

6<sup>th</sup> September, 2021

1]  
The Secretary  
The Calcutta Stock Exchange Limited  
7, Lyons Range,  
Kolkata- 700 001  
Scrip code: 10023915

2]  
Listing Department  
National Stock Exchange of India Ltd.  
Exchange Plaza, Bandra-Kurla Complex,  
Bandra (E), Mumbai - 400 051  
Scrip code: MAITHANALL

**Sub: 36<sup>th</sup> Annual General Meeting of the Company**

Dear Sir/Madam,

We are enclosing herewith a copy of the Notice dated 24<sup>th</sup> June, 2021 convening the 36<sup>th</sup> Annual General Meeting of the Company to be held through Video Conferencing / Other Audio Visual Means on Thursday, 30<sup>th</sup> September, 2021 at 3:00 p.m.

The information has been submitted in compliance with the provisions of Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

This is for your information and records.

Thanking you,

Yours faithfully,

For Maithan Alloys Limited



Rajesh K. Shah  
Company Secretary

Encl: a/a

c.c. The Corporate Relationship Department  
BSE Limited  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Mumbai-400 001  
Scrip Code: 590078



CIN: L27101WB1985PLC039503

Regd. Office: 'Ideal Centre', 4<sup>th</sup> Floor, 9 AJC Bose Road, Kolkata – 700 017

E-mail: office@maithanalloys.com; Website: www.maithanalloys.com

Phone No.: 033-4063-2393; Fax No.: 033-2290-0383

## NOTICE

Notice is hereby given that the 36<sup>th</sup> Annual General Meeting of the Members of Maithan Alloys Limited (hereinafter referred to as 'the Company') will be held on **Thursday, 30 September 2021 at 3:00 P. M.** through Video Conferencing/Other Audio Visual Means to transact the following business:

### ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Standalone Financial Statement of the Company for the financial year ended on 31 March 2021 together with the Reports of the Directors and Auditors thereon and the Audited Consolidated Financial Statement of the Company for the financial year ended on 31 March 2021 together with the Report of the Auditors thereon.
2. To declare dividend on equity shares of the Company.
3. To appoint a Director in place of Mr. Subodh Agarwalla (DIN: 00339855), who retires by rotation and being eligible, offers himself for re-appointment.

### SPECIAL BUSINESS:

4. To ratify the remuneration of the Cost Auditors and in this regard, to consider and if thought fit, to pass the following resolution as an **Ordinary Resolution**:

**“RESOLVED That** pursuant to the provisions of Section 148 and other applicable provisions of the Companies Act, 2013 and the Rules made thereunder (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), the remuneration of ₹40,000/- (Rupees Forty Thousand only) plus tax (if applicable) at actual, payable to S.K. Sahu & Associates, Cost Accountants (Firm Registration No.: 100807), as approved by the Board of Directors for conducting the audit of the Cost Records of the Company for the financial year ending on 31 March 2022, be and is hereby ratified.

**RESOLVED FURTHER That** the Board of Directors of the Company be and is hereby authorised to do all the acts and to take all such steps as may be necessary, proper or expedient to comply with the rules, regulations and notifications as prescribed and/or to be prescribed, under the law in this regard.”

5. To appoint Mr. Srinivas Peddi (DIN: 09194339) as a Director of the Company and in this regard, to consider and if thought fit, to pass the following resolution as an **Ordinary Resolution**:

**“RESOLVED That** pursuant to the provisions of Sections 149, 152 and other applicable provisions, if any, of the Companies Act, 2013 and Rules framed thereunder (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) and applicable Regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Articles of Association of the Company, Mr. Srinivas Peddi (DIN: 09194339), who was appointed by the Board of Directors as an Additional Director of the Company on the recommendation of Nomination and Remuneration Committee of the Company with effect from 24 June 2021 and who holds office upto the date of 36<sup>th</sup> Annual General Meeting in terms of Section 161 of the Companies Act, 2013 and in respect of whom the Company has received a Notice under Section 160 of the Companies Act, 2013 from a Member proposing his candidature for the office of Director, be and is hereby appointed as a Director (Category: Non-Executive; Non-Independent) of the Company, liable to retire by rotation.

**RESOLVED FURTHER** That the Board of Directors of the Company be and is hereby authorised to do all such acts, deeds and things and to take all such steps as may be necessary, proper or expedient to give effect to this resolution.”

6. To re-appoint Mr. Palghat Krishnan Venkatramani (DIN: 05303022) as an Independent Director of the Company and in this regard, to consider and if thought fit, to pass the following resolution as a **Special Resolution**:

“**RESOLVED** That pursuant to the provisions of Sections 149 and 152 read with Schedule IV and other applicable provisions of the Companies Act, 2013 and Rules framed thereunder and 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 and subject to such approvals as may be necessary, Mr. Palghat Krishnan Venkatramani (DIN: 05303022), being eligible, be and is hereby re-appointed as an Independent Director of the Company, not liable to retire by rotation, for a second term of 5 (five) consecutive years with effect from 10 November 2021.

**RESOLVED FURTHER** That pursuant to the provisions of Regulation 17(1A) and other applicable provisions of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, consent of the Members be and is hereby also accorded for the continuation of Directorship of Mr. Palghat Krishnan Venkatramani, after he attains the age of seventy-five years during his second term as an Independent Director of the Company.”

**Registered Office :**  
'Ideal Centre', 4<sup>th</sup> Floor,  
9 AJC Bose Road,  
Kolkata – 700 017

By Order of the Board  
For **Maithan Alloys Limited**

Date : 24 June 2021  
Place: Kolkata

**Rajesh K. Shah**  
*Company Secretary*

**NOTES:**

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 (hereinafter referred to as 'the Act') in respect of each item of Special Business to be transacted at the 36<sup>th</sup> Annual General Meeting (hereinafter referred to as 'the Meeting') is annexed hereto.
2. In view of the continuing restrictions on the movement of persons at several places in the country due to COVID-19 pandemic, the Ministry of Corporate Affairs (hereinafter referred to as 'MCA') has vide its General Circular No. 20/2020 dated 5 May 2020, read with General Circular No. 14/2020 dated 8 April 2020, General Circular No. 17/2020 dated 13 April 2020 and General Circular No. 02/2021 dated 13 January 2021 (collectively referred to as 'MCA Circulars') permitted the holding of Annual General Meetings through Video Conferencing/Other Audio Visual Means (hereinafter referred to as 'VC') without the physical presence of the Members at a common venue. In compliance with the provisions of the Act, Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as 'SEBI Listing Regulations') and MCA Circulars, the Meeting of the Company is being held through VC. The Members desiring to participate in VC are requested to refer Note No. 26 as given herein below.
3. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT ONE OR MORE PROXIES TO ATTEND AND VOTE ON POLL INSTEAD OF HIMSELF/HERSELF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY. SINCE THIS MEETING IS BEING HELD PURSUANT TO THE MCA CIRCULARS THROUGH VC, PHYSICAL ATTENDANCE OF MEMBERS HAS BEEN DISPENSED WITH. ACCORDINGLY, THE FACILITY FOR APPOINTMENT OF PROXIES BY THE MEMBERS WILL NOT BE AVAILABLE FOR THE MEETING AND HENCE THE PROXY FORM AND ATTENDANCE SLIP ARE NOT ANNEXED TO THIS NOTICE.**
4. Since the Meeting will be held through VC, the route map showing directions to reach the venue of the Meeting has not been provided.
5. In compliance with the aforesaid MCA Circulars and Securities and Exchange Board of India Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12 May 2020 read with SEBI/HO/CFD /CMD2/CIR/P/2021/11 dated 15 January 2021, Notice of

the Meeting along with the Annual Report 2020-21 are being sent only through electronic mode to those Members whose e-mail addresses are registered with the Company/Depositories. Members may note that the Notice and Annual Report 2020-21 will also be available on the Company's website [www.maithanalloys.com](http://www.maithanalloys.com), websites of the Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com) respectively and on the website of Central Depository Services (India) Limited at [www.evotingindia.com](http://www.evotingindia.com).

Members, who have not yet registered their e-mail addresses with the Company or their respective Depository Participant, are therefore requested to register the same at the earliest.

Further, please be informed that all the Members who have registered their e-mail addresses or not, are entitled to receive aforesaid documents in physical form free of cost, upon specific request made by them to the Company.

6. Members attending the Meeting through VC shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.
7. The Register of Members and the Share Transfer Books of the Company will remain closed from Friday, 24 September 2021 to Thursday, 30 September 2021 (both days inclusive) for annual closing and determining the names of the people entitled to the dividend for the financial year 2020-21, if declared at the meeting.
8. Pursuant to Section 72 of the Act, read with rules framed thereunder, Members are entitled to make nomination in respect of shares held by them. Members holding shares in physical form and desirous of making nomination(s) are requested to send their nomination(s) in the prescribed Form No. SH-13 duly filled in, to the Company. Further, Members holding shares in electronic form are requested to contact their respective Depository Participant, with whom they are maintaining their demat account, for availing this facility.
9. Members holding shares in the same name or in the same order of names but in several folios are requested to consolidate them into one folio.
10. The Securities and Exchange Board of India (hereinafter referred to as 'SEBI') has mandated the submission of Permanent Account Number (hereinafter referred to as 'PAN') by every participant in securities market.
11. The Members are requested to update their PAN with the Company or its Registrar and Share Transfer Agent (in case of shares held in physical mode) and depositories (in case of shares held in demat mode) to enable the Company to deduct the tax at source as and when applicable. Members are requested to note that pursuant to Finance Act 2020, dividend income will be taxable in the hands of Members w.e.f. 1 April 2020 and the Company is required to deduct tax at source from dividend paid to Members at the prescribed rates. For the prescribed rates for various categories, the Members are requested to refer to the Finance Act, 2020 and amendments thereof.

For resident Members, having valid PAN taxes shall be deducted at source @ 10% or as notified by the Government of India and for resident Members not having PAN or valid PAN @ 20% or as notified by the Government of India, under Section 194 of the Income Tax Act, 1961.

However, no tax shall be deducted on the dividend payable to a resident individual in cases where Member provides Form No. 15G /15H along with PAN subject to conditions specified in the Income Tax Act, 1961 or if the total dividend to be received by a Member during the financial year 2021-22 do not exceed ₹5,000/-.

A Member can submit a yearly declaration in Form No. 15G/15H or any other document as prescribed under the Income Tax Act to avail the benefit of non-deduction of tax at source or to claim a lower/nil withholding tax, by e-mail to [rajesh@maithanalloys.com](mailto:rajesh@maithanalloys.com).

Non-resident Members can avail beneficial rates under tax treaty between India and their country of residence, subject to providing necessary documents i.e. No Permanent Establishment and Beneficial Ownership Declaration, Tax Residency Certificate, Form No. 10F and/or any other document which may be required to avail the tax treaty benefits by sending an e-mail to [rajesh@maithanalloys.com](mailto:rajesh@maithanalloys.com). The aforesaid declarations and documents need to be submitted by the Members.

12. Mr. S.K. Patnaik, partner of Patnaik & Patnaik, Company Secretaries in practice, has been appointed by the Board of Directors as the Scrutiniser, to scrutinise the voting process in a fair and transparent manner.
13. The Scrutiniser shall, immediately after the conclusion of e-voting during the Meeting, count the e-votes cast and shall submit a Consolidated Scrutiniser's Report of the total e-votes cast in favour or against, if any, not later than two days of the conclusion of the Meeting to the Chairman of the Company or any person authorised by the Chairman in writing. The Chairman or any other authorised person, as the case may be, shall declare the result of the voting forthwith.
14. The results along with the Scrutiniser's Report will be placed on the Company's website at [www.maithanalloys.com](http://www.maithanalloys.com) and on the CDSL's website at [www.evotingindia.com](http://www.evotingindia.com), immediately after the result is declared by the Chairman or any other authorised person, as the case may be, and the same shall be communicated to the Stock Exchanges, where the shares of the Company are traded.
15. Any person, who becomes the Member of the Company after dispatch of this Notice and holds shares as on the cut-off date i.e. Thursday, 23 September 2021 may obtain the login ID and password by sending a request to the Company or its Registrar and Share Transfer Agent, Maheshwari Datamatics Private Limited (hereinafter referred to as 'RTA') at 5<sup>th</sup> Floor, 23, R. N. Mukherjee Road, Kolkata-700001 (Mr. S. K. Chaubey). Phone No.: 033-2248-2248; e-mail: [mdpldc@yahoo.com](mailto:mdpldc@yahoo.com)).

However, if a Member is already registered with CDSL for e-voting then he can use his existing user ID and password for casting his vote. If a Member forgets his password, he can reset his password by using 'Forgot Password' option available on [www.evotingindia.com](http://www.evotingindia.com).

16. Members holding shares in physical form and desirous of either registering their bank particulars or changing bank particulars or registering any change of address against their respective folios are requested to intimate the same to the Company or to its RTA at 5<sup>th</sup> Floor, 23, R. N. Mukherjee Road, Kolkata - 700001. Members holding shares in electronic form, are requested to contact their respective Depository Participant, with whom they are maintaining their demat accounts, for any change in their address or bank particulars.
17. The amount of dividend that remained unclaimed or unpaid for a period of seven years from the date of transfer of dividend in the unpaid dividend account is required to be transferred to the Investor Education and Protection Fund (hereinafter referred to as 'IEPF') established by the Central Government. Accordingly, till date the Company has transferred the unpaid or unclaimed amount pertaining to the dividends up to the financial year 2012-2013 to the IEPF. Members who have not so far encashed their dividend for the financial year 2013-2014 and onwards are requested to approach the Company for revalidation of their dividend instrument. The details of unclaimed dividend are available at the Company's website at [www.maithanalloys.com](http://www.maithanalloys.com).
18. The Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 (hereinafter referred to as 'IEPF Rules, 2016') provide for the manner of transfer of shares to the Demat Account of the IEPF Authority, in case any dividend has not been encashed by the Members on such shares during the last seven consecutive years. Consequently, during the financial year 2020-2021, the Company has transferred shares, in respect of which dividend as declared by the Company for the financial year 2012-2013, remained unpaid/unclaimed for seven consecutive years, to the IEPF, after sending prior intimation to all the concerned Members. The details in respect of shares so transferred, including the names of Members, folio number or DP ID/Client ID are available on the website of the Company at [www.maithanalloys.com](http://www.maithanalloys.com).

The shares so transferred to the IEPF can be claimed by the concerned Members from the IEPF after complying with the procedure prescribed under IEPF Rules, 2016.

19. The physical copies of the Notice of the Meeting and Annual Report 2020-2021 and all documents referred to in this Notice and the Explanatory Statement thereto are available for inspection at the Registered Office of the Company from 10:00 a.m. to 5:00 p.m. on all working days up to the date of the Meeting.

20. The Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Act and the Register of Contracts or Arrangements in which Directors are interested maintained under Section 189 of the Act, will also be available for inspection at the Registered Office of the Company from 10:00 a.m. to 5:00 p.m. on all working days up to the date of the Meeting.
21. SEBI has mandated the transfer of securities to be carried out only in dematerialised form (except in case of transmission or transposition of securities) with effect from 1 April 2019. Accordingly, requests for physical transfer of securities shall not be processed. In view of such amendment and in order to eliminate the risks associated with physical holding of shares, Members who are holding shares in physical form are hereby requested to dematerialise their holdings. Members may contact the Company or its RTA for assistance in this regard.
22. Electronic Voting (hereinafter referred to as 'e-voting') facility is being provided to all the Members to exercise their right to vote on the resolutions proposed to be passed at the Meeting in accordance with the provision of Section 108 of the Act read with Rules made thereunder, MCA Circulars, Regulation 44 of SEBI Listing Regulations read with SEBI Circular No. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 9 December 2020 and Secretarial Standard on General Meetings. The Company has engaged the services of Central Depository Services (India) Limited (hereinafter referred to as 'CDSL') for providing the said e-voting facilities. The Members may cast their votes using electronic voting system provided by CDSL either before the date of the Meeting (hereinafter referred to as 'remote e-voting') or during the Meeting. The e-voting rights of the Members/Beneficial Owners shall be reckoned in proportion to the equity shares held by them in the Company as on close of business hours on Thursday, 23 September 2021 (cut-off date fixed for this purpose). Any person who is not a Member as on the said cut-off date should treat this Notice for information purpose only.
23. The remote e-voting period begins at 10:00 a.m. on Monday, 27 September 2021 and ends on Wednesday, 29 September 2021 at 5:00 p.m. During this period, Members of the Company, holding shares either in physical form or in dematerialised form, as on the cut-off date i.e. Thursday, 23 September 2021, may cast their vote electronically. The remote e-voting module shall be disabled by CDSL for voting thereafter. Once the vote on a resolution is cast by the Member, the Member shall not be able to change it subsequently or cast the vote again. The Members desiring to vote through remote e-voting are requested to refer Note No. 26 as given herein below.
24. The facility for e-voting shall also be made available during the Meeting and the Members attending the Meeting, whose name are recorded in the Register of Members as on the close of business hours on Thursday, 23 September 2021 (hereinafter referred to as 'cut-off date') and who have not cast their vote through remote e-voting, shall be eligible to vote during the Meeting. Their voting rights shall be reckoned in proportion to the equity shares held by the Member in the Company as on the cut-off date. In case of joint holder(s) attending the Meeting, only such joint holder, who is higher in order of names, will be entitled to vote. The Members desiring to participate in e-voting during the Meeting are requested to refer Note No. 26 as given herein below.
25. The facility for joining the Meeting through VC facility will be enabled 30 (thirty) minutes before the scheduled start-time of the Meeting by following the procedure mentioned in this Notice and will be available for Members on first come, first serve basis. Members may note that the VC facility allows participation of at least 1,000 Members on a first come, first serve basis. However, large Members (i.e. Members holding 2% or more shareholding), Promoter, Institutional Investors, Directors, Key Managerial Personnel, Chairman/Chairpersons of Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors, etc. are allowed to attend the Meeting without restriction on account of first come, first serve basis. The Members desiring to attend the Meeting are requested to refer Note No. 26 as given herein below.
26. Members are requested to follow the instructions given herein below for remote e-voting as well as for participating in the Meeting through VC and e-voting during the Meeting.

## I. INSTRUCTIONS FOR REMOTE E-VOTING

### A. Remote e-voting instructions for all Members excluding individual Members holding shares in demat mode:

- a. Log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com) during the voting period.
- b. Click on 'SHAREHOLDERS/MEMBERS' tab.
- c. Now Enter your User ID  
**For CDSL:** 16 digits beneficiary ID,  
**For NSDL:** 8 Character DP ID followed by 8 Digits Client ID,  
**For Physical Form:** Members should enter Folio Number registered with the Company.
- d. Thereafter please enter the Image Verification as displayed and click on 'LOGIN' tab.
- e. If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any company, then your existing password is to be used. For Members holding shares in physical form, the details in e-mail can be used only for remote e-voting on the resolutions contained in this Notice.
- f. If you are a first time user follow the steps given below:

|  | <b>For all Members excluding individual Members holding shares in demat mode:</b>  |
|--|--|
| PAN                                    | Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none"><li>• Members who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by the Company or contact the Company or its Registrar and Share Transfer Agent</li></ul> |
| Dividend Bank Details or Date of Birth | Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the Company records in order to login. <ul style="list-style-type: none"><li>• If both the details are not recorded with the Depository Participant or Company, please enter the Member ID/Folio Number in the Dividend Bank details field as mentioned herein above.</li></ul>                |

- g. After entering these details appropriately, click on 'SUBMIT' tab.
- h. Members holding shares in physical form will then directly reach the Company selection screen. However, Members holding shares in demat form will now reach 'PASSWORD CREATION' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- i. For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- j. Click on the Electronic Voting Sequence Number (EVSN) for Maithan Alloys Limited.
- k. On the voting page, you will see 'RESOLUTION DESCRIPTION' and against the same the option 'YES/NO' for remote e-voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- l. Click on the 'RESOLUTIONS FILE' link if you wish to view the entire resolution(s) details.
- m. After selecting the resolution you have decided to vote on, click on 'SUBMIT' tab. A confirmation box will be displayed. If you wish to confirm your vote, click on 'OK' tab, else, to change your vote, click on 'CANCEL' tab and accordingly modify your vote.
- n. Once you click on 'OK' tab and confirm your vote on the resolution, you will not be allowed to modify your vote subsequently.

- o. You can also take print of the votes cast by you by clicking on ‘CLICK HERE TO PRINT’ option on the voting page.
- p. If a demat account holder has forgotten the login password then enter the User ID, the image verification code and thereafter click on ‘FORGOT PASSWORD’ tab and enter the details as prompted by the system.

**General Guidelines for Non-Individual Members and Custodians:**

- Non-Individual Members (i.e. other than Individuals, HUF, NRI, etc.) and Custodian are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves in the ‘CORPORATES’ module.
- A scanned copy of the Registration Form bearing the stamp and sign of the entity should be e-mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
- After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
- The list of accounts linked in the login should be e-mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
- A scanned copy of the Board Resolution and Power of Attorney which they have issued in favour of the Authorised Representative/Custodian, if any, should be uploaded in PDF format in the system for the scrutiniser to verify the same.
- Institutional/Corporate Members (i.e. other than individuals/HUF, NRI, etc.) are required to send a scanned copy (PDF/ JPG Format) of their Board of Directors or governing body resolution/authorisation, etc., authorising their representative to attend the Meeting through VC on their behalf and to vote through e-voting. The said resolution/ authorization is required to be sent to the Scrutinizer by e-mail at [jpatnaikassociates@gmail.com](mailto:jpatnaikassociates@gmail.com), through their registered e-mail address, with a copy marked to [rajesh@maithanalloys.com](mailto:rajesh@maithanalloys.com).

**B. Remote e-voting instructions for individual Members holding shares in demat mode:**

| Type of Member  | Login Method   |
|---|--|
| Individual Members holding securities in Demat mode with CDSL | <p>(A) Members who have opted for CDSL Easi/Easiest facility:</p> <ul style="list-style-type: none"> <li>(i) Please type URL <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or visit <a href="http://www.cdslindia.com">www.cdslindia.com</a>.</li> <li>(ii) Click on “LOGIN” icon and select “NEW SYSTEM MYEASI”.</li> <li>(iii) Enter your user ID and password and click on “LOGIN” tab.</li> <li>(iv) After successful login the user will be able to see the e-voting option for Maithan Alloys Limited. On clicking the e-voting option, the user will be able to see e-voting page of the e-voting service provider for casting your vote during the remote e-voting period or joining virtual meeting &amp; voting during the meeting. Additionally, there is also links provided to access the system of all e-voting Service Providers i.e. CDSL/NSDL/KARVY/LINKINTIME, so that the user can visit the e-voting service providers’ website directly.</li> </ul> <p>(B) Members who have not opted for CDSL Easi/Easiest facility:</p> <ul style="list-style-type: none"> <li>(i) 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>(ii) After successful registration, Member can follow the steps mentioned herein above.</li> </ul> <p>(C) Alternatively, Members can directly access e-voting page of CDSL:</p> <ul style="list-style-type: none"> <li>(i) Please visit CDSL home page <a href="http://www.cdslindia.com">www.cdslindia.com</a></li> <li>(ii) Provide your Demat Account Number and PAN No. The system will authenticate the Member by sending OTP on registered mobile and e-mail as recorded in the Demat Account.</li> <li>(iii) After successful authentication, Member will be able to see the e-voting option where the e-voting is in progress and also able to directly access the system of all e-voting Service Providers.</li> </ul> |



|   |   |
|---|---|
| Individual Members holding securities in demat mode with NSDL                                     | <p>(A) For Members already registered for NSDL IDeAS facility:</p> <ul style="list-style-type: none"> <li>(i) Please visit the e-services website of NSDL by typing the URL: <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a personal computer or on a mobile.</li> <li>(ii) Once the home page of e-Services is launched, click on the “BENEFICIAL OWNER” icon under “LOGIN” under “IDeAS” section.</li> <li>(iii) A new screen will open. Then, enter your User ID and Password.</li> <li>(iv) After successful authentication, you will be able to see e-Voting services. Thereafter, 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 and you will be re-directed to e-voting service provider website for casting your vote during the remote e-voting period or joining virtual meeting &amp; voting during the meeting.</li> </ul> <p>(B) For Members not registered for NSDL IDeAS facility:</p> <ul style="list-style-type: none"> <li>(i) Option to register is available at <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a>.</li> <li>(ii) 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></li> <li>(iii) After successful registration, Members can follow the steps mentioned above.</li> </ul> <p>(C) Alternatively, Members can directly access e-Voting website of NSDL:</p> <ul style="list-style-type: none"> <li>(i) Please visit the e-voting website of NSDL <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> either on a personal computer or on a mobile.</li> <li>(ii) 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.</li> <li>(iii) Enter your User ID (i.e. your sixteen digit demat account number held with NSDL), Password/OTP and a verification code as shown on the screen.</li> <li>(iv) After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name i.e. Maithan Alloys Limited or e-voting service provider name i.e. CDSL and you will be redirected to e-voting service provider website for casting your vote during the remote e-voting period or joining virtual meeting and voting during the meeting.</li> </ul> |
| Individual Members (holding securities in demat mode) login through their Depository Participants | <ul style="list-style-type: none"> <li>(i) Members can login using the login credentials of their demat account through your Depository Participant registered with NSDL/CDSL for e-voting facility.</li> <li>(ii) After successful login, you will be able to see e-voting option.</li> <li>(iii) Once you 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 i.e. Maithan Alloys Limited or e-voting service provider name and you will be redirected to e-voting service provider website for casting your vote during the remote e-voting period or joining virtual meeting &amp; voting during the meeting.</li> </ul>   |

**Important note:** Members who are unable to retrieve User ID/Password are advised to use ‘FORGOT USER ID’ and ‘FORGOT PASSWORD’ option available at above mentioned website.

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

| Login type  | Helpdesk details   |
|---|--|
| Individual Members 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 and 022-23058542-43. |
| Individual Members 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               |

## II. INSTRUCTIONS FOR PARTICIPATION AT THE MEETING THROUGH VC AND E-VOTING DURING THE MEETING:

- a. Members who wish to attend the Meeting through VC and/or carryout e-voting during the Meeting are requested to follow the steps enumerated under (I) above for login to the CDSL e-voting system.
- b. After login, click on the 'VC/OAVM' link appearing against the Electronic Voting Sequence Number (EVSN) of Maithan Alloys Limited to attend the Meeting.
- c. The Members who have cast their vote through remote e-voting prior to the Meeting may also attend the Meeting through VC.
- d. In case any Member, who had voted through remote e-voting, casts his vote again at the e-voting provided during the Meeting, then the votes cast during the Meeting shall be considered as invalid.
- e. Members are requested to join the proceedings of the Meeting through desktops/laptop/IPad with high-speed internet connectivity for better experience and smooth participation. Further, Members are required to allow camera for seamless participation during the Meeting.
- f. Please note that participants connecting from mobile devices (smartphones) or tablets, or through laptop using mobile hotspot may experience audio/video loss due to fluctuation in their respective internet bandwidth connection/network. It is therefore recommended to use a stable Wi-Fi or LAN connection to mitigate any kind of aforementioned glitches.
- g. Members who would like to express their views or ask questions during the Meeting may register themselves as a speaker and send their request mentioning their name, demat account number/folio number, e-mail addresses, mobile number at Company's e-mail addresses: rajesh@maithanalloys.com. Only those Members who have registered themselves as a 'SPEAKER' at least 7 (seven) days in advance will be allowed to express their views/ask questions during the Meeting. The Company reserves the right to limit the number of Members asking questions and/or restrict the time for speaking at the Meeting.
- h. Those Members who have registered themselves as a speaker will only be allowed to express their views/ask questions during the meeting.
- i. If any votes are cast by a Member through the e-voting available during the Meeting and if the said Member has not participated in the Meeting through VC facility, then the votes cast by such Members shall be considered invalid as the facility of e-voting during the Meeting is available only to the Members attending the Meeting.
- j. Members who need any technical assistance or support before or during the Meeting are requested to write to CDSL at helpdesk.evoting@cdslindia.com or contact them at toll-free No. 022-2305 8542/43.

## III. PROCESS FOR THOSE MEMBERS WHOSE E-MAIL ADDRESSES ARE NOT REGISTERED WITH THE COMPANY OR RTA OR DEPOSITORIES FOR OBTAINING LOGIN CREDENTIALS FOR E-VOTING FOR THE RESOLUTIONS PROPOSED IN THIS NOTICE:

- a. For Members holding shares in physical mode - Please provide necessary details like Folio No., Name of Member, scanned copy of the shared certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by e-mail to the Company or to its RTA.
  - b. For Non-Individual Members holding shares in demat mode - Please update your e-mail id and mobile no. with your respective Depository Participant (DP).
  - c. For Individual Members holding shares in demat mode - Please update your e-mail id and mobile no. with your respective Depository Participant (DP) which is mandatory while e-voting and joining the VC through Depository.
27. In case you have any grievances, queries or issues regarding attending the Meeting through VC, e-voting from the CDSL E-voting System, you may write an e-mail to helpdesk.evoting@cdslindia.com or contact at 022- 23058738 and 022-23058542/43 or write/contact Mr. Rakesh Dalvi, Sr. Manager, Central Depository Services (India) Limited, A Wing,

25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N.M. Joshi Marg, Lower Parel (East), Mumbai – 400013 or may contact Mr. Rajesh K. Shah, Company Secretary at Maithan Alloys Limited, Ideal Centre, 4<sup>th</sup> Floor, 9 AJC Bose Road, Kolkata – 700017, e-mail: rajesh@maithanalloys.com/phone No.: 033-4063-2393

28. The brief profile of the Directors, who are being proposed to be appointed/re-appointed, as required pursuant to the SEBI Listing Regulations and Secretarial Standard on General Meetings, is given below:

28.1]

|  |  |
|--|--|
| Name of Director   | <b>Mr. Subodh Agarwalla</b>  |
| Director Identification Number (DIN)   | 00339855   |
| Date of Birth and Age  | 12 September 1978; 42 Years  |
| Qualification  | B.Tech. (ITBHU) & MBA (IIM-Bangalore)  |
| Experience   | 20 years   |
| Date of first appointment on the Board of Directors of the Company                     | 1 July 2006  |
| The number of Meetings of the Board attended during the year 2020-2021                 | Attended 4 out of 5 Board Meetings   |
| Nature of expertise in specific functional areas                                       | Experienced in the field of Production Management and Cost Control   |
| Name(s) of other companies in which directorships are held                             | AXL-Exploration Pvt. Ltd.<br>Ma Kalyaneshwari Holdings Pvt. Ltd. (Formerly Bhagwati Syndicate Pvt. Ltd).<br>Salanpur Sinters Pvt. Ltd.<br>Rosewood Real Estate Pvt. Ltd.<br>Maithan Ferrous Pvt. Ltd.<br><i>(Mr. Subodh Agarwalla does not hold any directorship in any other listed company.)</i> |
| Name(s) of other companies in which Committee chairmanship(s)/membership(s) are held   | None   |
| Shareholding in the Company  | 4,09,250 equity shares of ₹10/- each   |
| Number of ESOPs granted  | Nil  |
| Relationship with other Directors, Manager and Key Managerial Personnel of the company | Mr. Subodh Agarwalla, son of Mr. Subhas Chandra Agarwalla, Chairman and Managing Director and brother of Mr. Sudhanshu Agarwalla, President and Chief Financial Officer of the Company   |

28.2]

|  |                                   |
|--|-----------------------------------|
| Name of Director   | <b>Mr. Srinivas Peddi</b>         |
| Director Identification Number (DIN)                                   | 09194339                          |
| Date of Birth and Age  | 20 January 1963; 58 years         |
| Qualification  | Diploma in Electronic Engineering |
| Experience   | 36 years                          |
| Date of first appointment on the Board of Directors of the Company     | 24 June 2021                      |
| The number of Meetings of the Board attended during the year 2020-2021 | Not Applicable.                   |

|  |  |
|--|--|
| Nature of expertise in specific functional areas   | Experienced in the field of handling electrical equipment and machineries of ferro alloys industry and proficient in liaisoning with Local Bodies and Government Departments.          |
| Name(s) of other companies in which directorships are held   | None   |
| Name(s) of other companies in which Committee chairmanship(s)/membership(s) are held                       | None   |
| Shareholding in the Company  | Nil  |
| Number of ESOPs granted  | Nil  |
| Relationship with other Directors, Manager and Key Managerial Personnel of the company                     | None   |
| Terms and conditions of appointment or re-appointment along with details of remuneration sought to be paid | Remuneration by way of fee for attending each meeting of the Board of Directors or Committees thereof or for any other purpose whatsoever as may be decided by the Board of Directors. |
| The remuneration last drawn  | Paid Consultancy fees of ₹70,000/- per month.  |

28.3]

|  |  |
|--|--|
| Name of Director   | <b>Mr. Palghat Krishnan Venkatramani</b>   |
| Director Identification Number (DIN)   | 05303022   |
| Date of Birth and Age  | 10 October 1950; 70 years  |
| Qualification  | Part-I CAIIB, B.Sc. (Hons.) in Chemistry   |
| Experience   | 47 years   |
| Date of first appointment on the Board of Directors of the Company   | 29 June 2012   |
| The number of Meetings of the Board attended during the year 2020-2021                                     | Attended 5 out of 5 Board Meetings   |
| Nature of expertise in specific functional areas   | Experienced in the field of banking with specialty in Industrial Finance and Staff Training and Foreign Exchange and Management Accountancy  |
| Name(s) of other companies in which directorships are held   | Captain Steel India Limited (Formerly BMA Stainless Ltd.)<br><i>(Mr. P. K. Venkatramani does not hold any directorship in any other listed company.)</i>   |
| Name(s) of other companies in which Committee chairmanship(s)/membership(s) are held                       | Captain Steel India Limited (Formerly BMA Stainless Ltd.) - Member of Audit Committee, Nomination and Remuneration Committee and Corporate Social Responsibility Committee.<br><i>(Mr. P. K. Venkatramani does not hold any committee membership in any other listed company.)</i> |
| Shareholding in the Company  | 30 Equity Shares of ₹10/- each   |
| Number of ESOPs granted  | Nil  |
| Relationship with other Directors, Manager and Key Managerial Personnel of the company                     | None   |
| Terms and conditions of appointment or re-appointment along with details of remuneration sought to be paid | Remuneration by way of fee for attending each meeting of the Board of Directors or Committees thereof or for any other purpose whatsoever as may be decided by the Board of Directors.   |
| The remuneration last drawn (financial year 2020-2021)   | Sitting Fees: ₹90,000/-paid during the year 2020-2021  |

**EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013 IN RESPECT OF THE SPECIAL BUSINESS TO BE TRANSACTED AT THE 36<sup>TH</sup> ANNUAL GENERAL MEETING (HEREINAFTER REFERRED TO AS 'THE MEETING')**

**ITEM NO. 4**

The Board of Directors at their meeting held on 5 May 2021, on the recommendation of Audit Committee, has re-appointed S. K. Sahu & Associates, Cost Accountants (Firm Registration No.: 100807) as the Cost Auditors to conduct the audit of the cost records of the Company for the financial year ended on 31 March 2022 at a remuneration of ₹40,000/- (Rupees Forty Thousand only) plus tax (if applicable) at actual.

In terms of Section 148 of the Companies Act, 2013 read with Rule 14 of the Companies (Audit and Auditors) Rules, 2014, the remuneration as approved by the Board of Directors is required to be ratified by the shareholders subsequently. Accordingly, consent of the Members is sought for ratification of the remuneration payable to the Cost Auditors for the financial year 2021-2022.

The Board of Directors, therefore, recommend the Ordinary Resolution as set out at Item No. 4 of this Notice for approval by the Members.

None of the Directors and Key Managerial Personnel of the Company and/or their relatives are, in any way, concerned or interested, financially or otherwise, in the resolution as set out at Item No. 4 of this Notice.

**ITEM NO. 5**

The Board of Directors at their meeting held on 24 June 2021 based on the recommendation of Nomination and Remuneration Committee appointed Mr. Srinivas Peddi (DIN: 09194339) as an Additional Director of the Company who holds office upto the date of the 36<sup>th</sup> Annual General Meeting as per the provisions of Section 161 of the Companies Act, 2013.

The Company has received a Notice in writing from a member proposing his candidature for the office of the Director. The Company has also received the consent in writing from Mr. Srinivas Peddi to act as a Director of the Company and a certificate under Section 164 of the Companies Act, 2013 to the effect that he is not disqualified from being appointed as a Director.

Mr. Peddi possesses an excellent understanding of manufacturing process of Ferro Alloys. He has more than three decades of experience in handling the operations and maintenance of electrical equipment and machineries. He has been instrumental in installation and commissioning of ferro alloy plant of the Company at Kalyaneshwari and Vishakhapatnam and was associated with our Group for more than 16 years. He is proficient in liaisoning with Local Bodies and Government Departments. A brief profile of proposed Director, as required pursuant to the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meetings including nature of his expertise, is provided at Note No. 28 to this Notice.

The Board of Director therefore recommends the Ordinary Resolution as set out at Item No. 5 of this Notice for approval by the Members.

Mr. Srinivas Peddi and his relatives are deemed to be interested in the resolution as set out at Item No. 5 of this Notice.

Save and except the above, none of the Directors and Key Managerial Personnel of the Company and/or their relatives are, in any way, concerned or interested, financially or otherwise, in the resolution as set out at Item No. 5 of this Notice.

**ITEM NO. 6**

Mr. Palghat Krishnan Venkatramani (DIN: 05303022) was appointed as an Independent Director by the Board of Director of the Company, with effect from 10 November 2016 for a period of 5 (five) consecutive years, which was approved by the Members at the Extra-Ordinary General Meeting of the Company held on 7 February 2017. He holds office as an Independent Director of the Company till 9 November 2021.

Section 149 of the Companies Act, 2013 (hereinafter referred to as 'the Act') read with Regulation 25 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as 'SEBI Listing

Regulations') provides that an independent director shall hold office for a term of five consecutive years but shall be eligible for re-appointment on passing of special resolution by the Company and disclosure of such appointment in the Board's Report.

Further, Regulation 17(1A) of Listing Regulations prohibits the appointment or continuation of the directorship of any person as a non-executive director who has attained the age of seventy-five years unless a special resolution is passed to that effect.

The Nomination and Remuneration Committee on the basis of the report of performance evaluation of Mr. Venkatramani, formed an opinion that his continued association will be beneficial for the Company and it is therefore desirable to continue to avail his service as an Independent Director. Accordingly, the Committee recommended his re-appointment, for second term of 5 (five) consecutive years with effect from 10 November 2021, to the Board of Directors of the Company.

The Board of Directors at their meeting held on 5 May 2021 considered the said recommendation of Nomination and Remuneration Committee along with the said report of performance evaluation and the declaration received from Mr. Venkatramani to the effect that he meets the criteria of Independence as prescribed under Section 149(6) of the Act as well as the Listing Regulations and formed an opinion that Mr. Venkatramani continues to be independent of the management as well as he is a person of integrity and possesses requisite expertise and qualification required by the Company to discharge his duty as an Independent Director. Further, it was concluded that his continued association as an Independent Director of the Company is desirable and will benefit the Company. His vast and varied experience in the field of banking with specialty in Industrial Finance and Staff Training and Foreign Exchange and Management Accountancy justifies his re-appointment and continuance as an Independent Director of the Company.

Accordingly, it is proposed to re-appoint Mr. Venkatramani as an Independent Director of the Company, not liable to retire by rotation, for a second term of 5 (five) consecutive years, on the Board of the Company, with effect from 10 November 2021.

Further, Mr. Venkatramani will attain the age of seventy-five years during his second tenure of five consecutive years. Accordingly approval is also sought for continuation of his directorship as a Non-Executive Director of the Company, after his attainment of the age of seventy-five years

He shall be paid remuneration by way of fee for attending each meeting of the Board or Committees thereof or for any other purpose whatsoever as may be decided by the Board of Directors.

A copy of draft letter of re-appointment of Mr. Venkatramani setting out the terms and conditions of his re-appointment is available for inspection at the Registered Office of the Company from 10:00 a.m. to 5:00 p.m. on all working days up to the date of the Meeting.

A brief profile of Mr. Venkatramani, as required pursuant to the SEBI Listing Regulations and Secretarial Standard on General Meetings has been provided in Note No. 28 to this Notice.

The Board of Directors, therefore, recommend the Special Resolution as set out at Item No. 6 of this Notice for approval by the Members.

Mr. Venkatramani and his relatives are deemed to be interested in the proposed resolution as set out at Item No. 6 of this Notice.

Save and except the above, none of the Directors and Key Managerial Personnel of the Company and/or their relatives are, in any way, concerned or interested, financially or otherwise, in the resolution as set out at Item No. 6 of this Notice.

**Registered Office :**

Ideal Centre, 4<sup>th</sup> Floor  
9 AJC Bose Road  
Kolkata – 700 017

By Order of the Board  
For **Maithan Alloys Limited**

Date : 24 June 2021  
Place: Kolkata

**Rajesh K. Shah**  
Company Secretary