



MMTC LIMITED

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INFORMATION ABOUT CONVENING OF 61st ANNUAL GENERAL MEETING OF MMTC LIMITED

Pursuant to Ministry of Corporate Affairs (MCA) Circular No.20/2020 dated May 05, 2020 read with General Circular No. 14/2020 dated April 08, 2020, Circular No.17/2020 dated April 13, 2020, General Circular No. 02/2021 dated January 13, 2021 and General Circular No. 02/2022 dated May 5, 2022 and General Circular No. 10/2022 dated December 28, 2022 and Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12th May, 2020, Circular No. SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated 15th January 2021 and Circular No. SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 13, 2022, and SEBI/HO/CFD/PoD-2/P/CIR/2023/4 dated January 5, 2023 issued by the Securities and Exchange Board of India ("SEBI Circular") and in compliance with the provisions of the Act and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), it has been decided to convene the 61st Annual General Meeting (AGM) of the Company on **Friday, 27 September, 2024, at 11.30 A.M** through VC / OAVM facility, without the physical presence of the Members at a common venue.

The Notice of the 61st AGM and Annual Report of the Company for the Financial Year ended on March 31, 2024, along with login details for joining the 61st AGM through VC / OAVM facility including e-voting will be sent only by e-mail to all those Members, whose e-mail addresses are already registered with the Company or Registrar and Share Transfer Agent or with their respective Depository Participants ("DP"). Members can join and participate in the 61st AGM through VC/ OAVM facility only. The instructions for joining the AGM will be provided in the Notice. Members participating through VC / OAVM facility shall be counted for the purpose of reckoning the quorum under Section 103 of the Act. The Notice of the 61st AGM and the Annual Report will also be made available on Company's website (www.mmtclimited.co.in), Stock Exchanges' websites (www.bseindia.com and www.nseindia.com) and on the website of Central Depository Services (India) Limited ("CDSL") (www.evotingindia.com).

The Company is providing remote e-voting (prior to AGM) and e-voting (during the AGM) facility to all its members enabling them to cast their votes on all the resolutions set out in the Notice of the 61st AGM. Detailed instructions for remote e-voting will be provided in the said Notice.

Members who have not registered their e-mail address with the Company or RTA, can register their e-mail address for receipt of Notice of 61st AGM, Annual Report and login details for joining the 61st AGM through VC / OAVM facility including e-voting by sending a request to M/s MCS Share Transfer Agents Limited, Registrar and Share Transfer Agent through e-mail at **admin@mcsregistrars.com** or to the Company at akmisra@mmtclimited.com, mmtc@mmtclimited.com providing their name, folio number/DPID & Client ID, client master or copy of consolidated account statement (in the case of demat holding), copy of share certificate – front and back (in the case of physical holdings), self- attested scanned copy of the PAN card and self-attested scanned copy of Aadhar Card in support for registering e-mail address.

Any person, who acquires shares and becomes Member of the Company after the date of electronic dispatch of notice of 61st AGM and holding shares as on the cut-off date i.e. **Friday, 20th September, 2024** , may obtain the Login ID and Password by following the instructions as mentioned in the Notice of 61st AGM or sending a request at helpdesk.evoting@cdslindia.com.

If you have any queries or issues regarding attending AGM & e-Voting from the e-Voting System, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at (www.evotingindia.com) under help section or write an email to helpdesk.evoting@cdslindia.com or contact Mr. Rakesh Dalvi, Sr. Manager toll free no. 1800 22 55 33.

The above information is being issued for the information and benefit of all the Members of the Company and is in compliance with the MCA Circulars and SEBI Circular.

For and on behalf of
MMTC LIMITED

(Ajay Kumar Misra)
Company Secretary

Date-27.08.2024
Place- New Delhi