



## Sunita Ganjoo

Company Secretary

Honda India Power Products Limited

### What encouraged you to become a CS?

While working in the secretarial department as a clerk, I was very much inspired by my boss, and one fine morning, I decided to start the CS course. It is worth mentioning that I was 38 when I started my executive programme, and my second child was a toddler. Facing all odds, I completed the professional course in three years, and I am proud that I made the right career choice, though a bit late !!

### How do you deal with shareholders grievances at the AGM (including those that could not be responded to during the AGM)?

As a practice, we prepare a list of anticipated queries and replies thereof, based on the past experience/performance of the Company. For queries which could not be answered spontaneously, we request the shareholders to mail the queries, and thereafter, these are replied to by the Management.

### Is it important to connect with IDs between meetings? If so, how do you do it?

Yes, I do agree that we should always connect with IDs in between meetings to keep them updated and well informed. I connect with IDs either through email or through telephone, depending on the need.

### Considering the increasing demands made on a CS, how do you manage your time?

By prioritising my work, creating a schedule on a daily basis, and being focused.

### What good practices, not prescribed by law, have you put in place?

1. In every meeting, the Board is updated on all the legal matters instituted against/by the Company, and the progress thereof
2. Constituted a Risk Management Committee, when it was not mandatory
3. Installed an online system, wherein all the departments update the status of compliances of their departments, and a consolidated report is thereby put by the management for onward submission to the Board. This helps us to avoid any non-compliance with any applicable law.

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