

**Registered and Admin Office :**

Plot No. 29, Pavitra, Second Floor, Chharwada Road,  
Opp. Sargam Society, GIDC., Vapi-396 195, Gujarat, INDIA  
Tel/Fax : 91-260-2432998, 2430106 Mob.: 91-9512701950  
Email : info@gautamexim.com / grrpl1850@gmail.com  
CIN : L51100GJ2005PLC046562  
GSTIN : 24AACCG7701P1ZF

**Mumbai Branch:**

K.K. Chambers, Ground Floor, Room No. 2, P.T. Road,  
Behind ICICI Bank, Fort, Mumbai - 400 001. INDIA  
Tel/Fax : 91-22-2203 0080, 8850772278  
Email : info@gautamexim.com / grrpl1850@gmail.com  
Web.: www.gautamexim.com

Dated: August 16, 2023

To,  
Bombay Stock Exchange Limited  
P.J. Towers, Dalal Street,  
Mumbai – 400 001 Maharashtra

**Scrip Code – 540613**

**Sub. : Notice of 18<sup>th</sup> Annual General Meeting and Book Closure;**

Dear Sir/Madam,

In respect of above captioned matter, we are enclosing herewith Notice of 18<sup>th</sup> Annual General Meeting and Book Closure.

The Notice of 18<sup>th</sup> Annual General Meeting and Book closure are also available on the Website of the Company [www.gautamexim.com](http://www.gautamexim.com)

Kindly acknowledge this and update in your records.

Thanking You,

Yours faithfully,

**For GAUTAM EXIM LIMITED**

**BALASUBRAMANIAN RAMAN**  
**Managing Director**  
**DIN: 00410443**

Encl: As above

# Notice

NOTICE IS HEREBY GIVEN THAT THE 18<sup>TH</sup> ANNUAL GENERAL MEETING (AGM) OF THE MEMBERS OF GAUTAM EXIM LIMITED (THE COMPANY) WILL BE HELD ON **SATURDAY, THE 23<sup>RD</sup> DAY OF SEPTEMBER, 2023** AT 12:00 NOON AT **PLOT NO. 29, PAVITRA, 2ND FLOOR, OPP. SARGAM SOCIETY, CHARWADA ROAD, G.I.D.C., VAPI, VALSAD – 396195, GUJARAT, INDIA** TO TRANSACT THE FOLLOWING BUSINESS:

## **ORDINARY BUSINESS:**

1. To receive, consider and adopt the Audited Standalone Financial Statements of the Company for the Financial Year ended 31<sup>st</sup> March, 2023 and the Reports of the Board of Directors and the Auditors thereon.
2. To appoint a Director in place of Mrs. Nagalaxmi Balasubramanian (DIN: 00410495), who retires by rotation and being eligible offers himself for re-appointment.

By order of the Board of Directors  
**BALASUBRAMANIAN RAMAN**  
Managing Director  
DIN: 00410443

Date: 16/08/2023  
Place: Vapi

## **Registered Office:**

PLOT NO. 29, PAVITRA, 2ND FLOOR, OPP. SARGAM SOCIETY, CHARWADA ROAD, G.I.D.C., VAPI, VALSAD – 396195, GUJARAT, INDIA

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## **NOTES:**

- (1) **PROXY:** A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING MAY APPOINT A PROXY TO ATTEND AND, ON POLL, TO VOTE INSTEAD OF HIMSELF/HERSELF AND A PROXY NEED NOT BE A MEMBER OF THE COMPANY. THE INSTRUMENT APPOINTING THE PROXY IN ORDER TO BE EFFECTIVE, MUST BE DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN 48 HOURS BEFORE THE COMMENCEMENT OF THE MEETING. A PERSON CAN ACT AS PROXY ON BEHALF OF MEMBERS NOT EXCEEDING 50 (FIFTY) AND HOLDING IN AGGREGATE NOT MORE THAN 10 (TEN) PERCENT OF THE TOTAL SHARE CAPITAL OF THE COMPANY.
- (2) **ATTENDANCE SLIP & ANNUAL RETURN:** Members / proxies / authorized representatives should bring their copy of the Annual Reports and Financial Statements along with their Attendance Slip attached herewith duly filled and signed in accordance with specimen signatures registered with the company to attend the meeting.  
  
Members who hold shares in dematerialized form are requested to bring their attendance slips duly completed and signed mentioning therein details of their DP ID and Client ID/ Folio No.
- (3) **AUTHORISED REPRESENTATIVE:** Corporate members intending to send their authorized representatives to attend the meeting pursuant to Section 113 of the Companies Act, 2013 are requested to send to the company, a certified copy of the relevant Board Resolution together with their respective specimen signatures authorizing their representative(s) to attend and vote on their behalf at the Meeting.
- (4) **CLOSURE OF BOOKS:** Register of Members and the Share Transfer Books of the Company will remain closed from **Saturday, the 16th September, 2023 to Saturday, the 23rd September, 2023 (both days inclusive).**
- (5) **NRI SHAREHOLDER:** The non-resident Indian shareholders are requested to inform the company immediately about:
  1. The change in the residential status on return to India for Permanent settlement.
  2. The particulars of NRO bank account in India if not furnished Earlier.
- (6) **NOMINATION:** Members are entitled to make nomination in respect of the shares held by them in physical form. Members desirous of making nominations may send their request in Form SH.13 in duplicate to the Registrars and Share Transfer Agents (RTA) of the Company. Members may obtain a blank Form SH.13 upon request to the Company or its RTA.

- (7) **UPDATION OF MEMBERS' DETAILS:** The Format of the Register of Members prescribed by the Ministry of Corporate Affairs under the Companies Act, 2013 requires the Company/Registrars and Transfer Agents to record additional details of Members, including their Permanent Account Number details ("PAN"), email address, bank details for payment of dividend, etc. Further, the Securities and Exchange Board of India ("SEBI") has mandated the submission of PAN by every participant in the securities market.

Members holding shares in electronic form are requested to submit the details to their respective Depository Participant or contact our Registrar and Transfer Agent i.e. Bigshare Services Private Limited.

- (8) **REGULATION 36:** Additional Information, pursuant to Regulation 36 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, in respect of the directors seeking appointment/ re-appointment at the Annual General Meeting, is furnished as annexure to the Notice. The directors have furnished consent /declaration for their appointment/ reappointment as required under the Companies Act, 2013 and the rules there under.
- (9) **DISPATCH OF ANNUAL REPORT:** Pursuant to the provisions of Sections 101 and 136 of the Act read with the Companies (Accounts) Rules, 2014 Annual Report for the Financial Year 2022-23, the notice of the 18<sup>th</sup> Annual General Meeting along with Attendance Slip and Proxy form, are being sent by electronic mode to all the members whose e-mail addresses are registered with the Company/ Depository Participant(s) unless a member has requested for a physical copy of the document. For members who have not registered their email addresses, physical copies of the Documents are being sent by the permitted mode.
- (10) **INTIMATION OF CHANGE IN THE DETAILS:** Members holding shares in electronic form are requested to intimate immediately any change in their address or bank mandates to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form are requested to advise any change in their address or bank mandates immediately to the Company or contact our Registrar and Transfer Agent i.e. Bigshare Services Private Limited (Mumbai). Members are encouraged to utilize the Electronic Clearing System (ECS) for receiving dividends (If any).
- (11) **COMPLIANCE UNDER REGULATION 136(1):** The Annual Report of the Company will be available on the Company's website, <http://www.gautamexim.com> and on the website of respective Stock Exchange where the equity shares of the Company are listed, [www.bsesme.com](http://www.bsesme.com). As per Section 136(1), the physical copies of the aforesaid documents will also be available at the Company's registered office for inspection during normal business hours on working days. Members who require communication in physical form in addition to e-communication, or have any other queries, may write to us at [cs@gautamexim.com](mailto:cs@gautamexim.com).
- (12) **REGISTERS:** The Register of Directors and Key Managerial Personnel and their shareholding, maintained under Section 170 of the Companies Act, 2013 and the Register of Contracts or Arrangements in which Directors are interested, maintained under Section 189 of the Companies Act, 2013, will be available for inspection by the members at the Annual General Meeting.
- (13) **JOINT-HOLDER:** In case of Joint holder's attending the meeting, the Joint-holder's who is higher in the order will be entitled to vote at the meeting.
- (14) **ROUTE MAP:** A route map showing direction to reach the venue of the meeting is given at the end of this Notice.
- (15) **INFORMATION AND OTHER INSTRUCTIONS RELATING TO E-VOTING ARE AS UNDER;**
- I. In compliance with the provision of section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force), the company is pleased to provide members facility to exercise their right to vote at the Annual General Meeting (AGM) by electronic means and the items of business as detailed in this Notice may be transacted through e-voting services provided by National Securities Depository Limited (NSDL).
  - II. The remote e-voting period begins on **Wednesday, 20<sup>th</sup> September, 2023 at 10:00 am and ends on Friday, 22<sup>nd</sup> September, 2023 at 5.00 pm**. The remote e-voting module shall be disabled by NSDL for voting thereafter. The Members, whose names appear in the Register of Members / Beneficial Owners as on the record date (cut-off date) i.e. **Saturday, 16<sup>th</sup> September, 2023**, may cast their vote electronically. The voting right of shareholders shall be in proportion to their share in the paid-up equity share capital of the Company as on the cut-off date, being **Saturday, 16<sup>th</sup> September, 2023**
  - III. Mr. Vishal Dewang, Practicing Company Secretary has been appointed as the Scrutinizer for conducting the remote e-voting process as well as the voting through Poll Paper, in a fair and transparent manner.
  - IV. Voting rights shall be reckoned on the paid-up value of share registered in the name of the members as on the cut-off date i.e. **16<sup>th</sup> September, 2023**.

- V. A person, whose name is recorded in the register of members as on the cut-off date, i.e. **16th September, 2023** only shall be entitled to avail the facility of remote e-voting/voting.
- VI. The Scrutinizer, after scrutinizing the votes cast at the meeting (polling paper) and through remote e-voting, will not later than 48 hours of conclusion of the Meeting, make a consolidated scrutinizer's report shall be placed on the website of the Company. The results shall be communicated to the stock Exchange.
- VII. Subject to receipt of requisite number of votes, the Resolutions shall be deemed to be passed on the date of the Meeting i.e. **23<sup>rd</sup> September, 2023**.
- VIII. **Instructions for e-voting are as under:**

Pursuant to provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015, the Company is pleased to provide members facility to exercise their right to vote at the Annual General Meeting (AGM) by electronic means and the **business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM (“remote e-voting”) will be provided by National Securities Depository Limited (NSDL).**

The Company has approached NSDL for providing e-voting services through our e-voting platform. In this regard, your Demat Account/Folio Number has been enrolled by the Company for your participation in e-voting on resolution placed by the Company on e-Voting system.

The Notice of the Annual General Meeting (AGM) of the Company inter alia indicating the process and manner of e-Voting process along with printed Attendance Slip and Proxy Form can be downloaded from the link <https://www.evoting.nsdl.com> or [www.gautamexim.com](http://www.gautamexim.com)

The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the **cut-off date of 16th September, 2023**. Any person, who acquires shares of the Company and become member of the Company after dispatch of the notice and holding shares as of the cut-off date i.e. **16th September, 2023**, may obtain the login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or [jibu@bigshareonline.com](http://jibu@bigshareonline.com).

The facility for voting through remote e-voting / ballot paper / Poling Paper shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper.

### **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 : Individual Shareholders holding securities in demat mode with NSDL.**

**Login Method :**

- Existing **IDEAS** user can visit the e-Services website of NSDL Viz. <https://eservices.nsdl.com> 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. If you are not registered for IDEAS e-Services, option to register is available at <https://eservices.nsd.com>. Select “**Register Online for IDEAS Portal**” or click at <https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp>

2. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsd.com/> 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.
3. Shareholders/Members can also download NSDL Mobile App “**NSDL Speede**” facility by scanning the QR code mentioned below for seamless voting experience.



**Type of shareholders : Individual Shareholders holding securities in demat mode with CDSL.**

#### **Login Method**

1. 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 [www.cdslindia.com](http://www.cdslindia.com) and click on login icon & New System Myeasi Tab and then user your existing my easi username & password.
2. After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting 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.
3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website [www.cdslindia.com](http://www.cdslindia.com) and click on login & New System Myeasi Tab and then click on registration option.
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 [www.cdslindia.com](http://www.cdslindia.com) home page. The system will authenticate the user by sending OTP on registered Mobile & 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.

**Type of shareholders : Individual Shareholders (holding securities in demat mode) login through their depository participants.**

**Login Method :** 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** : Individual Shareholders holding securities in demat mode with NSDL

**Helpdesk details** : Members facing any technical issue in login can contact NSDL helpdesk by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or call at 022 - 4886 7000 and 022 - 2499 7000

**Login type** : Individual Shareholders holding securities in demat mode with CDSL

**Helpdesk details** : Members facing any technical issue in login can contact CDSL helpdesk by sending a request at [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or contact at toll free no. 1800 22 55 33

**B) Login Method for e-Voting 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 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 will be as per details given below :
  - 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. Your password details 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 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, your ‘initial password’ is communicated to you on your postal address.
6. If you are unable to retrieve or have not received the “Initial password” or have forgotten your password:
  - a. Click on “**Forgot User Details/Password?**”(If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).

- b. **“Physical User Reset Password?”** (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - c. If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
  - d. Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL
7. After entering your password, tick on Agree to “Terms and Conditions” by selecting on the check box.
  8. Now, you will have to click on “Login” button.
  9. After you click on the “Login” button, Home page of e-Voting will open.

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

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 is in active status.
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.

### **Process for those shareholders whose email ids are not registered with the depositories/ company 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 ([cs@gautamexim.com](mailto:cs@gautamexim.com)).
2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) to (Company email id). If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A)** i.e. **Login method for e-Voting for Individual shareholders holding securities in demat mode.**
3. Alternatively shareholder/members may send a request to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) for procuring user id and password for e-voting by providing above mentioned documents.
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.

### **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 [cs.vishal2009@gmail.com](mailto:cs.vishal2009@gmail.com) to with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the **“Forgot User Details/Password?”** or **“Physical User Reset Password?”** option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) to reset the password.

**Please note the following:**

A member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the AGM.

A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM through ballot paper.

The Chairman shall, at the AGM, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of ballot paper for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.

The Scrutinizer shall after the conclusion of voting at the general meeting, will first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than three days of the conclusion of the AGM, a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith

**Other information:**

- Your login id and password can be used by you exclusively for e-voting on the resolutions placed by the companies in which you are the shareholder.
- It is strongly recommended not to share your password with any other person and take utmost care to keep it confidential.

In case of any queries, you may refer to the Frequently Asked Questions (FAQs) for members and e-voting user manual for members available at the Downloads sections of <https://www.evoting.nsdl.com> or contact NSDL at the following toll free no.: 022 - 48867000 and 022 - 2499 7000.

(16) All documents referred to in the accompanying Notice and the Explanatory Statement shall be open for inspection at the Registered Office of the Company between 10.30 a.m. to 12.30 p.m. on all working days, up to and including the date of the Annual General Meeting of the Company.

**REQUEST TO MEMBERS:**

Members are requested to send their question(s), if any, relating to the financial statements, shareholding, etc., to the Company Secretary/Chief Financial Officer at the Registered Office of the Company, on or before **Friday, 22<sup>nd</sup> September, 2023**, so that the answers/details can be kept ready at the AGM.

By order of the Board of Directors  
**BALASUBRAMANIAN RAMAN**  
Managing Director  
DIN: 00410443

Date: 16/08/2023  
Place: Vapi

**Registered Office:**

PLOT NO. 29, PAVITRA, 2ND FLOOR, OPP. SARGAM SOCIETY, CHARWADA ROAD, G.I.D.C., VAPI, VALSAD – 396195, GUJARAT, INDIA



**DETAILS OF DIRECTORS SEEKING APPOINTMENT / RE- APPOINTMENT AT THE ENSUING ANNUAL GENERAL MEETING**  
**(In Pursuance of Regulation 36 (3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015)**

<b>Name of Director</b>	<b>Mrs. Nagalaxmi Balasubramanian</b>
<b>Designation</b>	Whole time Director
<b>Date of Birth</b>	15/03/1954
<b>Original Date of Appointment in Gautam Exim Limited</b>	05/08/2005
<b>Nationality</b>	Indian
<b>Expertise in specific Functional areas</b>	Mrs. Nagalaxmi Balasubramanian has been on the board of the company since incorporation of the company and has been serving as the Director on the board since 2005. She possesses valuable experience in managing the issues faced by large and complex corporations. She has significant experience in administration and operations. Mrs. Nagalaxmi Balasubramanian was paid remuneration by the company to discharge her duties
<b>Qualifications</b>	Bachelor of Science and Education
<b>Number of Shares held in the Company</b>	98775
<b>Directorship in the other listed Companies</b>	Nil
<b>Membership / Chairmanship of Committees of the Board of other Listed Companies</b>	Nil
<b>Relationship between Director Inter se</b>	Relative (wife) of Mr. Balasubramanian Raman, Managing Director.
<b>Terms and conditions of appointment</b>	Mrs. Nagalaxmi Balasubramanian hold the office of Whole time Director for the period of 3 Years commencing from 01 <sup>st</sup> May, 2022, she will be liable to retire by rotation and he will get the remuneration for his office. Other term and conditions will be applicable under mention the appointment letter.

**Route Map (Venue of Annual General Meeting)**



20°22'59.0"N 72°55'01.3"E

PLOT NO. 29, PAVITRA, 2ND FLOOR, OPP. SARGAM SOCIETY, CHARWADA ROAD, G.I.D.C., VAPI, VALSAD – 396195, GUJARAT, INDIA

