

Telephone No. : 033-40012813, Fax : 033 2242 6799  
Website : www.iwpkatha.com, E-mail : iwpho@iwpkatha.co.in  
CIN : L20101WB1919PLC003557



# THE INDIAN WOOD PRODUCTS CO. LTD.

Registered Office : 9, Brabourne Road, Kolkata - 700 001

Date: - 04/12/2024

To,  
BSE Limited  
Phiroze Jeejeebhoy Towers,  
Dalal Street  
Mumbai - 400 001

Script Code - 540954

Dear Sir /Madam,

**Sub:- Disclosure under Regulation 30 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") - Postal Ballot Notice**

We would like to inform you that the Company has on November 28, 2024, completed the electronic transmission of the Postal Ballot Notice to the members whose names appear in the Register of Members/list of Beneficial Owners as on the cut-off date i.e. November 15, 2024

Pursuant to the provisions of Regulation 30 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, please find enclosed herewith a Copy of the Postal Ballot Notice sent through E-mail to the members.

Kindly take the above information on record and disseminate.

Thanking You

Yours Faithfully  
For The Indian Wood Products Co Ltd

**ANUP** Digitally signed  
by ANUP GUPTA  
Date: 2024.12.04

**GUPTA** 14:14:55 +05'30'

Anup Gupta  
Company Secretary and Compliance Officer  
Membership No- A36061

Enclose: - As above

# THE INDIAN WOOD PRODUCTS COMPANY LIMITED

CIN: L20101WB1919PLC003557

Regd Office: 7<sup>TH</sup> Floor, 9 Brabourne Road, Kolkata -700 001

Tel No.: (033) 40012813; 33 22426799;

Email Id: [iwpho@iwpkatha.co.in](mailto:iwpho@iwpkatha.co.in); Website: [www.iwpkatha.com](http://www.iwpkatha.com)

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## POSTAL BALLOT NOTICE

[Notice pursuant to Section 110 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014 as amended from time to time]

To

The Members

The Indian Wood Products Co Ltd

Notice is hereby given pursuant to Section 110 and other applicable provisions, if any, of the Companies Act, 2013 (the "Act") read together with the Companies (Management and Administration) Rules, 2014, as amended (the "Management Rules"), General Circular Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020, 20/2020 dated May 5, 2020, 22/2020 dated June 15, 2020, 33/2020 dated September 28, 2020, 39/2020 dated December 31, 2020, 10/2021 dated June 23, 2021, 20/2021 dated December 8, 2021, 3/2022 dated May 5, 2022, 11/2022 dated December 28, 2022, and General Circular no. 09/2023 dated September 25, 2023, issued by the Ministry of Corporate Affairs, Government of India (the "MCA Circulars"), Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India ("SS-2") and any other applicable law, rules and regulations (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), seeking approval of the shareholders of **The Indian Wood Products Co Ltd** (the Company) to the appended resolutions through Postal Ballot, by voting only through electronic means.

Pursuant to Section 102 and 110 and other applicable provisions of the Act, the statement setting out the material facts and the reasons/ rationale pertaining to the said Resolutions is annexed to this Postal Ballot Notice for your consideration and form a part of this Postal Ballot Notice.

In compliance with the provisions of Sections 108, 110 and other applicable provisions of the Act, read with (i) Rule 20 and Rule 22 of the Rules, as amended; (ii) Regulation 44 of the Listing Regulations (iii) the SS-2 and (iv) MCA Circulars, the Company has provided Remote e-Voting facility only, to its Members to enable them to cast their votes electronically instead of submitting the Postal Ballot Form physically. For this purpose, the Company has engaged the services of the National Securities Depository Limited ("NSDL") as the agency to provide a Remote e-Voting facility. The instructions for Remote e-Voting form part of this Postal Ballot Notice.

The Postal Ballot Notice will also be placed on the website of the Company ([www.iwpkatha.co.in](http://www.iwpkatha.co.in)) and on the website of NSDL.

The Postal Ballot Notice is being sent only by electronic mode, to those Members whose email addresses are registered with the Company/ Depositories, in accordance with the aforesaid MCA and SEBI Circular. Accordingly, a physical copy of the Postal Ballot Notice along with the Postal Ballot Form and pre-paid business reply envelope is not being sent to the Members for this Postal Ballot process.

The communication of the assent or dissent of the Members would take place only through the Remote e-Voting system. Eligible Member, whose e-mail address is not registered with the Company/Depositories, are requested to follow the process provided in the Notes to receive this Postal Ballot Notice.

Members are requested to carefully read the instructions in this Postal Ballot Notice and record their assent (FOR) or dissent (AGAINST) only through the Remote e-voting process not later than 5:00 p.m. (IST) on **Sunday, December 29, 2024**. Remote e-voting will be blocked by NSDL immediately thereafter and will not be allowed beyond the said date and time.

The Company has appointed CS Md. Shahnawaz, proprietor of M/s M Shahnawaz & Associates (ACS: 21427 & COP No. 15076), as Scrutinizer, as authorized by the Board at its meeting held on November 14, 2024, for conducting the Postal Ballot through Remote e-Voting process in a fair and transparent manner and in accordance with the provisions of the Act and the rules made thereunder

After completion of scrutiny of the votes, the Scrutinizer will submit his Report to the Chairman of the Company, or any person authorized by the Chairman. The results of the voting conducted through Postal Ballot (through the Remote e-voting process) along with the Scrutinizer's Report will be announced by the Chairman or such person as authorized, on or before **Monday, December 30, 2024**. The same will be displayed on the website of the Company: www.iwpkatha.com, the website of NSDL: www.evoting.nsdl.com and also shall be communicated to BSE Limited ("BSE"), where the Company's equity shares are listed and be made available on their respective websites. The Company will also display the results of the Postal Ballot at its Registered Office.

## **SPECIAL BUSINESS**

### **1. Appointment of Mr. Ravi Chandak (DIN 10828077) as Director of the Company**

To consider and, if thought fit, to pass the following Resolution as an Ordinary Resolution:

**"RESOLVED THAT** pursuant to the provisions of section 152 and all other applicable provisions of the Companies Act, 2013 ("the Act"), the Companies (Appointment and Qualifications of Directors) Rules, 2014 and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 [including any statutory modification(s) or amendment(s) thereto or re-enactment(s) thereof for the time being in force], Mr. Ravi Chandak (DIN: 10828077), who was appointed by the Board of Directors as an Additional Director of the Company, with effect from 14th November 2024 under section 161 of the Act and the Articles of Association of the Company and who is eligible for appointment as a Director and in respect of whom the Company has received a notice in writing from a Member under section 160 of the Act, proposing his candidature for the office of Director of the Company, be and hereby appointed as a Director of the Company, liable to retire by rotation."

### **2. Appointment of Mr. Ravi Chandak (DIN 10828077) as a Whole Time Director of the Company**

To consider, and if thought fit, to pass with or without modification(s), the following resolution as a **Special Resolution**:

**"RESOLVED THAT** in accordance with the provision of Section 196, 197 & 203 read with Schedule V and all other applicable provisions of the Companies Act, 2013 (the Act) and the Companies (Appointment and Remuneration of Managerial Personal) Rules, 2014 and the Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015 [SEBI (LODR)] (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), the consent of the members of the Company be and are hereby accorded to the appointment of Mr. Ravi Chandak, (DIN: 10828077) as Whole Time Director of the Company, liable to retire by rotation, for a period of 3 (Three) years w.e.f. 14<sup>th</sup> November 2024 to 31<sup>st</sup> October 2027 on the terms and conditions including remuneration as recommended by the Nomination and Remuneration Committee, as set out in the explanatory statement annexed hereto."

**"RESOLVED FURTHER THAT** the approval of the Company be and is hereby accorded to the Board of Directors of the Company (hereinafter referred to as the 'Board' which term shall be deemed to include the Nomination and Remuneration Committee of the Board) to vary, alter, increase, enhance or widen the terms and conditions of appointment and the remuneration payable to the appointee, from time to time, as they may in their discretion deem fit within the limits provided under this resolution as mentioned in the explanatory statement attached hereto and subject to the limits laid down in Section 197 of the Act read with Schedule V of the Act, and subject to the requisite approvals, if any, being obtained."

**"RESOLVED FURTHER THAT** for the purpose of giving effect to the above resolutions, the Board of Directors of the Company be and is hereby authorized to do all such acts, deeds, matters and things, as may be necessary, proper and expedient in this regard."

**Date: November 14, 2024**

**Registered Office:  
Bombay Mutual Building  
9, Brabourne Road  
Kolkata: - 700 001**

**By Order of the Board  
The Indian Wood Products Co Ltd**

**Sd/-  
Anup Gupta  
Company Secretary & Compliance Officer  
Membership No.: A36061**

## NOTES:

- 1) The business set out in the Notice may be transacted through an electronic voting system and the Company is providing the facility for voting by electronic means.
- 2) The Statement pursuant to Section 102(1) of the Act setting out the material facts concerning the item of business to be transacted is annexed hereto.
- 3) Notice along with the Postal Ballot Form is being sent to the members whose names appear on the register of members as on November 15, 2024. A person who is not a member as on the Cut-off Date should treat this Postal Ballot Notice for informational purposes only.
- 4) The Notice of Postal Ballot is being sent only in electronic form to those members whose e-mail addresses are registered with the Company RTA i.e. Niche Technologies Private Limited as on cut-off date.
- 5) In compliance with Regulation 44 of the LODR Regulations and pursuant to the provisions of Sections 108 and 110 of the Act read with the rules framed thereunder and the MCA Circulars, the manner of voting on the proposed resolution is restricted only to e-voting i.e., by casting votes electronically instead of submitting postal ballot forms. Accordingly, a physical copy of the Notice along with Postal Ballot Form and pre-paid business reply envelope are not being sent to the Members for this Postal Ballot. The communication of the assent or dissent of the Members would only take place through the e-voting system.
- 6) Pursuant to the provisions of Section 108 of the Act read with the Companies (Management and Administration) Rules, 2014 and in terms of Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company has provided the facility to members to exercise their votes through electronic means and have engaged the services of NSDL as the Authorised Agency to provide e-voting facility. Instructions for the process to be followed for voting through electronic means are annexed to the Notice.
- 7) Resolutions passed by the members through postal ballot including voting by electronic means shall be deemed to have been passed as if they have been passed at an extra-ordinary general meeting of the members convened in that behalf.
- 8) Voting rights shall be reckoned on the paid-up value of shares registered in the name of the member as on November 15, 2024.
- 9) Facility to exercise vote through electronic means will be available during the period commencing from 09.00 a.m. (IST) on November 30, 2024 and ending at 5.00 p.m. (IST) on December 29, 2024.
- 10) The Board of Directors has appointed CS Md. Shahnawaz, proprietor of M/s M Shahnawaz & Associates, Practicing Company Secretaries, Kolkata, as a Scrutinizer to conduct the voting process in a fair and transparent manner.
- 11) The Scrutinizer will submit his report to the Chairman after the completion of scrutiny, and the results of the voting will be declared by placing the results along with the Scrutinizer's report on the Company's website: <http://www.iwpkatha.com/> and communicated to the Stock Exchanges.
- 12) The resolution, if approved, shall be deemed to have been passed on the last date specified for receipt of the postal ballot or e-voting, i.e. December 29, 2024.
- 13) In case of any query/grievance with respect to voting through electronic means, please visit Help & FAQ's section and e-voting manual available at [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
- 14) Institution Members/ Bodies Corporate (i.e. other than the individual, HUF, NRI etc.) are requested to send the scanned copy (PDF/JPG Format) of the relevant Board Resolution / Authority letter etc. together with attested specimen signature of the duly authorised signatories who are authorised to vote through e-mail at [csmdshah@gmail.com](mailto:csmdshah@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) on or before December 29, 2024, upto 5.00 P.M. without which the vote shall not be treated as valid.

- 15) All material documents referred to in the explanatory statement 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. Alternatively, Members may also send their requests to iwpho@iwpkatha.co.in from their registered e-mail address mentioning their names, folio numbers, DP ID and Client ID during the voting period of the postal ballot.
- 16) Members who have not registered their e-mail addresses are requested to register the same with the Company /RTA for sending future communication(s) in electronic form.
- 17) Instructions for the process to be followed by members opting to vote through electronic means only.

Date: November 14, 2024

By Order of the Board  
The Indian Wood Products Co Ltd

Registered Office:  
Bombay Mutual Building  
9, Brabourne Road  
Kolkata: - 700 001

Sd/-  
Anup Gupta  
Company Secretary & Compliance Officer  
Membership No.: A36061

### EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013

#### Item No. 1 & 2

Based on the recommendation of the Nomination & Remuneration Committee ('N&RC'), the Board of Directors at its meeting held on November 14, 2024, appointed Mr. Ravi Chandak, (DIN: 10828077) as an Additional Director of the Company with effect from November 14, 2024 pursuant to the provisions of Section 161(1) of the Companies Act, 2013 ('the Act')

The Company has received from Mr. Ravi Chandak (i) consent in writing to act as director in Form DIR 2 pursuant to Rule 8 of Companies (Appointment & Qualification of Directors) Rules, 2014, and (ii) intimation in Form DIR 8 in terms of Companies (Appointment & Qualification of Directors) Rules, 2014, to the effect that he is not disqualified under sub-section (2) of Section 164 of the Companies Act, 2013.

Mr. Ravi Chandak is having an experience of more than 30 years in the fields of Finance, Accounts, Audits and Administration. He Completed MBA from the Manipal Academy of Higher Education in 2007. He is also a Chartered Accountant. He completed his B Com (H) from St. Xavier College, Kolkata in the year 1990. His induction in the Board will immensely benefit the Board.

The resolution seeks the approval of members for the appointment of Mr. Ravi Chandak as a Whole Time Director of the Company liable to retire by rotation, for a period of 3 (Three) years w.e.f. 14<sup>th</sup> November 2024 to 31<sup>st</sup> October 2027 on terms and conditions, as contained in the agreement entered into between the Company and Mr. Ravi Chandak and as mentioned here under: -

A. **SALARY:** - Rs.1,11,500/-- per month  
In the scale of Rs. 1,11,500/- - Rs. 1,31,750/- - Rs. 1,54,250/-

B. **PERQUISITES:**

#### **Category A:**

1. Housing: House Rent Allowance at rate of 50% of salary.
3. Leave Travel Assistance: - The Whole Time Director shall be reimbursed to the extent of 15% of the Basic salary. However, the amount so reimbursed shall be subject to Income Tax Rules
4. Special Allowance of Rs. 1,26,500/- Per Month
4. Medclaim Insurance - As per the Rule of the Company

**Category B:**

- Contribution to Provident Fund, as per the rules of the Company.
- Gratuity on retirement at the rate of one-half month's salary for each completed year of service subject to the provisions of the Gratuity Act, as amended.
- Leave with full pay: Encashment of leave will be permitted as per the rules of the Company

**Category C:**

- Car- Provision of Car for use on the Company's business provided that use of Car for private purpose shall be billed by the Company to the Director
- Telephone- Free use of telephone at his residence provided that personal long-distance calls on the telephone shall be billed by the Company to the Whole Time Director

The Whole Time Director shall be reimbursed out of the funds of the Company for all expenses incurred by him for and on behalf of the Company including traveling, fooding, lodging and other expenses incurred by the Whole Time Director for the business of the Company in accordance with the rules of the Company.

Mr. Ravi Chandak so long as he functions as Whole Time Director shall not be paid any sitting fees for attending meetings of the Board of Directors or Committees thereof.

The members are informed that the aggregate remuneration as stated in the resolution shall be payable to Mr. Ravi Chandak as minimum remuneration in case, the Company's profits are inadequate in any financial year during the term of Mr Ravi Chandak.

Further, the Board may alter, modify or vary the terms and conditions including the remuneration as approved hereby, in such manner as may be agreed to between the Board and Mr. Ravi Chandak, subject to the provisions of Section II of Part II of Schedule V of the Companies Act, 2013 which lays down the following limits for payment of managerial remuneration:

Where the effective Capital is	Maximum Yearly Permissible Limit of Managerial Remuneration Per Person:
Rs.5 crores and above but less than Rs.10 crores	Rs. 84 lakhs *

The remuneration in excess of the above limit can be paid if the same is approved by a special resolution. Accordingly, it is proposed to pass a special resolution to pay remuneration, including any enhanced remuneration, in excess of aforesaid limit.

A brief resume and a statement as required under Regulation 36 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, SS 2 - Secretarial Standard on General Meetings, and Section II, Part II of the Schedule V of the Companies Act, 2013, is attached herewith and marked as annexure A.

Except Mr. Ravi Chandak none of the Directors or any Key Managerial Personnel or any relative of any of the Directors of the Company or the relatives of any Key Managerial Personnel is, in anyway, concerned or interested in the above resolution.

The agreement entered into for the appointment of Mr. Ravi Chandak would be available for inspection by the members at the Registered Office of the Company on all working days (Monday to Friday) during normal business hours up to 29 December 2024.

**Date: November 14, 2024**

**Registered Office:  
Bombay Mutual Building  
9, Brabourne Road  
Kolkata:- 700 001**

**By Order of the Board  
The Indian Wood Products Co Ltd  
Sd/-  
Anup Gupta  
Company Secretary & Compliance Officer  
Membership No.: A36061**

**Annexure- A**

**Brief Resume of Directors seeking appointment/ re-appointment**

<b>Name of the Director</b>	<b>Mr. Ravi Chandak</b>
<b>DIN</b>	10828077
<b>Category / Designation</b>	Whole Time Director
<b>Date of Birth/ Age</b>	09/12/1967 - 56 Years
<b>Date of Appointment</b>	14.11.2024
<b>Qualifications</b>	He is a MBA from the Manipal Academy of Higher Education. He is also a Chartered Accountant. He Completed his B Com (H) from St. Xavier Collage, Kolkata in the year 1990
<b>Name of Listed Entity from Which the person has resigned as a director in the past three years*</b>	NIL
<b>Expertise in specific functional areas</b>	Mr. Ravi Chandak is having an experience of more than 30 years in the fields of Finance, Accounts, Audits and Administration. His induction in the Board will immensely benefit the Board.
<b>Key Terms and conditions of his appointment</b>	Please refer to the explanatory Statement forming a part of this Notice
<b>Number of Meetings of the Board attended during the financial year (2023-24)</b>	NA
<b>List of Directorship/ Membership /Chairmanship of Committees of other Board</b>	NA
<b>Shareholding in the Company</b>	2000
<b>Number of Equity Shares held in the Company for any other person on a beneficial basis*</b>	NIL
<b>Relationship with other Directors, Manager and other Key Managerial Personnel of the Company</b>	NONE

\*As per Disclosure received from the Director

**B) Statement as required Under Section II, Part II of the Schedule V of the Companies Act, 2013 with reference to the Special Resolution at Item No. 1 of the Notice**

**I. General Information:**

1. Nature of Industry: Pioneer manufacturer of Katha & Cutch.
2. Date or expected date of commencement of commercial production: Existing Company in operation since 1919.
3. In case of new companies, the expected date of commencement of activities as per project approval by financial institution appearing in the prospectus: Not Applicable
4. Financial performance based on given indicators:

(Rs. In Lacs)

Sr. No	Particulars	2023-24	2022-23	2021-22
1.	Turnover	19241.53	18369.37	17789.63
2.	Profit/ (Loss) before Tax	325.90	180.99	(118.19)
3.	Net Profit / (Loss after Tax)	259.01	138.01	(103.73)
4.	Paid-up Share Capital	1279.75	1279.75	1279.75
5.	Reserve and Surplus	34303.68	34143.85	34028.25

1. Export performance and net foreign exchange collaboration: The export market of the company is not consistent and favorable for Katha. Cutch is fully exported either by the company or through third parties but the earnings is not significant. The company is regularly importing Gambier which is the main raw material for its products. The outgo of the same for the year 2023-24 was at Rs. 961.11 Lakhs.

**II Information about i) Ravi Chandak**

**1) Background details:**

- i) Mr. Ravi Chandak is a qualified MBA from the Manipal Academy of Higher Education. He is also a Chartered Accountant. He Completed his B Com (H) from St. Xavier Collage, Kolkata in the year 1990. He is having an experience of more than 30 years in the fields of Finance, Accounts, Audits and Administration. His Guidance and ideas will help in overall growth of the Company

**2) Past remuneration**

(Amount in Lakhs)

Financial Year	Mr. Ravi Chandak
2021-22	26.76
2022-23	26.17
2023-24	31.59

\*Excluding retiral benefits (PF and Gratuity)

**3) Recognition and awards – Nil**

**4) Job Profile and Suitability –**

Mr. Ravi Chandak, Whole Time Director also entrusted with powers to procure quality raw materials and financial management of the company. He has over 30 years' experience in the fields of Finance, Accounts, Audits and Administration of the company. He had played a major role in procuring Raw Material & finance for the working capital requirement of the company from banks and by his strategic planning the company was able to meet its financial requirements. The company has been immensely benefited by his professional knowledge and managerial expertise.

**5) Remuneration proposed: - As stated in the explanatory statement to the special resolution at item no. 1 in the notice.**

**6) Comparative remuneration profile with respect to industry, size of the company, profile of the position and person – Since there is no Company in this sector of the industry, your company is the only company in the corporate sector. Hence comparative remuneration and profile are not available.**



- 7) Pecuniary relationship directly or indirectly with the company or relationship with the managerial personnel, if any: - No Pecuniary relationship directly or indirectly with the company or relationship with the managerial personnel

### **III Other Information**

#### **1. Reason of Loss or inadequate profit**

- A. The company is regularly making a profit and paying dividends. However, due to restrictions imposed by the various state governments on the sale of Gutka/Pan Masala industries for whom our product is the major raw material, the turnover of the company may affect which may be the main reason for inadequate profit.
- B. As the availability of Khair wood in India is not sufficient to meet the growing demand. Moreover, the sale of khair wood is done by state forest corporations which prefer the sale of the khair wood to their local units only which is also disadvantageous to the company's growth.

**2. Step taken or proposed to be taken for improvement:** The Company has been taking all measures within its control to maximize efficiencies and optimize costs to lower the cost of production. The Company has chalked out a road map to increase profitability by reducing costs, maximizing production and increasing sales by approaching new customers. By expanding the retail segment, the company will become less dependent on the Pan Masala manufacturers. The company has also taken a drive to approach retailers to increase its turnover. The company is also hopeful to contain or lower the financial cost by negotiating with its bankers to reduce interest rates and thereby improve profitability.

3. Expected increase in productivity and profits in measurable terms: - The steps have been undertaken or proposed to undertake to modernize and extension of plant capacity to increase production which will certainly accelerate the growth and profitability of the company.

4. To overcome the disadvantage of not being located in Khair wood growing areas, the company is importing extracted Gambier from Indonesia through a joint venture Company, where the quality of Gambier substantially improved and cost had optimized to a great extent. Gambier happens to be one of the major raw materials currently.

In view of the facts stated above it is difficult to forecast productivity and profitability in measurable terms.

### **IV Disclosure**

All the specified disclosure as required under this head in Section B of Schedule V of the Companies Act, 2013 shall be made in the Corporate Governance section of the Board report in the next Annual Report.

**Date: November 14, 2024**

**Registered Office:  
Bombay Mutual Building  
9, Brabourne Road  
Kolkata:- 700 001**

**By Order of the Board  
The Indian Wood Products Co Ltd**

**Sd/-  
Anup Gupta  
Company Secretary & Compliance Officer  
Membership No.: A36061**

## How do I vote electronically using NSDL e-Voting system?





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
Individual Shareholders holding securities in demat mode with NSDL.	<ol style="list-style-type: none"> <li>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 i.e. NSDL and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</li> <li>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></li> <li>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 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.</li> <li>Shareholders/Members can also download NSDL Mobile App "NSDL Speede" facility by scanning the QR code mentioned below for seamless voting experience.</li> </ol> <p><b>NSDL Mobile App is available on</b></p> <p>  App Store            Google Play         </p> <div style="display: flex; justify-content: space-around;">   </div>
Individual Shareholders holding securities in demat mode with CDSL	<ol style="list-style-type: none"> <li>Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login Easi / Easiest are requested to visit CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login icon &amp; New System Myeasi Tab and then user your existing my easi username &amp; password.</li> <li>After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the voting is in progress as per the information provided by company. On clicking the evoting 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. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly.</li> </ol>

	<p>3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login &amp; New System Myeasi Tab and then click on registration option.</p> <p>4. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on <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 able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</p>
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.

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.com">evoting@nsdl.com</a> or call at 022 - 4886 7000
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 toll free no. 1800 21 09911

**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:
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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) the option is 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.com](mailto:evoting@nsdl.com) 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 [msassociates@gmail.com](mailto:msassociates@gmail.com) with a copy marked to [evoting@nsdl.com](mailto:evoting@nsdl.com). Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "Upload Board Resolution / Authority Letter" displayed under "e-Voting" tab in their login.
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 : 022 - 4886 7000 or send a request to Ms. Pallavi Mhatre, Senior Manager, NSDL and/ or Mr. Amit Vishal, Deputy Vice President, NSDL at [evoting@nsdl.com](mailto:evoting@nsdl.com)

#### 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 [iwpho@iwpkatha.co.in](mailto:iwpho@iwpkatha.co.in)
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 [iwpho@iwpkatha.co.in](mailto:iwpho@iwpkatha.co.in). If you are an Individual shareholder 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.com](mailto:evoting@nsdl.com) for procuring user id and password for e-voting by providing above mentioned documents.
4. 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.