

Date: 02<sup>nd</sup> September, 2024

1) The Manager,	2) The Listing Department
Listing Department,	Corporate Relationship Department
National Stock Exchange of India Limited,	BSE Limited
Exchange Plaza, Bandra Kurla Complex,	1 <sup>st</sup> Floor, New Trading Wing, P.J. Towers
Bandra (East), Mumbai-400051	Dalal Street Fort, Mumbai-400001
C I C I A POWER	G 1 G 1 522242
Scrip Code – ARCHIES	Scrip Code – 532212

#### Sub: Notice of Annual General Meeting and Annual Report for 2023-24

Dear Sir/Madam,

With reference to the above captioned subject and pursuant to Regulation 30 and 34 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we wish to inform you that the 34<sup>th</sup> Annual General Meeting (34th AGM) of Archies Limited ("Company") is scheduled to be held on Tuesday, the 24<sup>th</sup> day of September, 2024 at 03:00 P.M through Video Conferencing/ Other Audio Visual Means ("VC/OAVM") Facility. The Notice for the said Annual General Meeting and Annual Report 2023-24 is enclosed herewith.

Further pursuant to the Regulation 42 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, the Register of Members and the Share Transfer Books of the Company will remain closed from Wednesday, September 18, 2024 to Tuesday, September 24, 2024 (both days inclusive) for the purpose of 34<sup>th</sup> Annual General Meeting.

Further as per the provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management & Administration) Rules, 2014 and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, the Company has provided the remote electronic voting (e-voting) facility to the members through electronic voting platform of Link Intime India Private Limited (LIIPL). Members holding shares either in physical or in dematerialized form as on cut-off date i.e., Tuesday, September 17, 2024 may cast their votes electronically through remote e-voting facility on the businesses set out in the Notice of Annual General Meeting. The E-voting facility will commence from Saturday, September 21, 2024 on to Monday, September 23, 2024.

You are kindly requested to take the same on records & acknowledgement.

Thanking you

Yours faithfully,

For ARCHIES LIMITED

Jagdish Moolchandani (Executive Director and Chief Financial Officer)

Encl: As above

**ARCHIES LIMITED** 

CIN: L36999HR1990PLC041175



#### **ARCHIES LIMITED**

Regd. Office: 191F, Sector-4, IMT Manesar, Gurugram, Haryana-122050 CIN: L36999HR1990PLC041175, Web: <a href="https://www.archiesonline.com">www.archiesonline.com</a> & <a href="https://www.archiesonline.com">w

Email: archies@archiesonline.com, Tel: +91 124 4966666

#### NOTICE

NOTICE is hereby given that the 34<sup>th</sup> (Thirty Fourth) Annual General Meeting of the members of Archies Limited will be held on Tuesday, the 24<sup>th</sup> day of September, 2024 at 03:00 P.M through Video Conferencing/ Other Audio Visual Means ("VC/OAVM") Facility to transact following business(es):

#### **ORDINARY BUSINESS(ES)**

- 1. To receive, consider and adopt the Standalone Audited Financial Statements of the Company for the Financial Year ended 31<sup>st</sup> March, 2024, the reports of the Board of Directors and Auditors thereon.
- 2. To re-appoint Mr. Varun Moolchandani (DIN: 08491624) who retires by rotation and being eligible offers himself for re-appointment.

#### SPECIAL BUSINESS(ES)

TO CONSIDER AND IF THOUGHT FIT TO PASS WITH OR WITHOUT MODIFICATION THE FOLLOWING RESOLUTIONS, WHICH WILL BE PROPOSED AS SPECIAL RESOLUTIONS:

3. RE-APPOINTMENT OF MR. ANIL MOOLCHANDANI AS CHAIRMAN AND MANAGING DIRECTOR OF THE COMPANY FOR THE PERIOD OF 2 (TWO) YEARS WITH EFFECT FROM 24.09.2024

"RESOLVED THAT on the recommendation of Nomination and Remuneration Committee, Audit Committee and Board of Directors and pursuant to the provision of sections 196,197, 198, 203 read with the Companies (Appointment and Remuneration of Managerial Personnel) Rules 2014, Schedule V and other applicable provisions, if any, of the Companies Act, 2013 and SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 or any other provisions or rules, and any amendments and modifications thereof, Mr. Anil Moolchandani, be and is hereby re-appointed as Chairman and Managing Director of the Company, and not liable to retire by rotation, for a period of 2 (Two) years w.e.f 24.09.2024 on such remuneration of and terms & conditions as detailed below:

- 1. Term: 24<sup>th</sup> September, 2024 to 23<sup>rd</sup> September 2026.
- 2. <u>Nature of Duties</u>: Mr. Anil Moolchandani shall devote his whole time and attention to the business of the Company and carry out such duties as may be entrusted to him by the Board from time to time and exercise such powers as may be assigned to him, subject to the superintendence, control and directions of the Board in connection with and in the best interests of the business of the Company.
- 3. Basic Salary: Rs. 50,000/- per month (Consolidated)

4. <u>Minimum Remuneration</u>: The above remuneration shall also be paid as minimum remuneration to Mr. Anil Moolchandani in the event of absence or inadequacy of profit in any year during his remaining tenure subject to the ceilings specified under the provision of section 197 and Schedule V of the Companies Act, 2013 having regard to the effective capital of the Company.

The appointment and other service terms will be subject to the relevant provision of the Companies Act, 2013 and as amended from time to time. All other terms and conditions of the existing appointment shall be governed by the agreement and Company rules and policies."

"RESOLVED FURTHER THAT the Draft Agreement, incorporating the terms of appointment and remuneration placed at the meeting and initiated by the Chairman thereof for the purposes of identification, be and is hereby approved and any Director or Company Secretary, be and are hereby severally authorized to sign the agreement on behalf of the Company."

"RESOLVED FURTHER THAT any Director or Company Secretary, be and are hereby severally authorized to do all such acts, deeds, matters and things in this regard and to file the relevant forms, if any with the Ministry of Corporate Affairs (MCA), Registrar of Companies."

4. APPOINTMENT OF MR. FAIZAN RASHID BHAT AS AN INDEPENDENT DIRECTOR OF THE COMPANY FOR THE PERIOD OF 5 YEARS WITH EFFECT FROM 24.08.2024

"RESOLVED THAT pursuant to provisions of Sections 149, 150, 152 and any other applicable provisions of the Companies Act, 2013 and the Rules made thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force) read with Schedule IV to the Companies Act, 2013 and Regulation16(1)(b) and other applicable provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any statutory modification(s) or re-enactment thereof for the time being in force), Mr. Faizan Rashid Bhat (DIN: 08270936) who was appointed as an Additional Director (Non-Executive Independent Director) of the Company by the Board in their meeting held on August 24, 2024 and who holds the said office pursuant to the provisions of Section 161 of the Companies Act, 2013 upto the date of this Annual General Meeting, who has submitted a declaration that he meets the criteria of independence as provided under Section 149(6) of the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and who is eligible for appointment under the relevant provisions of the Companies Act, 2013, be and is hereby appointed as a Non-Executive Independent Director of the Company, not liable to retire by rotation, to hold office for a term of 5 (Five) consecutive years with effect from 24.08.2024."

"RESOLVED FURTHER THAT The Board of Directors and/or Company Secretary and Compliance Officer of the Company be and are hereby authorised to do all such acts deeds, matters and things as may be considered necessary, desirable or expedient to give effect to this resolution."

Place: New Delhi By order of the Board

Date: August 24, 2024

Regd. Office: 191F, Sector - 4, IMT Manesar, Gurugram, Haryana-122050 Jagdish Moolchandani
Tel No: +91 1244966666 Fax No: +91 124 4966650 (Executive Director and Chief Financial Officer)
Website: www.archiesonline.com & www.archiesinvestors.in (DIN: 00016718)

email id: archies@archiesonline.com

#### NOTES:

- 1. Since the 34<sup>th</sup> AGM will be held through VC / OAVM, the Route Map is not annexed in this Notice.
- 2. Pursuant to the provisions of the Act, a Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a Member of the Company. Since this AGM is being held pursuant to the MCA & SEBI Circulars through VC / OAVM, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence the Proxy Form and Attendance Slip are not annexed to thisNotice.
- 3. The Explanatory Statement pursuant to Section 102 of the Act setting out the material facts concerning the businesses under Item No. 3 to 4 of the accompanying Notice is annexed hereto as **Annexure I**. The Board of Directors of the Company considered that the special business under Item No. 3 to 4, being considered unavoidable, be transacted at the 34<sup>th</sup> AGM of the Company.
- 4. The relevant details, pursuant to Regulation 36(3) and other applicable Regulations and Schedules of the SEBI Listing Regulations and applicable provisions & Sections of the Companies Act, 2013 and Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India, in respect of Director seeking re- appointment at this 34<sup>th</sup> AGM is annexed as **Annexure-II**.
- 5. Members under the category of Institutional Investors are encouraged to attend and vote at the AGM through VC/OAVM. Corporate Members intending to send their authorized representatives to attend the AGM pursuant to Section 113 of the Act, are requested to send to the Company, a certified copy (in PDF/ JPG Format) of the relevant Board Resolution/ Authority letter etc. authorizing its representatives to attend the AGM through VC / OAVM on their behalf and to vote through remote e-voting, by e-mail to investorservices@archiesonline.com.
- 6. The Members may join the 34<sup>th</sup> AGM through VC/ OAVM Facility by following the procedure mentioned herein below in the Notice which shall be kept open for the Members from 02:45 P.M. IST i.e. 15 (Fifteen) Minutes before the time scheduled to start the 34<sup>th</sup> AGM and the Company may close the window for joining the VC/OAVM Facility 15 (Fifteen) Minutes after the scheduled time to start the 34<sup>th</sup> AGM. Members may note that the VC/ OAVM Facility, allows participation of at least 1,000 Members on a 'first come first served' basis. The large Shareholders (i.e. shareholders holding 2% or more), promoters, institutional investors, directors, key managerial personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. can attend the 34<sup>th</sup> AGM without any restriction on account of 'first come first served' basis.
- 7. The attendance of the Members participating in the 34<sup>th</sup> AGM through VC/ OAVM Facility shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.

- 8. Voting Rights shall be reckoned on the paid-up value of shares registered in the name of member/beneficial owners (in case of electronic shareholding) as on the cut-off date i.e. Tuesday, September 17, 2024.
- The Company has provided Members, e-voting facility to exercise their right to vote at the AGM by
  electronic means. The process and manner for availing the said facility is explained in the e-mail under
  which this Notice is sent to the Members.
- 10. In line with the MCA Circulars and SEBI Circulars, the Annual Report for the Financial Year 2023- 24 including Notice of the 34<sup>th</sup> AGM of the Company, inter alia, indicating the process and manner of evoting is being sent only by Email, to all the Members whose Email IDs are registered with the Company/ Registrar and Share Transfer Agent or with the respective Depository Participant(s) for communication purposes to the Members and to all other persons so entitled.

Further, in terms of the applicable provisions of the Act, SEBI Listing Regulations read with the MCA Circulars and SEBI Circulars, the Annual Report including Notice of 34<sup>th</sup> AGM of the Company will also be available on the website of the Company at <a href="https://archiesinvestors.in/">https://archiesinvestors.in/</a>. The same can also be accessed from the websites of the Stock Exchanges i.e. BSE Limited at <a href="https://www.bseindia.com">www.bseindia.com</a> and National Stock Exchange of India Limited at <a href="https://www.nseindia.com">www.nseindia.com</a> and on the website of Link Intime India Private Limited ("Link Intime") at <a href="https://instavote.linkintime.co.in">https://instavote.linkintime.co.in</a>.

Members who have not registered their E-mail address so far are requested to register their e-mail for receiving all communications including Annual Report, Notices and Circulars etc. from the Company electronically. Members can do this by updating their email addresses with their depository participants.

Facilities to the shareholders to register their email address along with mobile number and bank account detail in one go. To avail this facility, the shareholders are required to go through the following link to register their email IDs, mobile numbers and bank account details. Click here: <a href="https://linkintime.co.in/emailreg/email-register.html">https://linkintime.co.in/emailreg/email-register.html</a>.

This will help the Company in future to credit of dividend directly into shareholders account.

- 11. Pursuant to Section 91 of the Act, the Register of Members of the Company will remain closed from Wednesday, September 18, 2024 to Tuesday, September 24, 2024 (both days inclusive).
- 12. Members holding shares in electronic form are requested to intimate immediately any change in their address or bank mandates to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form are requested to advise any change of address immediately to the Company's Registrar and Share Transfer Agent, Link Intime at their address Noble

Heights, 1st floor, Plot No. NH 2, LSC, C-1 Block, Near Savitri Market, Janakpuri, New Delhi – 110058; Email – delhi@linkintime.co.in.

13. Members holding shares in dematerialised form are requested to intimate all particulars of bank mandates, nominations, power of attorney, change of address, e-mail address, contact numbers, etc. to their Depository Participant (DP). Members holding shares in physical form are requested to intimate such details to the RTA.

In order to enable the Company to remit dividend electronically through National Automated Clearing House (NACH), National Electronic Funds Transfer (NEFT), etc., Members holding shares in physical form are requested to provide/update details of their bank accounts indicating the name of the bank, branch, account number and the nine- digit MICR code and IFSC code (as appearing on the cheque) along with scanned copy of the cheque/ cancelled cheque at rnt.helpdesk@linkintime.co.in. Members holding shares in dematerialised form are requested to provide the said details to their DP.

The Income Tax Act, 1961, as amended by the Finance Act, 2020, mandates that dividends paid or distributed by Company after April 1, 2020 shall be taxable in the hands of the Shareholders. The details are explained in the e-mail under which this Notice is sent to the Members.

- 14. The Securities and Exchange Board of India ("SEBI") has mandated the submission of Permanent Account Number ("PAN") by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit PAN to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN details to the Company/Registrar and Share Transfer Agent.
- 15. Amounts of dividend remaining unclaimed/ unpaid for a period of seven years are required to be transferred to the 'Investor Education and Protection Fund'. Accordingly, unpaid dividend up to the year ended March 31, 2016, has already been transferred to the said Fund.
- 16. Register of Directors and Key Managerial Personnel and their shareholdings and Register of Contracts or Arrangements in which Directors are interested, maintained under Sections 170 and 189 of the Act, respectively will be available electronically for inspection by the Members.

All documents referred to in the Notice will also be available for electronic inspection by the Members without payment of any fee from the date of circulation of this Notice up to the date of AGM, i.e. September 24, 2024.

Members seeking to inspect such documents are requested to send an email to investorservices@archiesonline.com . Inspection shall be provided at a mutually convenient time.

- 17. Members holding shares in physical form in single name are advised to avail of nomination facility. As per the provisions of Section 72 of the Act, the facility for making nomination is available for Members in respect of the shares held by them. Members who have not yet registered their nomination, are requested to register the same by submitting Form No. SH-13. Nomination forms can be downloaded from the website of the Company <a href="https://archiesinvestors.in/">https://archiesinvestors.in/</a> or obtained from the RTA. Members are requested to submit the said details to their DP in case shares are held in electronic form and to the RTA in case shares are held in physical form.
- 18. In case of joint holders attending the 34<sup>th</sup> AGM, the Members whose name appears as the first holder in the order of names as per the Register of Members of the Company will be entitled to vote.
- 19. Members are requested to:
  - a. Quote DP ID and Client ID/Ledger Folio numbers in all their correspondence;
  - b. Approach the RTA for consolidation of multiple ledger folios into one; and
  - c. To avoid inconvenience, get shares transferred in joint names, if they are held in a single name and/or appoint a nominee
- 20. NRI Members are requested to inform the RTA immediately of:-
  - Particulars of their bank account maintained in India with complete name, branch, account type, account number and address of the bank with pin code number, if not furnished earlier; and
  - b. Change in their residential status and address in India on their return to India for permanent settlement.
- 21. In terms of the SEBI Listing Regulations, securities of listed companies can only be transferred and traded in dematerialized form with effect from April 01, 2019. In view of the above, Members are advised to dematerialize shares held by them in physical form to avoid inconvenience.
- 22. Members who wish to obtain any information concerning accounts and operations of the Company or view the financial statements for the financial year ended March 31, 2024 send their queries at <a href="mailto:investorservices@archiesonline.com">investorservices@archiesonline.com</a> at least 7 (Seven) days before the date of 34<sup>th</sup> AGM. The same will be replied by/ on behalf of the Company suitably.

#### 23. VOTING THROUGH ELECTRONIC MEANS

In compliance with the provision of Section 108 of the Companies act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meetings (SS-2) issued by the Institute of Company Secretaries of India ("ICSI"), the Company is pleased to provide the members with facility to exercise their right to vote at the 34<sup>th</sup> Annual

General Meeting by electronic means and the business may be transacted through the facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM ("remote e-voting") as provided by Link Intime India Private Limited (LIIPL).

The Board of Directors of the Company has appointed Mr. Naveen Shree Pandey, Practising Company Secretary (FCS No. 9028 & CP. No. 10937) Proprietor of M/s NSP & Associates, Company Secretaries as the Scrutinizer for this purpose.

#### II. E-Voting Instructions

The voting period begins on Saturday, September 21, 2024 (9.00 AM IST) and ends on Monday, September 23, 2024 (5.00 PM IST). During this period, Members holding shares either in physical or dematerialized form, as on cut-off date, i.e. as on Tuesday, September 17, 2024 may cast their votes electronically. Any person, who acquires shares of the Company and becomes a Member of the Company after dispatch of the Notice of 34<sup>th</sup> AGM and holds shares as of the cut- off date i.e. Tuesday, September 17, 2024, may obtain the login ID and password by sending a request at <a href="mailto:investorservices@archiesonline.com">investorservices@archiesonline.com</a> or <a href="mailto:delhi@linkintime.co.in">delhi@linkintime.co.in</a> (RTA email id). However, if a Member is already registered with LinkIntime for e-voting, then he/she can use existing user id and password/PIN for casting the vote.

#### INSTRUCTIONS FOR SHAREHOLDERS TO VOTE ELECTRONICALLY:

Remote e-Voting Instructions for shareholders post change in the Login mechanism for Individual shareholders holding securities in demat mode, pursuant to SEBI circular dated December 9, 2020:

As per the SEBI circular dated December 9, 2020, individual shareholders holding securities in demat mode can register directly with the depository or will have the option of accessing various ESP portals directly from their demat accounts.

#### Login method for Individual shareholders holding securities in demat mode is given below:

- 1. Individual Shareholders holding securities in demat mode with NSDL
  - 1. Existing IDeAS user can visit the e-Services website of NSDL viz... <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a personal computer or on a mobile. On the e-Services home page click on the "Beneficial Owner" icon under "Login"" which is available under 'IDeAS' section, this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name i.e. LINKINTIME and you will be re-directed to "InstaVote" website for casting your vote during the remote e-Voting period.

- 2. If you are not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> Select "Register Online for IDeAS Portal" or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a>
- 3. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a personal computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen-digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name i.e. LINKINTIME and you will be redirected to "InstaVote" website for casting your vote during the remote e-Voting period.
- 2. Individual Shareholders holding securities in demat mode with CDSL
  - Existing users who have opted for Easi / Easiest, can login through their user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or <a href="https://web.cdslindia.com/myeasi/home/login">www.cdslindia.com</a> and click on New System Myeasi.
  - After successful login of Easi/Easiest the user will be able to see the E Voting Menu. The Menu will have links of e-Voting service provider i.e. LINKINTIME. Click on LINKINTIME and you will be redirected to "InstaVote" website for casting your vote during the remote e-Voting period.
  - 3. If the user is not registered for Easi/Easiest, option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a>.
  - 4. Alternatively, the user can directly access e-Voting page by providing demat account number and PAN No. from a link in <a href="www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the demat Account. After successful authentication, user will be provided links for the respective ESP i.e. LINKINTIME. Click on LINKINTIME and you will be redirected to "InstaVote" website for casting your vote during the remote e-Voting period.
- 3. Individual Shareholders (holding securities in demat mode) login through their depository participants

You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. Upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name i.e. LINKINTIME and you will be redirected to "InstaVote" website for casting your vote during the remote e-Voting period.

Login method for Individual shareholders holding securities in physical form/ Non-Individual Shareholders holding securities in demat mode is given below:

Individual Shareholders of the company, holding shares in physical form / Non-Individual Shareholders holding securities in demat mode as on the cut-off date for e-voting may register for e-Voting facility of Link Intime as under:

- 1. Open the internet browser and launch the URL: https://instavote.linkintime.co.in
- 2. Click on "Sign Up" under 'SHARE HOLDER' tab and register with your following details: -

#### A. User ID:

Shareholders holding shares in physical form shall provide Event No + Folio Number registered with the Company. Shareholders holding shares in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID; Shareholders holding shares in CDSL demat account shall provide 16 Digit Beneficiary ID.

- **B. PAN:** Enter your 10-digit Permanent Account Number (PAN) (Shareholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.
- **C. DOB/DOI:** Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP / Company in DD/MM/YYYY format)
- **D. Bank Account Number:** Enter your Bank Account Number (last four digits), as recorded with your DP/Company.
- \*Shareholders holding shares in **physical form** but have not recorded 'C' and 'D', shall provide their Folio number in 'D' above
- \*Shareholders holding shares in NSDL form, shall provide 'D' above
- ▶ Set the password of your choice (The password should contain minimum 8 characters, at least one special Character (@!#\$&\*), at least one numeral, at least one alphabet and at least one capital letter).
- ► Click "confirm" (Your password is now generated).
- 3. Click on 'Login' under 'SHARE HOLDER' tab.
- 4. Enter your User ID, Password and Image Verification (CAPTCHA) Code and click on 'Submit'.

#### Cast your vote electronically:

- 1. After successful login, you will be able to see the notification for e-voting. Select 'View' icon.
- 2. E-voting page will appear.
- Refer the Resolution description and cast your vote by selecting your desired option 'Favour /
  Against' (If you wish to view the entire Resolution details, click on the 'View Resolution' file
  link).
- 4. After selecting the desired option i.e. Favour / Against, click on 'Submit'. A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote.

#### Guidelines for Institutional shareholders:

Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on the e-voting system of LIIPL at <a href="https://instavote.linkintime.co.in">https://instavote.linkintime.co.in</a> and register themselves as 'Custodian / Mutual Fund / Corporate Body'. They are also required to upload a scanned certified true copy of the board resolution /authority letter/power of attorney etc. together with attested specimen signature of the duly authorised representative(s) in PDF format in the 'Custodian / Mutual Fund / Corporate Body' login for the Scrutinizer to verify the same.

#### Helpdesk for Individual Shareholders holding securities in physical mode/ Institutional shareholders:

Shareholders facing any technical issue in login may contact Link Intime INSTAVOTE helpdesk by sending a request at <a href="mailto:enable-notices@linkintime.co.in">enable-notices@linkintime.co.in</a> or contact on: - Tel: 022 – 4918 6000.

#### Helpdesk for Individual Shareholders holding securities in demat mode:

Individual Shareholders holding securities in demat mode may contact the respective helpdesk for any technical issues related to login through Depository i.e. NSDL and CDSL.

Login type	Helpdesk details
Individual Shareholders	Members facing any technical issue in login can contact NSDL
holding securities in	helpdesk by sending a request at evoting@nsdl.co.in or call at toll free
demat mode with NSDL	no.: 1800 1020 990 and 1800 22 44 30
Individual Shareholders	Members facing any technical issue in login can contact CDSL helpdesk
holding securities in	by sending a request at helpdesk.evoting@cdslindia.com or contact at
demat mode with CDSL	022- 23058738 or 22- 23058542-43.

#### Individual Shareholders holding securities in Physical mode has forgotten the password:

If an Individual Shareholders holding securities in Physical mode has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the "Forgot Password" option available on the e-Voting website of Link Intime: <a href="https://instavote.linkintime.co.in">https://instavote.linkintime.co.in</a>

- Click on 'Login' under 'SHARE HOLDER' tab and further Click 'forgot password?'
- Enter User ID, select Mode and Enter Image Verification code (CAPTCHA). Click on "SUBMIT".

In case shareholders is having valid email address, Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc. as mentioned above. The password should contain minimum 8 characters, at least one special character (@!#\$&\*), at least one numeral, at least one alphabet and at least one capital letter.

<u>User ID for Shareholders holding shares in Physical Form (i.e. Share Certificate)</u>: Your User ID is Event No + Folio Number registered with the Company

Individual Shareholders holding securities in demat mode with NSDL/ CDSL has forgotten the password:

Shareholders who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned depository/ depository participants website.

- It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- For shareholders/ members holding shares in physical form, the details can be used only for voting on the resolutions contained in this Notice.

During the voting period, shareholders/ members can login any number of time till they have voted on the resolution(s) for a particular "Event".

#### **GENERAL INSTRUCTIONS**

- 1. The voting rights of members shall be in proportion to their shares of the paid-up equity share capital of the Company as on the cut-off date of Tuesday, September 17, 2024.
- 2. The facility for e-voting shall also be available at the AGM. Members who have already cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote at the AGM. Only those Members who attend the AGM and have not cast their votes through remote e-voting and are otherwise not barred from doing so will be allowed to vote through the e-voting facility available at the AGM.
- 3. Mr. Naveen Shree Pandey, Practising Company Secretary (FCS No. 9028 & CP. No. 10937) Proprietor of M/s NSP & Associates, Company Secretaries has been appointed as the Scrutinizer to scrutinize the remote e-voting and ensure that the voting process at the AGM is conducted in a fair and transparent manner.
- 4. The Scrutinizer shall, immediately after the conclusion of voting at the 34<sup>th</sup> AGM, first count the votes cast during the 34<sup>th</sup> AGM, thereafter unblock the votes cast through remote e-voting and make, not later than 48 hours of conclusion of the 34<sup>th</sup> AGM, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman or a person authorised by him in writing, who shall countersign the same and declare the result of the voting forthwith. The Results declared along with the report of the Scrutinizer shall be placed on the website of the Company (https://archiesinvestors.in/) and on the website of Link Intime (https://instavote.linkintime. co.in) immediately. The result will also be displayed on the Notice Board of the Company at its Registered Office. The Company shall simultaneously forward the results to National Stock Exchange of India Limited and BSE Limited, where the shares of the Company are listed. The resolutions, if passed by requisite majority, shall be deemed to have been passed on the date of the 34<sup>th</sup> AGM i.e. September 24, 2024.

#### 24. Process and manner for attending the Annual General Meeting through InstaMeet:

- 1. Open the internet browser and launch the URL: https://instameet.linkintime.co.in
- ▶ Select the "Company" and 'Event Date' and register with your following details: -
  - A. Demat Account No. or Folio No: Enter your 16 digit Demat Account No. or Folio No
  - Shareholders/ members holding shares in CDSL demat account shall provide 16 Digit Beneficiary ID
  - Shareholders/ members holding shares in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID
  - Shareholders/ members holding shares in physical form shall provide Folio Number registered with the Company
  - **B. PAN:** Enter your 10-digit Permanent Account Number (PAN) (Members who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.
  - C. Mobile No.: Enter your mobile number.
  - D. Email ID: Enter your email id, as recorded with your DP/Company.
- ▶ Click "Go to Meeting" (You are now registered for InstaMeet and your attendance is marked for the meeting).

Please refer the instructions (annexure) for the software requirements and kindly ensure to install the same on the device which would be used to attend the meeting. Please read the instructions carefully and participate in the meeting. You may also call upon the InstaMeet Support Desk for any support on the dedicated number provided to you in the instruction/ InstaMEET website.

#### Instructions for Shareholders/ Members to Speak during the Annual General Meeting through InstaMeet:

- 1. Shareholders who would like to speak during the meeting must register their request 3 days in advance prior to the date of AGM i.e. on or before 4.00 p.m. (IST) on Tuesday, September 21, 2024 with the company on the agm2024speakers@archiesonline.com created for the general meeting.
- 2. Shareholders will get confirmation on first cum first basis depending upon the provision made by the client.
- 3. Shareholders will receive "speaking serial number" once they mark attendance for the meeting.
- 4. Other shareholder may ask questions to the panellist, via active chat-board during the meeting.
- 5. Please remember speaking serial number and start your conversation with panellist by switching on video mode and audio of your device.

Shareholders are requested to speak only when moderator of the meeting/ management will announce the name and serial number for speaking.

#### Instructions for Shareholders/ Members to Vote during the Annual General Meeting through InstaMeet:

Once the electronic voting is activated by the scrutinizer/ moderator during the meeting, shareholders/ members who have not exercised their vote through the remote e-voting can cast the vote as under:

1. On the Shareholders VC page, click on the link for e-Voting "Cast your vote"

- 2. Enter your 16 digit Demat Account No. / Folio No. and OTP (received on the registered mobile number/ registered email Id) received during registration for InstaMEET and click on 'Submit'.
- 3. After successful login, you will see "Resolution Description" and against the same the option "Favour/ Against" for voting.
- 4. Cast your vote by selecting appropriate option i.e. "Favour/Against" as desired. Enter the number of shares (which represents no. of votes) as on the cut-off date under 'Favour/Against'.
- 5. After selecting the appropriate option i.e. Favour/Against as desired and you have decided to vote, click on "Save". A confirmation box will be displayed. If you wish to confirm your vote, click on "Confirm", else to change your vote, click on "Back" and accordingly modify your vote.
- 6. Once you confirm your vote on the resolution, you will not be allowed to modify or change your vote subsequently.

<u>Note:</u> Shareholders/ Members, who will be present in the Annual General Meeting through InstaMeet facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting facility during the meeting. Shareholders/ Members who have voted through Remote e-Voting prior to the Annual General Meeting will be eligible to attend/ participate in the Annual General Meeting through InstaMeet. However, they will not be eligible to vote again during the meeting.

Shareholders/ Members are encouraged to join the Meeting through Tablets/ Laptops connected through broadband for better experience.

Shareholders/ Members are required to use Internet with a good speed (preferably 2 MBPS download stream) to avoid any disturbance during the meeting.

Please note that Shareholders/ Members connecting from Mobile Devices or Tablets or through Laptops connecting via Mobile Hotspot may experience Audio/Visual loss due to fluctuation in their network. It is therefore recommended to use stable Wi-FI or LAN connection to mitigate any kind of aforesaid glitches.

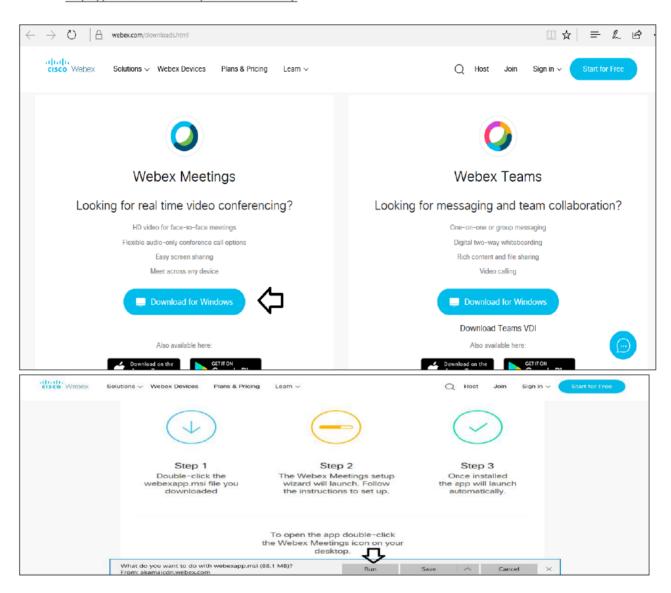
In case shareholders/ members have any queries regarding login/ e-voting, they may send an email to instameet@linkintime.co.in or contact on: - Tel: 022-49186175.

Annexure

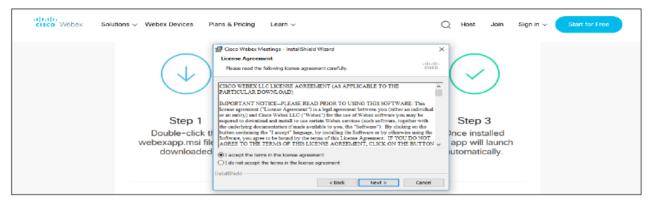
#### Guidelines to attend the AGM proceedings of Link Intime India Pvt. Ltd.: InstaMEET

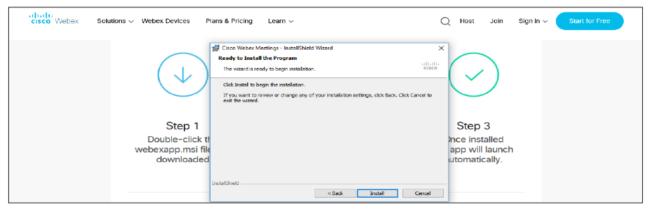
For a smooth experience of viewing the AGM proceedings of Link Intime India Pvt. Ltd. InstaMEET, shareholders/ members who are registered as speakers for the event are requested to download and install the Webex application in advance by following the instructions as under:

a) Please download and install the Webex application by clicking on the link https://www.webex.com/downloads.html/









or

b) If you do not want to download and install the Webex application, you may join the meeting by following the process mentioned as under:

Step 1	Enter your First Name, Last Name and Email ID and click on Join Now.	
1 (A)	If you have already installed the Webex application on your device, join the meeting by clicking on Join Now	
1 (B)	If Webex application is not installed, a new page will appear giving you an option to either Add Webex to chrome or Run a temporary application.  Click on Run a temporary application, an exe file will be downloaded. Click on this exe file to run the application and join the meeting by clicking on Join Now	



Place : Delhi By order of the Board

Date: August 24, 2024

Regd. Office: 191F, Sector - 4, IMT Manesar, Gurugram, Haryana-122050 Jagdish Moolchandani
Tel No: +91 1244966666 Fax No: +91 124 4966650 (Executive Director and Chief Financial Officer)
Website: www.archiesonline.com & www.archiesinvestors.in (DIN: 00016718)

email id: archies@archiesonline.com

#### EXPLANATORY STATEMENT PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013 ("THE ACT")

## THE FOLLOWING STATEMENT SETS OUT ALL MATERIAL FACTS RELATING TO THE SPECIAL BUSINESS MENTIONED IN THE NOTICE:

#### ITEM NO. 3

The Board of Directors of the Company ("the Board") at its meeting held on September 24, 2024 has, subject to approval of members, re-appointed Mr. Anil Moolchandani as a as Chairman and Managing Director of the Company, who will attain the age of 72 years and not liable to retire by rotation, for a period of 2 (two) years with effect from 24.09.2024, on terms and conditions including remuneration as recommended by the Nomination and Remuneration Committee (the 'NR Committee') of the Board and approved by the Board. It is proposed to seek members' approval for the appointment of and remuneration payable to Mr. Anil Moolchandani as Chairman and Managing Director of the Company in terms of the applicable provisions of the Act. Broad particulars of the terms of appointment of and remuneration payable to Mr. Anil Moolchandani are as under:

- **1. Term**: 24.09.2024 to 23.09.2026.
- 2. <u>Nature of Duties</u>: Mr. Anil Moolchandani shall devote his whole time and attention to the business of the Company and carry out such duties as may be entrusted to him by the Board from time to time and exercise such powers as may be assigned to him, subject to the superintendence, control and directions of the Board in connection with and in the best interests of the business of the Company.
- 3. Salary & Perquisites: Rs. 50,000/- per month (Consolidated)
- 4. <u>Minimum Remuneration</u>: The above remuneration shall also be paid as minimum remuneration to Mr. Anil Moolchandani in the event of absence or inadequacy of profit in any year during his remaining tenure subject to the ceilings specified under the provision of section 197 and Schedule V of the Companies Act, 2013 having regard to the effective capital of the Company.

The appointment and other service terms will be subject to the relevant provision of the Companies Act, 2013 and as amended from time to time. All other terms and conditions of the existing appointment shall be governed by the agreement and Company rules and policies.

Mr. Anil Moolchandani has rich and varied experience in the industry and has been involved in the operations of the Company. It would be in the interest of the Company to continue to avail of his considerable expertise and to re-appoint Mr. Anil Moolchandani as a Chairman and Managing Director. Accordingly, approval of the members is sought for passing a Special Resolution for appointment of Mr.

Anil Moolchandani as a Chairman and Managing Director, as set out in Part-I of Schedule V to the Act as also under sub-section (3) of Section 196 of the Act.

Save and except as provided in the foregoing paragraph, Mr. Anil Moolchandani satisfies all the other conditions set out in Part-I of Schedule V to the Act as also conditions set out under sub-section (3) of Section 196 of the Act for being eligible for his appointment. He is not disqualified from being appointed as Director in terms of Section 164 of the Act.

The above may be treated as a written memorandum setting out the terms of appointment of Mr. Anil Moolchandani under Section 190 of the Act.

Details of Mr. Anil Moolchandani are provided in Annexure-1 to the Notice of AGM pursuant to the provisions of (i) the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and (ii) Secretarial Standard on General Meetings ("SS-2"), issued by the Institute of Company Secretaries of India.

Copy of draft agreement of Mr. Anil Moolchandani setting out the terms and conditions of appointment is available for inspection by the members at the registered office of the Company.

Mr. Anil Moolchandani is interested in the resolution set out at Item No.3 of the Notice.

The relatives of Mr. Anil Moolchandani may be deemed to be interested in the resolution set out at Item No. 3 of the Notice, to the extent of their shareholding interest, if any, in the Company.

Save and except the above, none of the other Directors / Key Managerial Personnel of the Company / their relatives are, in any way, concerned or interested, financially or otherwise, in the aforementioned resolution.

The Board recommends the Special Resolution set out at Item No. of the Notice for approval by the members.

#### ITEM NO. 4

The Nomination and Remuneration Committee of the Board of Directors has recommended appointment of Mr. Faizan Rashid Bhat as Independent Directors for a period of 5 (Five) consecutive years on the Board of the Company.

The Board, as per the recommendation of the Nomination and Remuneration Committee, considers that, it is proposed to appoint Mr. Faizan Rashid Bhat as Independent Director of the Company, not liable to retire by rotation and to hold office for a period of 5 (Five) consecutive years on the Board of the Company. Section 149 of the Act and provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") inter alia prescribe that an independent director of a company shall meet the criteria of independence as provided in Section 149(6) of the Act.

Section 149(10) of the Act provides that an independent director shall hold office for a term of up to five consecutive years on the Board on passing a special resolution by the company and disclosure of such appointment in its Board's report.

Mr. Faizan Rashid Bhat is not disqualified from being appointed as Directors in terms of Section 164 of the Act and has given her consent to act as Directors.

The Company has also received declaration from Mr. Faizan Rashid Bhat that he meet with the criteria of independence as prescribed under sub-section (6) of Section 149 and other applicable provisions & Sections of the Companies Act, 2013 and under the applicable Regulations & Schedules of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

In the opinion of the Board, Mr. Faizan Rashid Bhat fulfill the conditions for appointment as Independent Director as specified in the Act and the Listing Regulations. Mr. Faizan Rashid Bhat is independent of the management.

Details of Directors whose appointment as Independent Directors is proposed at Item No. 4, is provided in the Annexure II to the Notice of Annual General Meeting pursuant to the provisions of (i) the Listing Regulations and (ii) Secretarial Standard on General Meetings ("SS-2"), issued by the Institute of Company Secretaries of India.

Copy of draft letter of appointment of Mr. Faizan Rashid Bhat setting out the terms and conditions of appointment is available for inspection by the members at the registered office of the Company.

Mr. Faizan Rashid Bhat is interested in the resolution set out respectively at Item No. 4 of the Notice with regard to her appointment.

Save and except the above, none of the other Directors / Key Managerial Personnel of the Company / their relatives are, in any way, concerned or interested, financially or otherwise, in this resolutions.

This statement may also be regarded as an appropriate disclosure under the Listing Regulations.

The Board recommends the Special Resolution set out at Item No. 4 of the Notice for approval by the members.

Place : Delhi By order of the Board

Date: August 24, 2024

Regd. Office: 191F, Sector - 4, IMT Manesar, Gurugram, Haryana-122050 Jagdish Moolchandani
Tel No: +91124496666 Fax No: +911244966650 (Executive Director and Chief Financial Officer)
Website: <a href="https://www.archiesonline.com">www.archiesonline.com</a> & <a href="https://w

email id: archies@archiesonline.com

#### **ANNEXURE-II**

# DETAILS OF DIRECTORS RECOMMENDED FOR APPOINTMENT, RE-APPOINTMENT UNDER REGULATION 36(3) OF SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015:-

Name of Director	Mr. Anil Moolchandani	Mr. Faizan Rashid Bhat
Reason for Change viz. appointment, resignation, removal, death or otherwise	Mr. Anil Moolchandani has been reappointed as Chairman and Managing Director of the Company with effect from 24.09.2024 for a period of 2 (Two) years subject to the approval of shareholders.	Mr. Faizan Rashid Bhat (DIN: 08270936) has been appointed as an Additional (Non-Executive and Independent) Director of the Company with effect from 24.08.2024 for a period of 5 (Five) years, subject to the approval of shareholders.
Age	72Y	32Y
Qualification	B.A.	B.A. Economics from Ramjas University
Brief Profile and Experience (including expertise in specific functional area) / Brief Resume	Over 48 years' of Management experience in the Social Expression Industry & one of the promoter of the Company.	Work experience of more than 9 Years as a Marketing & Product Management Leader. He had worked with Driving Innovation in Beauty & Personal Care and Expert in Brand Management, Digital Strategy & Product Launches.
Terms and Conditions of Appointment / Re-appointment	As per Agreement	As per Appointment Letter
Date of Appointment / Reappointment & term of Appointment	Date of Re-appointment: 24.09.2024 Term of Re-appointment: Two years with effect from 24.09.2024	Date of Appointment: 24.08.2024 Term of Appointment: Five years with effect from 24.08.2024
Remuneration last drawn as director (including sitting fees, if any) (in Rs.)	50,000	Nil
Remuneration proposed to be paid	As per Agreement	As per Appointment Letter
Date of first appointment on the Board	22/05/1990	24.08.2024
Shareholding in the Company as on March 31, 2024	7061607	Nil
Relationship with other Directors / Key Managerial Personnel	Brother of Mr. Jagdish Moolchandani and Father of Mr. Varun Moolchandani	Nil
Number of meetings of the Board attended during the financial year 2023-24 (as director)	4	Nil
Directorships of other Boards as on March 31, 2024	Empire Greeting and Gifts Private Limited	Nil
Membership / Chairmanship of Committees of other Boards as on March 31, 2024	NIL	Nil

Affirmation that Director is not debarred from the holding office of director by virtue of any SEBI order or authority	from the holding the office of director	Mr. Faizan Rashid Bhat is not debarred from the holding the office of director by virtue of any SEBI order or any other such authority.
Skills, capabilities and Area of Expertise	He has Skills, capabilities and Area of Expertise in finance, diversity, Global Business, Leadership, Technology, Mergers & Amalgamations, Board Service & Governance and Sales & Marketing.	He has Skills, capabilities and Area of Expertise in Marketing & Product Management Leader.
Justification for appointment as Managing Director	He has over approx. 48 years' of Management experience in the Social Expression Industry & one of the promoter of the Company and having Global Business, Leadership, Technology, Mergers & Amalgamations, Board Service & Governance and Sales & Marketing.	_

### I. Information about the Chairman and Managing Director

SI. No.	Particulars	Anil Moolchandani	
1	Background details	Mr. Anil Moolchandani is the Chairman and	
		Managing Director of the Company. He holds a	
		bachelor's degree.	
2	Past Remuneration	Rs. 50000 per month	
3	Recognition or awards		
4	Job profile and his suitability	Mr. Anil Moolchandani shall devote his whole time and attention to the business of the Company and carry out such duties as may be entrusted to him by the Board from time to time and exercise such powers as may be assigned to him, subject to the superintendence, control and directions of the Board in connection with and in the best interests of the business of the Company.	
5	Remuneration proposed	Rs. 50,000/- per month (consolidated)	
6	Comparative remuneration profile with respect to industry, size of the company, profile of the position and person (in case of expatriates the relevant details would be with respect to the country of his origin)	Taking into consideration the qualification, knowledge, experience and the responsibilities shouldered by said Directors, remuneration paid to them are commensurate with remuneration of similar	
7	Pecuniary relationship directly or indirectly with the company, or relationship with the managerial personnel, if any	He is Promoter of the Company and holds 7061607 shares of the Company. He is Brother of Mr. Jagdish Moolchandani and Father of Mr. Varun Moolchandani who are Executive Directors of the Company.	

Place : Delhi By order of the Board

Date: August 24, 2024

Regd. Office: 191F, Sector - 4, IMT Manesar, Gurugram, Haryana-122050 Jagdish Moolchandani
Tel No: +91 1244966666 Fax No: +91 124 4966650 (Executive Director and Chief Financial Officer)
Website: www.archiesonline.com & www.archiesinvestors.in (DIN: 00016718)

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