



बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक उद्यम)
Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

21, नेताजी सुभाष रोड, कोलकाता - 700 001, (भारत)
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CIN : L15492WB1924GOI004835

Ref: BL/SE/BM/2020

Date: 19th August, 2020

The Secretary,
National Stock Exchange of India Ltd.
Exchange Plaza
Bandra-Kurla Complex
Bandra (E),
Mumbai – 400 051

The Secretary,
BSE Ltd.
Phiroze Jeejeebhoy Towers
Dalal Street
Mumbai- 400001

Company Code: **BALMLAWRIE**

Company Code: **523319**

Dear Sir(s),

Subject: a) Outcome of the Board meeting:

1. Fixation of date of 103rd Annual General Meeting,
2. Schedule of e-voting,
3. Cut-off dates for despatch of notice, dividend distribution & e-voting
4. Appointment of scrutinizer
5. Closure of Register of Members for the purpose of dividend distribution

b) Dividend pay-out date

c) Closure of transfer books

Further to our intimation dated 31st July, 2020 and pursuant to the above-mentioned provisions of SEBI LODR, this is to inform that the Board at its Meeting dated 19th August, 2020 has, inter-alia, approved the following:

- 1) The **103rd Annual General Meeting (AGM)** of the Company shall be held on **Friday, 25th September, 2020 at 12:00 noon, IST** through Video Conferencing/Other Audio-Visual Means. **21st August 2020 (EOD)** has been fixed as the cut-off date for determining members to whom notice of 103rd AGM shall be despatched. In compliance with the relevant circulars of Ministry of Corporate Affairs, Notice of 103rd AGM and the Annual Report for the financial year 2019- 20, comprising of Standalone and Consolidated Financial Statements for the financial year 2019-20, along with Board's Report, Auditors' Report and other documents required to be attached thereto, will be sent in electronic mode to all the members of the Company whose email addresses are registered with the Company/Depository Participant(s). The details such as manner of (i) registering / updating email addresses, (ii) casting vote through e-voting and (iii) attending the AGM through VC / OAVM has been set out in the Notice of 103rd AGM.

- 2) The **remote e-voting period** for the 103rd AGM shall **commence on Monday, 21st September, 2020 (9:00 a.m.) and end on Thursday, 24th September 2020 (5:00 p.m.)**. During this period, Members of the Company holding shares either in physical form or in dematerialized form, as on the cut-off date of **18th September, 2020** (end of day), may cast their vote electronically.
- 3) The Register of Members and the Share Transfer Books of the Company shall remain closed from **Saturday, 19th September, 2020 to Friday, 25th September 2020** (both days inclusive) for the purpose of distribution of dividend for the Financial Year 2019-20 and also for 103rd AGM of Balmer Lawrie & Co. Ltd.
- 4) Shri Mohan Ram Goenka, a Company Secretary in whole-time practice, FCS 4515, has been appointed to act as a scrutiniser for the entire Evoting process (both remote e-voting as well as during the AGM).

Upon declaration by the members, dividend for the Financial Year 2019-20 shall be paid within 30 days of the 103rd AGM to those shareholders, who are holding shares of the Company as on **Wednesday, 18th September, 2020** (end of day).

The meeting commenced at 11:00 A M (IST) and concluded at 06:00 p.m. (IST).

Thanking You,

Yours faithfully,

For Balmer Lawrie & Co. Ltd.



Kaustav Sen
Compliance Officer