail : csg-unit@tsrdarashaw.com

website : http://www.tsrdarashaw.com

For the convenience of shareholders based in the following cities, transfer documents and letters will also be accepted at the following branches/agencies of TSR Darashaw Limited :

#### Branches of TSR Darashaw Limited

- TSR Darashaw Limited 503, Barton Centre, 5th Floor, 84, Mahatma Gandhi Road, Bangalore 560 001. Tel. : (080) 2532 0321 Fax :(080) 2558 0019 E-mail: <u>tsrdlbang@tsrdarashaw.com</u>
- TSR Darashaw Limited Tata Centre, 1st Floor, 43, Jawaharlal Nehru Road, Kolkata 700 071. Tel. : (033) 2288 3087 Fax : (033) 2288 3062 E-mail: <u>tsrdlcal@tsrdarashaw.com</u>

### Agent of TSR Darashaw Limited

Shah Consultancy Services Limited 1, Sumatinath Complex, 2nd Dhal, Pritamnagar, Ellisbridge Ahmedabad 380 006 Telefax: 079 26576038 E-mail: <u>shahconsultancy@hotmail.com</u>

Share Transfer System :

 TSR Darashaw Limited Bungalow No.1, 'E' Road, Northern Town, Bistupur, Jamshedpur 831 001. Tel. : (0657) 242 6616 Fax : (0657) 242 6937 E-mail: <u>tsrljsr@tsrdarashaw.com</u>

4. TSR Darashaw Limited Plot No. 2/42, Sant Vihar Ansari Road, Darya Ganj New Delhi 110 002. Tel. : (011) 2327 1805 Fax : (011) 2327 1802 E-mail : <u>tsrdldel@tsrdarashaw.com</u>

Share Transfers in physical form can be lodged with the TSR Darashaw Limited at the above mentioned addresses. The Transfers are normally processed within 10-12 days from the date of receipt if the documents are complete in all respects. Certain Directors and the Company Secretary are severally empowered to approve transfers.

## **Distribution of Shareholding**

| Number of Ordinary shares held | Number         | Number of Shareholders |  |  |  |
|--------------------------------|----------------|------------------------|--|--|--|
|                                | 31-3-2007<br>% | 31-3-2006<br>%         |  |  |  |
| 1 to 100                       | 60.47          | 52.30                  |  |  |  |
| 101 to 500                     | 31.62          | 38.14                  |  |  |  |
| 501 to 1000                    | 4.31           | 5.18                   |  |  |  |
| 1001 to 10000                  | 3.39           | 4.13                   |  |  |  |
| Over 10000                     | 0.21           | 0.25                   |  |  |  |
|                                | 100.00         | 100.00                 |  |  |  |

### **Categories of Shareholders**

| Category  | Number of<br>Shareholders' accounts |            | Vot<br>stren  | ing<br>gth %  | Number of<br>Ordinary Shares held |                           |  |
|---|-------------------------------------|------------|---------------|---------------|-----------------------------------|---------------------------|--|
|   | 31-3-2007                           | 31-3-2006  | 31-3-2007     | 31-3-2006     | 31-3-2007                         | 31-3-2006                 |  |
| Individuals   | 6,66,583                            | 5,34,053   | 25.32         | 25.19         | 146,997,477                       | 139,441,726               |  |
| Unit Trust of India   | 30                                  | 29         | 0.01          | 0.01          | 47,060                            | 41,333                    |  |
| Life Insurance Corporation of India   | 11                                  | 9          | 12.01         | 11.88         | 69,725,863                        | 65,753,593                |  |
| Govt. & Other Public<br>Financial Institutions                                    | 19                                  | 17         | 5.37          | 5.65          | 31,189,482                        | 31,297,858                |  |
| Tata Group Companies  | 24                                  | 25         | * 30.52       | *26.81        | 177,152,216                       | 148,391,636               |  |
| Companies   | 6738                                | 5784       | 4.84          | 4.84          | 28,073,014                        | 26,796,068                |  |
| Nationalised Banks,<br>Mutual Funds and Trusts<br>Foreign Institutional Investors | 504<br>275                          | 460<br>264 | 4.51<br>17.42 | 3.17<br>22.45 | 26,193,523<br>101,094,221         | 17,518,404<br>124,232,238 |  |
| TOTAL   | 6,74,184                            | 5,40,641   | 100.00        | 100.00        | 580,472,856                       | 553,472,856               |  |

\* This includes 6,71,455 (As on 31st March, 2006 : 6,71,455) shares allotted to Kalimati Investment Company Limited pursuant to the Bombay High Court Order dated 3rd April, 2003, approving the Scheme of Amalgamation of Tata SSL Limited with the Company. These shares do not carry any voting rights.

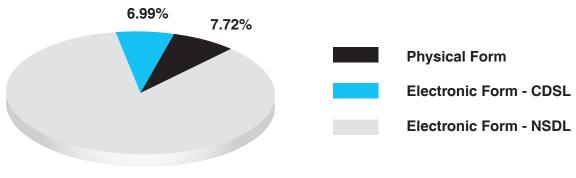
## Top Ten Shareholders of the Company as on 31st March, 2007

| Sr. No. | Name of the Shareholder  | No. of shares held | % of holding |
|---------|--|--------------------|--------------|
| 1.      | Tata Sons Limited  | 139,763,040        | 24.08        |
| 2.      | Life Insurance Corporation of India  | 69,725,863         | 12.01        |
| 3.      | Tata Motors Limited  | 25,806,729         | 4.45         |
| 4.      | HSBC Global Investment Funds A/c HSBC<br>Global Investment Funds Mauritius Limited | 15,976,000         | 2.75         |
| 5.      | The New India Assurance Company Limited  | 9,866,937          | 1.70         |
| 6.      | Janus Growth and Income Fund   | 7,509,223          | 1.29         |
| 7.      | Baytree Invesyments Mauritius Pte. Limited   | 7,208,000          | 1.24         |
| 8.      | National Insurance Company Limited   | 7,203,450          | 1.24         |
| 9.      | The Oriental Insurance Company Limited   | 5,822,440          | 1.00         |
| 10.     | Macquarie Bank Limited   | 5,309,301          | 0.91         |

### Dematerialisation of shares as on 31st March, 2007 and Liquidity

The Company's shares are compulsorily traded in dematerialised form and are available for trading on both the Depositories in India – National Securities Depository Limited (NSDL) and Central Depository Services (India) Ltd. (CDSL). 535,647,360 Ordinary Shares of the Company representing 92.28% of the Company's share capital is dematerialised as on 31st March, 2007.

The Company's shares are regularly traded on Bombay Stock Exchange Limited, as is seen from the volume of shares indicated in the Table containing Market Information.



85.29%

Under the Depository System, the International Securities Identification Number (ISIN) allotted to the Company's shares is INE 081A01012.

| Outstanding GDRs/ADRs/<br>Warrants or any Convertible<br>instruments, conversion date<br>and likely impact on equity | : | 3867 GDRs (each GDR representing 1 Ordinary share of the Company)<br>The Company had issued detachable warrants (alongwith Secured<br>Premium Notes) for subscribing to 1 Ordinary Share of Rs. 10 each at a<br>premium of Rs. 70 per share. In respect of approximately 12,446<br>detachable warrants applicable to matters which are in dispute, the<br>option to get the shares is kept alive for the time being. |  |   |
|--|---|--|--|---|
| Plant Locations  | : | Company's Steel Works and  |  |   |
|  |   | Tubes Division   |  | Jamshedpur (Jharkhand)                        |
|  |   | Bearings Division  |  | Kharagpur (West Bengal)                       |
|  |   | Ferro Manganese Plant  |  | Joda (Orissa)                                 |
|  |   | Charge Chrome Plant  |  | Bamnipal (Orissa)                             |
|  |   | Cold Rolling Complex   |  | Tarapur (Maharashtra)                         |
|  |   |  |  | Sisodra (Gujarat)                             |
|  |   | Mines, Collieries & Quarries   |  | States of Jharkhand, Orissa<br>and Karnataka. |
|  |   | Wire Division  |  | Borivli (Mumbai)                              |
|  |   |  |  | Tarapur (Maharashtra)                         |
|  |   |  |  | Bangalore (Karnataka)                         |
|  |   |  |  | Indore (Madhya Pradesh)                       |

Address for Correspondence

·

Tata Steel Limited Bombay House, 24, Homi Mody Street, Fort, Mumbai 400 001. Phone : (022) 6665 8282 Fax : (022) 6665 7724 / 6665 7725 E-mail : cosectisco@tata.com Website : www.tatasteel.com

## 10. Other information to the shareholders Dividend History for the Last 10 years

| Financial Year | Dividend Date | Rate |
|----------------|---------------|------|
| 2005-06        | 06.07.06      | 130% |
| 2004-05        | 28.07.05      | 130% |
| 2003-04        | 23.07.04      | 100% |
| 2002-03        | 24.07.03      | 80%  |
| 2001-02        | 12.06.02      | 40%  |
| 2000-01        | 20.07.01      | 50%  |
| 1999-00        | 23.05.00      | 40%  |
| 1998-99        | 30.07.99      | 40%  |
| 1997-98        | 24.07.98      | 40%  |
| 1996-97        | 01.08.97      | 45%  |

## Bank Details

Shareholders holding in the physical form are requested to notify/send the following to TSR Darashaw Limited to facilitate better servicing :-

- i) any change in their address/mandate/bank details, and
- ii) particulars of the bank account in which they wish their dividend to be credited, in case have not been furnished earlier.

Shareholders are advised that respective bank details and address as furnished by them or by NSDL/CDSL to the Company, for shares held in the physical form and in the dematerialised form respectively, will be printed on their dividend warrants as a measure of protection against fraudulent encashment.

### Nomination Facility

Shareholders who hold shares in the physical form and wish to make / change a nomination in respect of their shares in the Company, as permitted under Section 109A of the Companies Act, 1956, may submit to TSR Darashaw Limited the prescribed Form 2B. The Form can be downloaded from the Company's website www.tatasteel.com under the section 'Investor Relations'.

### Shares held in Electronic Form

Shareholders holding shares in electronic form may please note that :

- Instructions regarding bank details which they wish to have incorporated in future dividend warrants must be submitted to their Depository Participants (DP). As per the regulations of NSDL and CDSL, the Company is obliged to print bank details on the dividend warrants, as furnished by these depositories to the Company.
- Instructions already given by them for shares held in physical form will not be automatically applicable to the dividend paid on shares held in electronic form.
- Instructions regarding change of address, nomination and power of attorney should be given directly to the DP.

### **Electronic Clearing Service (ECS) Facility**

The Company, with respect to payment of dividend to shareholders, provides the facility of ECS at the following cities :

Ahmedabad, Bangalore, Bhubaneshwar, Chandigarh, Chennai, Coimbatore, Cochin, Delhi, Guwahati, Hyderabad, Indore, Jaipur, Jamshedpur, Kanpur, Kolkata, Lucknow, Ludhiana, Mangalore, Mumbai, Nagpur, Nasik, Patna, Pune, Panjim, Surat, Thiruvanathapuram, Trichy, Vadodara, Vijayawada and Vishakapatnam.

Shareholders holding shares in the physical form, who wish to avail the ECS facility, may send their ECS mandate in the prescribed form to the Company, in the event they have not done so earlier. The ECS mandate form can be downloaded from the Company's website <u>www.tatasteel.com</u> under the section 'Investor Relations'.

#### **Depository Services**

Shareholders may write to the respective Depository or to TSR Darashaw Limited for guidance on depository services. Address for correspondence with Depository are as follows:-

| National Securities Depository Limited | Central Depository Services (India) Limited |
|--|---|
| Trade World, 4th Floor,                | Phiroze Jeejeebhoy Towers,                  |
| Kamala Mills Compound,                 | 16th Floor,                                 |
| Senapati Bapat Marg, Lower Parel,      | Dalal Street,                               |
| Mumbai 400 013.                        | Mumbai 400 023.                             |
| Telephone : (022) 2499 4200            | Telephone : (022) 2272 3333                 |
| Facsimile : (022) 2497 2993/2497 6351  | Facsimile : (022) 2272 3199/2272 2072       |
| E-mail : info@nsdl.co.in               | E-mail : investor@cdslindia.com             |
| Website : www.nsdl.co.in               | Website : www.cdslindia.com                 |

### Odd Lot Facility

Having regard to the difficulties experienced by shareholders in disposing of the shares held by them in physical form, TSR Darashaw Limited, Registrars of the Company has framed a Scheme for the purchase of such shares. Interested shareholders may contact TSR Darashaw Limited for further details.

- Shareholders holding shares in the dematerialised form should address their correspondence to their respective DPs, other than for dividend, which should be addressed to TSR Darashaw Limited.
- Shareholders are requested to provide their e-mail address, telephone/fax numbers and quote their account numbers / DP ID & Client ID numbers in all correspondence with TSR Darashaw Limited to facilitate prompt response.



# Certificate

## To the Members of TATA STEEL LIMITED

We have examined the compliance of conditions of Corporate Governance by Tata Steel Limited, for the year ended on 31st March, 2007, as stipulated in Clause 49 of the Listing Agreement of the said Company with stock exchanges.

The compliance of conditions of Corporate Governance is the responsibility of the management. Our examination has been limited to a review of the procedures and implementations thereof adopted by the Company for ensuring compliance with the conditions of Corporate Governance as stipulated in the said Clause. It is neither an audit nor an expression of opinion on the financial statements of the Company.

In our opinion and to the best of our information and according to the explanations given to us and the representations made by the Directors and the management, we certify that the Company has complied with the conditions of Corporate Governance as stipulated in Clause 49 of the above mentioned Listing Agreement.

We further state that such compliance is neither an assurance as to the future viability of the Company nor of the efficiency or effectiveness with which the management has conducted the affairs of the Company.

For **DELOITTE HASKINS & SELLS** Chartered Accountants

**P. R. RAMESH** Partner Membership No : 70928

Mumbai, 17th May, 2007