

COMSYN/BSE/2020-21

Date: 4<sup>th</sup> September, 2020

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To,  
The General Manager,  
DCS-CRD  
BSE Limited  
Phiroze Jeejeebhoy Towers  
Dalal Street Mumbai- 400001(MH)

BSE Scrip ID: COMSYN

BSE Scrip Code: 539986

**Sub.: Submission of copy of newspaper clippings of Notice of 36<sup>th</sup> Annual General Meeting (AGM), Remote E-Voting, Book Closure and other details as prescribed in MCA Circular No. 20/2020 dated 5<sup>th</sup> May 2020.**

Dear Sir/Madam,

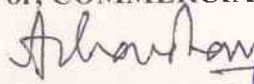
Please find enclosed herewith copy of newspaper clippings of Notice of 36<sup>th</sup> Annual General Meeting (AGM), Remote E-Voting, Book Closure and other details as prescribed in MCA Circular No. 20/2020 dated 5<sup>th</sup> May, 2020, published in 'Free Press' (English Edition) and 'Choutha Sansar' (Vernacular Language- Hindi Edition) on Friday, 4<sup>th</sup> September, 2020.

You are requested to please take on record the aforesaid document for your reference and further needful.

Thanking You.

Yours Faithfully,

For, **COMMERCIAL SYN BAGS LIMITED**

  
**ANIL CHOUDHARY**  
**CHAIRMAN & MANAGING DIRECTOR**  
**DIN: 00017913**



*Encl.: Clippings of English & Hindi Newspaper*

**Commercial Syn Bags Limited**

CIN : L25202MP1984PLC002669

Registered Office : Commercial House, 3-4, Jaora Compound, M.Y.H. Road, INDORE - 452 001, M.P. INDIA

Ph. +91-731-2704007, 4279525 Fax : +91-731-2704130 E-mail : [mails@comsyn.com](mailto:mails@comsyn.com), Visit at : [www.comsyn.com](http://www.comsyn.com)

## COMMERCIAL SYN BAGS LIMITED

CIN: L25202MP1984PLC002669  
 Regd. Office: Commercial House, 3-4, Jabra Compound M.Y.H. Road Indore (MP) 452001  
 Website: [www.comsyn.com](http://www.comsyn.com) Email: [investors@comsyn.com](mailto:investors@comsyn.com) Contact: 0731-4279525/26

### NOTICE OF 36<sup>TH</sup> AGM, E-VOTING AND BOOK CLOSURE

#### 1. ANNUAL GENERAL MEETING (AGM):

NOTICE is hereby given that the 36<sup>th</sup> Annual General Meeting (AGM) of the Members of the Company will be held on Tuesday, the September 29, 2020 at 2.00 P.M. IST through Video Conferencing / Other Audio Visual Means (VC/OAVM) to transact the Businesses, as set out in the Notice of AGM dated 02<sup>nd</sup> September, 2020.

In view of the COVID-19 Pandemic the AGM will be held through VC/OAVM in compliance with the applicable provisions of the Companies Act, 2013 read with Circular No. 14/2020 dated April 8, 2020, Circular No. 17/2020 dated April 13, 2020 and Circular No. 20/2020 dated May 5, 2020 issued by Ministry of Corporate Affairs and Circular No. SEBI/HO/CFO/CMDI/CIR/P/2020/79 dated May 12, 2020 issued by the Securities and Exchange Board of India (SEBI), permitting the holding of AGM through VC/OAVM without physical presence of members at a common venue. Members will be provided with a facility to attend the AGM through electronic platform provided by Central Depository Services (India) Limited (CDSL).

#### 2. E-VOTING PROCEDURE:

All the Members of the Company are informed that:

In compliance with Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time and Regulation 44 of SEBI (LODR) Regulations, 2015, members are provided with the facility to cast their vote on resolutions set forth in the Notice of AGM using electronic voting means (e-voting) provided by CDSL, the voting rights of the members shall be in proportion to their holding of shares in paid-up equity share capital of the Company as on Tuesday, September 22, 2020 ('cut-off date').

Members holding their shares either in physical form or in dematerialized form, as on the cut-off date of Tuesday, September 22, 2020 may cast their vote electronically on the resolutions as set out in the notice of AGM through remote e-voting and e-voting at AGM.

The remote e-voting shall commence on Saturday, September 26, 2020 at 9:00 A.M [IST] and shall end on Monday, September 28, 2020 at 5:00 P.M [IST] after aforesaid period the portal shall forthwith be blocked and shall not be available for remote e-voting.

Those members, who shall be present in the AGM through VC/OAVM facility and had not cast their votes on resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through remote e-voting prior to the AGM may also attend the AGM/participate in through VC/OAVM but shall not be entitled to cast their vote again.

CS Ishan Jain, Proprietor of M/s Ishan Jain & Co., Company Secretaries, Indore (FCS 9978, CP 13032) has been appointed as the Scrutinizer for Scrutinizing the Remote E-voting process and E-Voting at the AGM in a fair and transparent manner.

Any persons, who acquires shares of the Company and becomes members of the company after notice has been sent electronically by the company and holds shares as of the cut-off date i.e. September 22, 2020, may obtain the login ID and password by sending a request at [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or our Share Transfer Agent Bigshare Services Pvt. Ltd., 1st Floor, Bharat Tin Works Building, Opp. Vasant Oasis, Makwana Road, Marol, Andheri (East), Mumbai, Maharashtra, 400059. Tel: 022 - 40430200 / 62638200, Fax 022 - 28475207 / 62638299 Email [investor@bigshareonline.com](mailto:investor@bigshareonline.com) However, if a person is already registered with CDSL for e-voting then existing user ID and password can be used for casting vote.

In compliance with the above Circulars, electronic copies of the Notice of AGM and Annual Report for the financial year 2019-20 will be sent to all the Shareholders whose email addresses are registered with the Company/Depository Participant(s) on or before 7<sup>th</sup> Sept., 2020 If you have not registered your email address with the Company/Depository Participant(s) you may please follow instructions for registering/updating your email addresses:

Physical Holding	Please send a request to the Company/Register and Share Transfer Agent providing Folio No., Name of Shareholder, Scanned Copy of the share certificate (front and back), self attested copy of PAN Card and Driving License, Election Identity Card and Passport (any one Document) for registering email address.
Demat Holding	Please contact your Depository Participant (DP) and register your email address and bank account details as per process advised by your DP.

Members may note that the Notice of 36<sup>th</sup> AGM and the Annual Report for the Financial Year 2019-20 will be available on the Company's website at [www.comsyn.com](http://www.comsyn.com) and website of the Stock Exchange i.e. BSE Limited at [www.bseindia.com](http://www.bseindia.com). The Notice of 36<sup>th</sup> AGM will also be available on the CDSL at [www.evotingindia.com](http://www.evotingindia.com).

#### 3. BOOK CLOSURE:

Further Notice is given that pursuant to Regulation 42 of the SEBI (LODR) Regulations, 2015 and Section 91 of the Companies Act, 2013 that the Register of Members & Share Transfer Books of the Company will remain closed from Tuesday September 22, 2020 to Tuesday, September 29, 2020 (both day inclusive) for the purpose of the above said AGM of the Company.

#### 4. PAYMENT OF DIVIDEND:

Members may note that the Board of Directors at its Meeting held on 2<sup>nd</sup> Sept., 2020 has recommended a Final Dividend of Rs.1.50/- Per equity share (i.e. 15%) of face value Rs. 10/- each for the financial year ended 31<sup>st</sup> March, 2020. The Register of Members and the Share Transfer Books of the Company shall remain closed from Tuesday, September 22, 2020 to Tuesday, September 29, 2020 (both day inclusive) for the purpose of 36<sup>th</sup> AGM and distribution of Dividend for the Financial Year 2019-20. The final dividend, if approved, by the Members at the AGM will be paid electronically to the Members who have updated their bank account details for receiving dividend through electronic means. For Members who have not updated their bank account details, dividend warrants/demand drafts will be sent to them in due course of time and upon normalization of postal services. To avoid delay in receiving dividend, shareholders are requested to update their bank details with their Depository Participants (where shares are held in dematerialized mode) and with Registrar and Transfer Agent i.e. Bigshare Services Private Limited (where the shares are registered in physical mode).

Pursuant to Finance Act 2020 and press release of Central Board of Direct Taxes, dividend income will be taxable in the hands of Members w.e.f. April 1, 2020 and the Company is required to deduct tax at source from dividend paid to Members at the prescribed rates as stipulated in the Income tax Act, 1961. For the prescribed rates for various categories, conditions for Nil /preferential TDS and details /documents required thereof, members are requested to refer to the IT Act and to refer Notice of the 36<sup>th</sup> AGM for details instruction. In general, to enable compliance with TDS requirements, members are requested to complete and/or update their residential status, PAN, category as per the IT Act with their depository or in case shares are held in physical form with the Company/R & T Agent i.e. Big share Services Pvt. Ltd. at [investors@comsyn.com](mailto:investors@comsyn.com) and [investor@bigshareonline.com](mailto:investor@bigshareonline.com). All communications/queries with respect of deduction of tax at source on final dividend payout should be addressed to our RTA/company on the above stated email-id's.

The above information is being issued for the information and benefit of all the Members of the Company and is in compliance with the MCA Circulars and SEBI Circular.

For, Commercial Syn Bags Limited  
 Sandeep Patel  
 Company Secretary  
 & Compliance officer

Date- 3<sup>rd</sup> September, 2020  
 Place-Indore

# COMMERCIAL SYN BAGS LIMITED

CIN: L25202MP1984PLC002669

Regd. Office: Commercial House, 3-4, Jaora Compound M.Y.H. Road Indore (MP) 452001  
 Website: [www.comsyn.com](http://www.comsyn.com) Email: [investors@comsyn.com](mailto:investors@comsyn.com) Contact: 0731-4279525/26

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Members holding their shares either in physical form or in dematerialized form, as on the **cut-off date of Tuesday, September 22, 2020** may cast their vote electronically on the resolutions as set out in the notice of AGM through remote e-voting and e-voting at AGM.

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Any persons, who acquires shares of the Company and becomes members of the company after notice has been sent electronically by the company and holds shares as of the cut-off date i.e. September 22, 2020, may obtain the login ID and password by sending a request at [helpdesk.evoting@cdaiindia.com](mailto:helpdesk.evoting@cdaiindia.com) or our Share Transfer Agent Bigshare Services Pvt. Ltd., 1st Floor, Bharat Tin Works Building, Opp. Vasant Oasis, Makwana Road, Marol, Andheri (East), Mumbai, Maharashtra, 400059. Tel: 022 - 40430200 / 62638200, Fax: 022 - 28475207 / 62638299 Email [investor@bigshareonline.com](mailto:investor@bigshareonline.com) However, if a person is already registered with CDSL for e-voting then existing user ID and password can be used for casting vote.

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### 3. BOOK CLOSURE:

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The above information is being issued for the information and benefit of all the Members of the Company and is in compliance with the MCA Circulars and SEBI Circular.

Date- 3<sup>rd</sup> September, 2020  
 Place-Indore

For, Commercial Syn Bags Limited  
**Sandeep Patel**  
 Company Secretary  
 & Compliance officer

