

**ELANTAS Beck India Ltd.**  
147 Mumbai-Pune Road, Pimpri, Pune 411018, India

Bombay Stock Exchange Ltd.  
Phiroze Jeejeebhoy Towers,  
Dalal Street,  
Mumbai – 400 001

**Subject: The Notice under Section 110 of the Companies Act 2013  
(Notice)**

Dear Sir/Madam,

In continuation of our earlier communication dated 12 August 2021, please find enclosed the Notice, seeking approval of the Members of the Company by way of electronic voting for appointment of Mr. Nandkumar Dhekne (DIN: 02189370) as a Director in the capacity of Independent Director of the Company for a period of Five years from 27 July 2021 to 26 July 2026.

The said Notice is also available on the website of the Company.

This is for your kind information and records.

Thanking You,

For ELANTAS Beck India Limited



**Abhijit Tikekar**  
Head Legal & Company Secretary  
(Membership No. ACS 20213)



Encl: As above

**Date**  
23 -08 - 2021

**Page**  
1/1

**Your contact**  
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Pune 411018, India  
Tel +91 20 67190600  
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www.elantas.com

**Registered**  
Registered Office:  
147 Mumbai-Pune Road,  
Pimpri, Pune 411018, India  
CIN: L24222PN1956PLC134746

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## BALLOT NOTICE

[Pursuant to Section 110 of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014]

Dear Member(s),

**Notice** is hereby given, pursuant to the provisions of Section 108, Section 110 and other applicable provisions, if any, of the Companies Act, 2013 ('the Act'), read with Rule 20 and Rule 22 the Companies (Management and Administration) Rules, 2014 ('the Rules'), The Secretarial Standard-2 on General Meetings (Secretarial Standard), Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 (Listing Regulations) and other applicable laws, rules and regulations, if any, (including any statutory modification/ amendment thereto or re-enactment thereof for the time being in force) and in light of the General Circular Nos. 14/2020, 17/2020, 22/2020, 33/2020, 39/2020 and 10/2021 dated 8 April 2020, 13 April 2020, 15 June 2020, 28 September 2020, 31 December 2020 and 23 June 2021, respectively issued by the Ministry of Corporate Affairs ("MCA Circulars") that the resolution appended below is proposed to be passed by the Members through remote electronic voting (e-voting).

In view of the massive outbreak of COVID-19 pandemic requiring social distancing, the MCA has in terms of the above MCA Circulars advised the companies to take all decisions requiring Members' approval, other than items of ordinary business or business where any person has a right to be heard, by way of ballot through remote e-voting mechanism in accordance with the provisions of the Act and Rules made thereunder, without holding a General Meeting that requires physical presence of Members at a common venue. The MCA has clarified that the requirements provided in rule 20 of the Rules as well as the framework provided in the MCA Circulars will be applicable mutatis mutandis for companies that are required to provide e-voting facility under the Act while they are transacting any business(es) only by ballot through remote e voting system up to 31 December 2021.

Pursuant to Rule 22 (5) of the Rules, the Board of Directors of the Company has appointed Mr. Prajot Tungare, (Mem. No. FCS5484), partner of Prajot Tungare & Associates, Practicing Company Secretaries, Pune as the Scrutinizer ('Scrutinizer') for conducting the e-voting process in a fair and transparent manner.

Members, to cast their vote by way of e-voting as per the facilities arranged by the Company are requested to read the instructions in the Notes under the section 'Voting through Electronic Means'. E-voting will commence on 26 August 2021 (9:00 a.m. IST) and will end on 24 September 2021 (5:00 p.m. IST). E-voting platform will be blocked by NSDL at 5.00 p. m. (IST) on **24 September 2021**. The Scrutinizer will submit his report to the Chairman or any other person authorised by the Chairman after the completion of the scrutiny of the votes cast by Electronic Means. The said result will be announced on or before two working days from the closure of Electronic Voting.

The results of the voting along with the Scrutinizer's Report will be placed on the website of the Company.

Pursuant to Section 102 of the Act, the Explanatory Statement pertaining to the Resolution appended below, setting out the material facts concerning the Resolution and the reason thereof is annexed hereto for your consideration.

### **Special Resolution**

To consider and, if thought fit, to pass, as a **Special Resolution** the following:

"RESOLVED THAT Mr. Nandkumar Dhekne (DIN: 02189370) be and is hereby appointed as a Director of the Company.

FURTHER RESOLVED THAT pursuant to the provisions of Sections 149, and 152 read with Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 ("the Act"), the Companies (Appointment and Qualification of Directors) Rules, 2014 and the applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force) and pursuant to the recommendation of the Nomination & Remuneration Committee and approval of the Board of Directors, consent be and is hereby accorded for appointment of Mr. Nandkumar Dhekne (DIN: 02189370) who has submitted a declaration that he meets the criteria of independence under Section 149(6) of the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and in respect of whom the Company has received a notice in writing from a Member proposing his candidature for the office of Director pursuant to Section 160 of the Companies Act, 2013, as an Independent Director of the Company, not liable to retire by rotation, for a period of Five years from 27 July 2021 to 26 July 2026."

**By order of the Board of Directors**

**For ELANTAS Beck India Limited**

**SD/-**

**Abhijit Tikekar**

**Head Legal & Company Secretary**

**Membership No. : ACS 20213**

**Date: 11 August 2021**

**Place: Pune**

**Registered Office : 147, Mumbai- Pune Road, Pimpri, Pune 411018**

**Email : Abhijit.Tikekar@altana.com**

**Website: <https://www.elantas.com/beck-india/>**

**THE EXPLANATORY STATEMENT UNDER SECTION 102(1) READ WITH SECTION 110 OF THE COMPANIES ACT, 2013**

The Nomination & Remuneration Committee, while recommending the appointment of Mr. Nandkumar Dhekne in its Meeting held on 27 July 2021, considered that Mr. Nandkumar Dhekne, 63 years old, has over 40 years of experience in diverse areas including Field services, Operations Management, Sales & Marketing & General Management. In his recent assignment, Mr. Nandkumar Dhekne was Vice President – Asia Pacific for Solenis-USA (JV between CD&R and BASF), a global leader in paper making and industrial water treatment chemicals based in Shanghai.

Presently, Mr. Nandkumar Dhekne is acting as Independent Director on the Boards of listed Companies viz. Astec Life Sciences Limited and John Cockerill India Limited.

Your directors are of the opinion that with the vast experience gained in working in various Chemical Companies, Mr. Dhekne has the required skills, competence and expertise in guiding the Company in its various strategic and operational issues. Accordingly, the Board of Directors of the Company, in its Meeting held on 27 July 2021, appointed Mr. Nandkumar Dhekne (DIN: 02189370) as an Additional Director of the Company with effect from 27 July 2021. In accordance with the provisions of Section 161 of Companies Act, 2013, Mr. Nandkumar Dhekne shall hold office up to the date of the forthcoming Annual General Meeting. The Board recommends the appointment of Mr. Dhekne as an Independent Director with effect from 27<sup>th</sup> July 2021 for a period of 5 years, for the consideration of Members.

The Company has received consent from Mr. Nandkumar Dhekne to act as a Director in terms of section 152 of the Companies Act, 2013 and a declaration that he is not disqualified from being appointed as a Director in terms of Section 164 of the Companies Act, 2013.

Also, the Company has received a declaration of independence from Mr. Nandkumar Dhekne. In the opinion of the Board, Mr. Nandkumar Dhekne fulfills the conditions specified in the Companies Act, 2013 and the Listing Regulations, 2015, for appointment as Independent Director of the Company.

Further, the Company has also received notice under Section 160 of the Companies Act, 2013 signifying candidature of Mr. Nandkumar Dhekne as an Independent Director of the Company.

Mr. Nandkumar Dhekne is interested in the Resolution.

The relatives of Mr. Nandkumar Dhekne may be deemed to be interested in the Resolution, to the extent of their shareholding interest, if any, in the Company.

Except Mr. Nandkumar Dhekne, none of the other Directors and other Key Managerial Personnel or their respective relatives is concerned or interested financially or otherwise in this Resolution.

The Board recommends passing of the Special Resolution as set out in the Notice for your approval.

By Order of the Board of Directors

**For ELANTAS Beck India Limited**

**Abhijit Tikekar**

**Head Legal & Company Secretary**

**Membership No.: ACS 20213**

**Date: 11 August 2021**

**Place: Pune**

**Registered Office: 147, Mumbai- Pune Road, Pimpri, Pune 411018**

**Email :Abhijit.Tikekar@altana.com**

**NOTES:**

1. **The Explanatory Statement pursuant to Section 102 and 110 of the Companies Act, 2013, read with the Rules made thereunder, setting out material facts in respect of the proposed Special Resolution as set out in the Notice, is annexed hereto.**
2. In compliance with provisions of Section 110 of the Companies Act, 2013 read with Rule 22 of Companies ( Management and Administration ) Rules, 2014 and in the light of the General Circular Nos. 14/2020, 17/2020, 22/2020, 33/2020, 39/2020 and 10/2021 and 8 April 2020, 13 April 2020, 15 June 2020, 28 September 2020, 31 December 2020 and 23 June 2021 respectively, issued by the Ministry of Corporate Affairs, the Notice is being sent via e-mail to the Members whose names along with Email IDs appear on the Register of Members / List of Beneficial Owners as received from the National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL) as on **20 August 2021** and available in the records of the Company's Registrar and Share Transfer Agents (in case of physical shareholding) as on that date. The said Members will only be considered eligible for the purposes of electronic voting. A person who is not a Member as on **20 August 2021** should treat this notice for information purposes only.
3. The date of completion of dispatch of e-mails will be announced through advertisement in Newspapers.
4. Resolution passed by the Members through the Electronic Voting process under Section 110 of the Companies Act, 2013, read with rules framed thereunder, is deemed to have been passed on last date of remote e-voting as if they have been passed at a General Meeting of the Members.
5. In Compliance with the provisions of Sections 108 and 110 of the Companies Act, 2013 read with the Rules framed thereunder, Secretarial Standard and Regulation 44 of the Listing Regulations (including any statutory modification or re-enactment thereof for the time being in force) the Company has provided the facility to the Members to exercise their votes electronically and vote on the resolution through the e-voting service facility arranged by NSDL. The instructions for electronic voting are annexed to this Notice.
6. The Scrutinizer will submit his report to the Chairman or to any person authorized by him. The result shall be declared within two working days of the closure of electronic voting and also communicated to the Bombay Stock Exchange (BSE) where the shares of the Company are listed and will also be displayed on the Company's website i.e. <https://www.elantas.com/beck-india/about-us.html>, Notice Board of the Company at its Registered Office and on the website of NSDL.
7. The last date for e-voting shall be the date on which the resolution would be deemed to have been passed, if approved by the requisite majority.
8. A letter of appointment of Mr. Nandkumar Dhekne will be available for inspection at the Registered Office of the Company during office hours on all working days from the date of dispatch until the last date for receipt of votes by E-voting i.e. Wednesday, 24 September 2021 and also on the website of the Company at <https://www.elantas.com/beck-india/about-us.html>.
9. Voting rights shall be reckoned on the paid-up value of shares registered in the name of the Members as on Friday, the 20 August 2021 (the cut-off date).
10. The e-voting period commences on 26 August 2021 (9:00 a.m. IST) and ends on 24 September 2021 (5:00 p.m. IST).
11. A copy of this Notice has been displayed on the website of the Company at <https://www.elantas.com/beck-india/about-us.html>, and will remain on such website until the last date of e-voting from the Members. Members may also note that this Notice will also be available on the website of the Stock Exchange where the equity shares of the Company are listed i.e. BSE Ltd. <https://www.bseindia.com/>

**12. Details of Director seeking appointment ;**

<b>Particulars</b>	<b>Mr. Nandkumar Dhekne ( DIN : 02189370)</b>
Date of birth	2 September 1957
Date of first appointment on the Board	27 July 2021
Qualifications	Graduate degree in Chemical Engineering, Mumbai University Management Development Programme, IIM Ahmadabad Advanced Management Programme, Harvard Business School, Boston, USA
Expertise in specific area	Field services, Operations Management, Sales & Marketing & General Management
Directorships held in other Companies	1. John Cockerill India Limited (formerly CMI FPE Limited) 2. Astec Lifesciences Limited
Membership/ Chairmanships of Committees of Other Companies	1. John Cockerill India Limited – Member (Audit Committee) 2. John Cockerill India Limited – Chairman (Risk Management Committee) 3. John Cockerill India Limited – Member (Nomination and Remuneration Committee)
Shareholding in the Company as on 27 July 2021	NIL
No. of Board Meetings attended	NA
Remuneration Last drawn (sitting Fees & Commission) *	*Rs. Nil/-
Terms & Conditions of Appointment/ Re-appointment	As per the Resolution of the Notice under Section 110 of the Companies Act, 2013 dated 11 August 2021 read with Explanatory Statement thereto.
Remuneration Proposed to be paid	As may be decided by the Board.
Relationship with Other Directors, & KMP	Not related to any Director / Key Managerial Personnel

**Voting through electronic means**





In compliance with Regulation 44, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and Section 108 and other applicable provisions of the Companies Act, 2013, read with the related Rules and Secretarial Standard, the Company is pleased to provide e-voting facility to all its members, to enable them to cast their votes electronically. The Company has engaged the services of NSDL for the purpose of providing e-voting facility to all its members.

*The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:*

**Step 1: Access to NSDL e-Voting system**
**A) Login method for e-Voting for Individual shareholders holding securities in demat mode**

In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

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

Type of shareholders	Login Method
<p>Individual Shareholders holding securities in demat mode with NSDL.</p>	<ol style="list-style-type: none"> <li>1. Existing <b>IDEAS</b> 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 “<b>Beneficial Owner</b>” icon under “<b>Login</b>” 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 “<b>Access to e-Voting</b>” under e-Voting services and you will be able to see e-Voting page. Click on company name or <b>e-Voting service provider i.e. NSDL</b> and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</li> <li>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 “<b>Register Online for IDEAS Portal</b>” or click at <a href="https://eservices.nSDL.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nSDL.com/SecureWeb/IdeasDirectReg.jsp</a></li> <li>3. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nSDL.com/">https://www.evoting.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 <b>e-Voting service provider i.e. NSDL</b> and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</li> <li>4. Shareholders/Members can also download NSDL Mobile App “<b>NSDL Speede</b>” facility by scanning the QR code mentioned below for seamless voting experience.</li> </ol> <div style="text-align: center; margin-top: 20px;"> <p><b>NSDL Mobile App is available on</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>App Store</p> </div> <div style="text-align: center;">  <p>Google Play</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div> </div>

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with CDSL	<ol style="list-style-type: none"> <li>Existing users who have opted for Easi / Easiest, they 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="http://www.cdslindia.com">www.cdslindia.com</a> and click on New System Myeasi.</li> <li>After successful login of Easi/Easiest the user will be also able to see the E Voting Menu. The Menu will have links of <b>e-Voting service provider i.e. NSDL</b>. Click on <b>NSDL</b> to cast your vote.</li> <li>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></li> <li>Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a link in <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the demat Account. After successful authentication, user will be provided links for the respective ESP i.e. <b>NSDL</b> where the e-Voting is in progress.</li> </ol>
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 i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

**Important note:** Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

**Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL.**

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



**B) Login Method for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.**

**How to Log-in to NSDL e-Voting website?**

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is In300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****.
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Password details for shareholders other than Individual shareholders are given below:
  - a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
  - b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the ‘initial password’ which was communicated to you. Once you retrieve your ‘initial password’, you need to enter the ‘initial password’ and the system will force you to change your password.
  - c) How to retrieve your ‘initial password’?
    - (i) If your email ID is registered in your demat account or with the company, your ‘initial password’ is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your ‘User ID’ and your ‘initial password’.
    - (ii) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered**

6. If you are unable to retrieve or have not received the “ Initial password” or have forgotten your password:
  - a) Click on “**Forgot User Details/Password?**”(If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - b) **Physical User Reset Password?**” (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - c) If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
  - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to “Terms and Conditions” by selecting on the check box.
8. Now, you will have to click on “Login” button.
9. After you click on the “Login” button, Home page of e-Voting will open.

## **Step 2: Cast your vote electronically on NSDL e-Voting system.**

### **How to cast your vote electronically on NSDL e-Voting system?**

1. After successful login at Step 1, you will be able to see all the companies “EVEN” in which you are holding shares and whose voting cycle.
2. Select “EVEN” of company for which you wish to cast your vote during the remote e-Voting period.
3. Now you are ready for e-Voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on “Submit” and also “Confirm” when prompted.
5. Upon confirmation, the message “Vote cast successfully” will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

### **General Guidelines for shareholders**

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to [prajot@prajottungarecs.com](mailto:prajot@prajottungarecs.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the “Forgot User Details/Password?” or “Physical User Reset Password?” option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) to reset the password.
3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on toll free no.: 1800 1020 990 and 1800 22 44 30 or send a request to Ms. Sarita Mote, Asst Manager at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)

**Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of e mail ids for e-voting for the resolutions set out in this notice:**

1. In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to [swapneel.kuber@altana.com](mailto:swapneel.kuber@altana.com).
2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) to [swapneel.kuber@altana.com](mailto:swapneel.kuber@altana.com). If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A)** i.e. **Login method for e-Voting for Individual shareholders holding securities in demat mode**.
3. Alternatively shareholder/members may send a request to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) for procuring user id and password for e-voting by providing above mentioned documents.

**General guidelines for members**

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send a scanned copy (PDF / JPG format) of the relevant Board resolution / authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to [prajot@prajottungarecs.com](mailto:prajot@prajottungarecs.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)
2. It is strongly recommended that you do not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the 'Forgot User Details / Password?' or the 'Physical User Reset Password?' option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com), to reset the password.
3. In case of any queries, you may refer to the Frequently Asked Questions (FAQs) for members and the e-voting user manual for shareholders available in the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com), or call on the toll-free no.: 1800 1020 990 and 1800 22 44 30, or send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or contact Ms. Pallavi Mhatre, Manager, National Securities Depository Ltd., Trade World, 'A' Wing, 4 Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai – 400 013, at the designated email address: [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or at telephone no. +91 22 2499 4545, who will also address grievances connected with voting by electronic means.
4. The e-voting period commences on 26 August 2021 (9:00 a.m. IST) and ends on 24 September 2021 (5.00 p.m. IST). During this period, Members of the Company holding shares either in physical or dematerialized form, as on the relevant date i.e. 20 August 2021, may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter i.e., on 24 September 2021. A member will not be allowed to vote again on any resolution on which a vote has already been cast.
5. The voting rights of Members shall be proportionate to their share of the paid-up equity share capital of the Company as on the relevant date i.e. 20 August 2021.
6. In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.

**Alternately, Members can also update the details by clicking on :**

[https://linkintime.co.in/EmailReg/Email\\_Register.html](https://linkintime.co.in/EmailReg/Email_Register.html) and following the procedure mentioned therein