

30th May 2023

The Secretary The Bombay Stock Exchange Limited “P.J. Towers” Dalal Street Mumbai-400 001 Scrip Code: 500730	The National Stock Exchange of India Ltd. Exchange Plaza Bandra Kurla Complex, Bandra (East) Mumbai-400 051 Symbol: NOCIL
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Dear Sirs,

Sub:- Compliance with SEBI Circular SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023

As a step towards sensitizing the shareholders regarding the mandatory furnishing of PAN ,KYC and nomination details as referred to in para 4 of the above referred circular , we submit hereunder the various steps taken by the Company/RTA :

- (1) The Company has issued reminder Letters on 12th May 2023 (through speed post and Regd post) to 11, 161 shareholders (*holding shares in physical mode*) A copy of the same is enclosed as **ANNEX-A**. The proof of despatch received from our Mailer namely M/s Prompt Services is enclosed as **ANNEX-B**;
- (2) In compliance with the SEBI Circular Nos- SEBI/HO/MIRSD/ MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021 & SEBI/HO/MIRSD/ MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021 the Company had issued :
 - (i) **Reminder letters on 19th February 2022 to 12, 692 shareholders (*holding shares in physical mode*) through speed post and Regd post ; and**
 - (ii) **Reminder letters on 25th October 2022 to 11, 630 shareholders (*holding shares in physical mode*) by ordinary post**
- (3) The Notice convening the 60th Annual General Meeting on 3rd August 2022 also contained a dedicated para reminding the shareholders about the compliance requirements with the afore-referred SEBI Circulars (a copy of the said AGM Notice is enclosed as **ANNEX- C**)



NOCIL LIMITED

Regd. Office : Mafatlal House, 3rd Floor, H. T. Parekh Marg,
Backbay Reclamation, Churchgate, Mumbai - 400 020, India.
Tel.: +91 22 6657 6100, 6636 4062 Fax +91 22 6636 4060
Website: www.nocil.com CIN : L99999MH1961PLC012003
Email: investorcare@nocil.com



ARVIND MAFATLAL GROUP
The ethics of excellence

- (4) Our RTA namely KFin Technologies Ltd has forwarded to us a compliance certificate issued by M/s R&A Associates (Practicing Company Secretaries) as mandated by para 17 of the afore-referred SEBI Circular (**ANNEX-D**)

Kindly take the above on record and oblige. **Kindly note further that it would be the company's endeavour to ensure that all shareholders holding shares in physical mode comply with the KYC requirements before the deadline of 30th September 2023.**

Thanks & Regards,

Yours faithfully,
For NOCIL Limited

Amit K. Vyas
Assistant Vice President (Legal)
& Company Secretary



Responsible Care®
OUR COMMITMENT TO SUSTAINABILITY

Reference No:
Folio No:

Date: May 09,2023

Name of the Sole / First Holder :
Address :

Second Holder :

Third Holder :

Dear Shareholders,

Sub.: Mandatory Furnishing of PAN, KYC details and Nomination by holders of physical securities

Ref.: SEBI Circulars :-

1. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021;
2. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021; and
3. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023

We thank you for your continued patronage as a shareowner of Nocil Limited ("the Company").

We hope this communicate finds you in safe and good health.

This has reference to our letter dated February 18,2022 followed by our reminder dated October 17,2022 on the subject-matter.

SEBI has vide the captioned circulars dated November 3, 2021, December 14, 2021 and March 16, 2023, mandated as under :

- It is mandatory for holders of physical securities to furnish PAN, email address, mobile number, bank account details and details relating to nomination to the respective Registrars & Share Transfer Agents (RTA).
- The RTAs shall not process any service requests or complaints received from such holder(s) / claimant(s), till PAN, KYC and Nomination documents/details are received from them.
- Folios wherein any one of the said documents / details are not available on or after October 01, 2023, shall be frozen and such holders of physical securities will not be eligible to lodge grievance or avail service request from the respective RTA.
- The Securities in the frozen folios shall be eligible for payment including dividend, interest, or redemption amounts **ONLY** through electronic mode and the company shall ensure that an intimation is sent to the holder that such payment is due and shall be electronically made upon complying with the requirements, as aforesaid.
- Dividend shall be paid only through electronic mode with effect from April 1, 2024.
- The RTA shall revert Frozen folios to normal status upon the receipt of all aforesaid documents/details or upon dematerialization of the securities.
- After December 31, 2025, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002.
- As required by the Income Tax Authorities, please link your PAN and Aadhaar by June 30, 2023, or any other date as may be specified by the Central Board of Direct Taxes, if not linked earlier, to avoid freezing of your folio.



Regd. Office : Mafatlal House, 3rd Floor, H. T. Parekh Marg,
Backbay Reclamation, Churchgate, Mumbai - 400 020, India.
Tel.: +91 22 6657 6100, 6636 4062 Fax +91 22 6636 4060
Website: www.nocil.com CIN : L99999MH1961PLC012003
Email: investorcare@nocil.com



Freezing of Folios without PAN, KYC details and Nomination:

We observe from our records that you have not furnished some of the mandatory documents/details as mentioned above. We request you to furnish the documents/ details, as per the table below, to the Registrars & Transfer Agents of the Company i.e., M/s. KFin Technologies Limited immediately on receipt of this letter.

S. No.	Particulars	Please furnish details in
1	PAN, Address, Email address, Mobile Number, Demat account details and Bank account details	Form ISR-1
2	Specimen Signature	Form ISR-2
3	Nomination details	Form SH-13
4	Declaration to opt out nomination *	Form ISR-3
5	Cancellation or Variation of Nomination	Form SH-14

*In case you are opting out for giving nomination, then submit ISR-3 only and SH-13 need not be submitted.

The aforesaid forms can be downloaded from the website of the Company and RTA at: www.nocil.com and www.kfintech.com.

You are requested to forward the duly filled in documents along with the related proofs as mentioned in the respective forms by post to the following address :

Kind Attn: Mr. Vagolu Ratna Babu, Senior Manager

KFin Technologies Limited

Unit : NOCIL Limited

Selenium Tower B, Plot No. 31&32, Financial district, Nanakramguda,

Serilingampally Mandal, Hyderabad – 500 032

E-mail: einward.ris@kfintech.com

Alternatively, the said documents/ details (scanned) can be mailed through your registered email to einward.ris@kfintech.com

Important Note:-You are aware that shares held in the dematerialized mode have several advantages over shares held in physical mode. Physical certificates are always prone to risks of 'theft', 'mis-appropriation', 'loss in transit', 'damage or defacement' due to natural and other factors etc. Further as per amended Regulation 40 of the SEBI (LODR) Regulations, 2015, transfer of shares in physical mode is NOT PERMITTED w.e.f 1st April 2019. In view of the said factors, it is in larger interests of shareholders to hold shares in dematerialized mode only. Thus as the best option you may kindly take steps to dematerialize your shares, which will help you comply with all directions as above.

Thanking you,

Yours faithfully,

For NOCIL Limited

Sd/-

Amit K. Vyas

Asst. Vice President (Legal) and Company Secretary

This communication is computer generated and hence does not require signature.





PROMPT SERVICES

LICENCED MAILER OF INDIA POST

ISO 9001 : 2015 Certified Company

Friday, May 12, 2023

TO WHOM SOEVER IT MAY CONCERN

This is to Confirm that we have completed the dispatch of 11,161 (Eleven Thousand One Hundred Sixty One Only) Articles Containing KYC Communication Letter to the Shareholders of NOCIL LIMITED on May 12, 2023 by Speed Post (5,566 Articles) & by Registered Post (5,595 Article).

For PROMPT SERVICES


Authorised Signatory



DESPATCH SLIP

Main Post Office: Mumbai GPO

Despatch No: 282

Date: 12-May-2023

Name of Licencee: PROMPT SERVICES Gala No. 6/7, 66/74, Chandanwadi, Near Marine Lines Stn, Mumbai-400002

Licence No.: MH1700181

Window Ticket No. N100455

Value of Unit Frank 1 paisa

Machine Franked Articles of the following Frank Value are tendered in Separate Bundle as shown against each below:

Date stamp of Office for Posting

(Signature of Licencee)

Class Of Articles	No of Articles	Frank Value each Article	Total Value of the Despatch	Remark	No of Articles	Frank Value each Article	Total Value of the Despatch	Remark
REGISTERED POST	5,582	22.00	122,804.00					
Total Articles		5582	Frank Value	22.00	Total Value	122,804.00		

Dy. Director, BMC/The Supdt./Sorting, CPSO, G.P.O., Mumbai-400001

(Certificate under Rule 6 (b) of Condition for use of Franking Machine by Commercial Licencee) we hereby Certify that the party mentioned herein under is our Genuine Client & that the Franking of Articles, done by us is Bonafide Transaction on behalf of our said client

Name of Client: **NOCIL LIMITED**

UNIT

ANNEXURE - C

DEPARTMENT OF POSTS (FRANKING MACHINE DAILY DOCKETS)

Name of Licencee: PROMPT SERVICES Gala No. 6/7, 66/74, Chandanwadi, Near Marine Lines Stn, Mumbai-400002

Licence No.: MH1700181

Window Ticket No. N100455

I Certify that the Close of business today, meter reading of the machine relating to the Window ticket mentioned are as shown below:

	Before/Opening	After/Closing	Total Consumption during the day
Current Meter Reading:-	246,551.85	123,747.85	122,804.00
Ascending Meter Reading:-	36,599,748.15	36,722,552.15	
Total No of Articles:	5582		

Date Stamp of the Office for Posting

for PROMPT SERVICES LTD.
 (Signature of Licencee)

Note: In calculating the Consumption during the Month, the No of Units in Complete Cycle of the Ascending meter should be added to the meter reading on the last day of current Month for each Occasion, the ascending meter completed the cycle during the Month

STATEMENT OF MAILING
12.05.2023

BATCH VALUE (₹)
BATCH ITEM
ASCENDING REG (₹)
FROM REGISTER

282
12152
122804.00
5582
36722552.15
3674652

INDIA POSTAGE

400002 N100455



सर्वसाधित / Verified

पर्यवेक्षक / Supervisor
 एम.पी.सी. अनुमोक्षण
 श्री. C.M. Dispatch
 मुंबई (प.पी.ओ.) 400001
 Mumbai G.P.O. 400001

DESPATCH SLIP

Main Post Office: Mumbai GPO

Despatch No: 281

Date: 12-May-2023

Name of Licencee: PROMPT SERVICES Gala No. 6/7, 66/74, Chandanwadi, Near Marine Lines Stn, Mumbai-400002

Licence No.: MH1700181

Window Ticket No. N100455

Value of Unit Frank 1 paisa

Machine Franked Articles of the following Frank Value are tendered in Separate Bundle as shown against each below:

Date stamp of
Office for Posting

(Signature of Licencee)

Class Of Articles	No of Articles	Frank Value each Article	Total Value of the Despatch	Remark	No of Articles	Frank Value each Article	Total Value of the Despatch	Remark
REGISTERED AIRMAIL	4	179.00	716.00		-	-	-	
	3	180.00	540.00		-	-	-	
	6	190.00	1,140.00		-	-	-	

Total Articles	13	Frank Value	DR		Total Value	2,396.00		
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Dy. Director, BMC/The Supdt./Sortirg, CPSO, G.P.O., Mumbai-400001

(Certificate under Rule 6 (b) of Condition for use of Franking Machine by Commercial Licencee) We hereby Certify that the party mentioned herein

under is our Genuine Client & that the Franking of Articles, done by us is Bonafide Transaction on behalf of our said client

Name of Client: **NOCIL LIMITED**

UNIT

ANNEXURE - C

DEPARTMENT OF POSTS (FRANKING MACHINE DAILY DOCKETS)

Name of Licencee: PROMPT SERVICES Gala No. 6/7, 66/74, Chandanwadi, Near Marine Lines Stn, Mumbai-400002

Licence No.: MH1700181

Window Ticket No. N100455

I Certify that the Close of business today, meter reading of the machine relating to the Window ticket mentioned are as shown below:

	Before/Opening	After/Closing	=	Total Consumption during the day
Current Meter Reading:-	248,947.85	246,551.85		2,396.00
Ascending Meter Reading:-	36,597,352.15	36,599,748.15		
Total No of Articles:	<u>13</u>			

Date Stamp of the Office for Posting

for PROMPT SERVICES

(Signature of Licencee)

Note: In Calculating the Consumption during the Month, the No of Units In Complete Cycle of the Ascending meter should be added to the meter reading on the last day of current Month for each Occasion, the ascending meter completed the cycle during the Month.

STATEMENT OF MAILING
12.05.2023281
11:28

BATCH VALUE (₹)	2396.00
BATCH ITEM	13
ASCENDING REG (₹)	36599748.15
DESCENDING REG (₹)	246551.85
ITEM REGISTER	3869270

INDIA
POSTAGE

400002 N100455



DESPATCH SLIP

Main Post Office: Mumbai GPO

Despatch No: 284

Date: 12-May-2023

Name of Licencee: PROMPT SERVICES Gala No. 6/7, 66/74, Chandanwadi, Near Marine Lines Stn, Mumbai-400002

Licence No.: MH1700181

Window Ticket No. N100455
Value of Unit Frank 1 paisa

Machine Franked Articles of the following Frank Value are tendered in Separate Bundle as shown against each below:

Date stamp of
Office for Posting

(Signature of Licencee)

Class Of Articles	No of Articles	Frank Value each Article	Total Value of the Despatch	Remark	No of Articles	Frank Value each Article	Total Value of the Despatch	Remark
SPEED POST	5,566	18.00	100,188.00					
Total Articles	5566	Frank Value	18.00		Total Value	100,188.00		

Dy. Director, BMC/The Supdt./Sortjng.CPSO, G.P.O., Mumbai-400001

(Certificate under Rule 5 (b) of Condition for use of Franking Machine by Commercial Licencee) we hereby Certify that the party mentioned herein under is our Genuine Client & that the Franking of Articles, done by us is Bonafide Transaction on behalf of our said client

Name of Client: **NOCIL LIMITED**

UNIT

ANNEXURE - C

DEPARTMENT OF POSTS (FRANKING MACHINE DAILY DOCKETS)

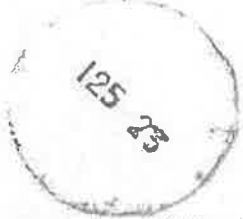
Name of Licencee: PROMPT SERVICES Gala No. 6/7, 66/74, Chandanwadi, Near Marine Lines Stn, Mumbai-400002

Licence No.: MH1700181

Window Ticket No. N100455

I Certify that the Close of business today, meter reading of the machine relating to the Window ticket mentioned are as shown below:

	Before/Opening	After/Closing	Total Consumption during the day
Current Meter Reading:-	122,955.85	22,767.85	100,188.00
Ascending Meter Reading:-	36,723,344.15	36,823,532.15	
Total No of Articles:	5566		



for PROMPT SERVICES

(Signature of Licencee)

Note: in Calculating the Consumption during the Month, the No of Units in Complete Cycle of the Ascending meter should be added to the meter reading on the last day of current Month for each Occasion, the ascending meter completed the cycle during the Month

STATEMENT OF MAILING
12.05.2023

BATCH VALUE (₹)
BATCH ITEM
ASCENDING REG (₹)
UESK...
ITEM REGISTER

284
14:40
100188.00
5566
36823532.15
22767.85
3880454

भारत INDIA
POSTAGE

400002 N100455



NOTICE



NOCIL LIMITED

CIN: L99999MH1961PLC012003

Regd. Office: Mafatlal House, H.T. Parekh Marg, Backbay Reclamation,
Churchgate, Mumbai-400020 Tel. No. 91-22-66364062,

Fax No: 91-22-66364060, Website: www.nocil.com

Email: investorcare@nocil.com

NOTICE is hereby given that the SIXTIETH (60th) Annual General Meeting of the Members of NOCIL Limited ('the Company') will be held on Thursday July 28, 2022 at 03.00 p.m. (IST) through Video Conferencing ('VC')/ Other Audio-Visual Means ('OAVM') at Mafatlal House, H.T. Parekh Marg, Backbay Reclamation, Churchgate, Mumbai - 400 020 to transact the following business:

ORDINARY BUSINESS:

1. To receive, consider and adopt the audited (Standalone and Consolidated) Statements of Profit and Loss, Cash Flow Statement of the Company for the Financial Year ended March 31, 2022 and the Balance Sheet as at March 31, 2022 and the Reports of the Directors and the Auditors thereon.
2. To declare dividend on equity shares.
3. To appoint a Director in place of Mr. Priyavrata H. Mafatlal (holding DIN: 02433237), who retires by rotation and being eligible offers himself for re-appointment.
4. **Re-appointment of the Statutory Auditors of the Company.**

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

"RESOLVED THAT pursuant to Sections 139, 141, 142 and all other applicable provisions, if any, of the Companies Act, 2013, read with the Companies (Audit and Auditors) Rules, 2014 (including any statutory modifications or re-enactment thereof for the time being in force), and pursuant to the recommendations of the Audit Committee and the Board of Directors of the Company at their respective meetings, M/s Kalyaniwalla & Mistry LLP, Mumbai (Registration No 104607W/W100166) be and are hereby

re-appointed as Statutory Auditors of the Company for a second term of five(5) consecutive years , to hold office from the conclusion of this 60th Annual General Meeting till the conclusion of the 65th Annual General Meeting to be held during the year 2027, to examine and audit the accounts of the Company for the Financial Years 2022-23 to 2026-27 and that the Board of Directors of the Company be and are hereby authorised to fix remuneration as may be mutually agreed upon between the Board and the Statutory Auditors plus reimbursement of out of pocket expenses and applicable taxes."

SPECIAL BUSINESS

5. **Re-appointment of the Managing Director**

To consider and if thought fit, to pass with or without modification, the following resolution as an **Ordinary Resolution**:

"RESOLVED THAT pursuant to Sections 196, 197, 198, 200 read with Schedule V and all other applicable provisions of the Companies Act, 2013 or any statutory modification or re-enactment thereof for the time being in force and subject to the approval (if any) of the Central Government and such other approvals, permissions and sanctions, as may be required and subject to such conditions and modifications as may be imposed or prescribed by any other authorities in granting such approvals, permissions and sanctions, approval of the Members of the Company be and is hereby accorded to the re-appointment of Mr. S. R. Deo (holding DIN 01122338) as the Managing Director for a period of one (1) year with effect from August 1, 2022 upto July 31, 2023 and for payment of remuneration and perquisites as set out in the Explanatory Statement annexed to the Notice with liberty to the Board of Directors to alter and vary the terms of remuneration, in such manner as the Board may deem fit.



Notice (Contd.)

FURTHER RESOLVED THAT where during the Financial year 2022-23 during the currency of the tenure of Mr. S.R. Deo, Managing Director, the Company has no profits or its profits are inadequate, the remuneration as set out in the Explanatory Statement annexed to the Notice convening this Meeting, be paid as minimum remuneration, subject to such statutory approval(s) as may be applicable.

FURTHER RESOLVED THAT the Board of Directors be and are hereby authorised to do all such acts, deeds, matters and things as it may, in its absolute discretion, deem necessary, desirable, and expedient to give effect to this resolution."

6. Ratification of payment of remuneration to the Cost Auditor.

To consider and if thought fit, to pass with or without modification, the following resolution as an **Ordinary Resolution**:

Registered Office:

Mafatlal House,
H.T. Parekh Marg
Backbay Reclamation, Churchgate,
Mumbai 400 020

Place : Mumbai

Date: May 17, 2022

"RESOLVED THAT pursuant to the provisions of Section 148(3) and other applicable provisions, if any, of the Companies Act, 2013 read with Rule 14 of the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s), amendment(s), or re-enactment(s) thereof, for the time being in force), payment of Remuneration of ₹ 8 Lakhs (apart from reimbursement of out-of-pocket expenses and applicable taxes) to M/s. Kishore Bhatia & Associates, Cost Auditors, Mumbai (Registration No. 00294), who were appointed by the Board of Directors in their meeting held on May 17, 2022 for carrying out Cost Audit of the Company for the Financial Year 2022-23, be and is hereby approved and ratified."

**By Order of the Board
For NOCIL Limited**

Sd/-
Amit K. Vyas
Company Secretary

Notice (Contd.)

NOTES

1. As a fall out of the COVID-19 pandemic and the consequent social distancing norms to be followed and pursuant to the General Circular Nos- 14/2020, 17/2020, 20/2020, 02/2021 and 21/2021 dated April 8, 2020, April 13, 2020, May 5, 2020, January 13, 2021 and December 14, 2021 respectively issued by the Ministry of Corporate Affairs (MCA) and Circular Nos-SEBI/HO/CFD/CMD1/CIR/P/2020/79, SEBI/HO/CFD/CMD2/CIR/P/2021/11 and SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 12, 2020, January 15, 2021, and May 13, 2022 respectively issued by the Securities & Exchange Board of India (SEBI), physical attendance of the Members to the Annual General Meeting ('AGM') venue is not required and the AGM needs to be held through video conferencing ('VC') or other audio visual means ('OAVM'). Hence, Members can attend and participate in the ensuing 60th AGM through VC/OAVM. In compliance with all the applicable provisions of the Companies Act, 2013 ("Act"), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and the above-mentioned MCA Circulars, the 60th AGM of the Company is being held through VC / OAVM. The deemed venue for the AGM will be the Registered office of the Company.
2. Pursuant to the provisions of the Act, a Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a Member of the Company. **Since this AGM is being held pursuant to the MCA Circulars through VC / OAVM, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.**
3. Institutional investors, who are Members of the Company, are encouraged to attend the 60th AGM of the Company through VC/ OAVM mode and vote electronically. Corporate Members are required to send a scanned copy (PDF/JPG Format) of the Board Resolution/ Power of Attorney authorising its representatives to attend and vote at the AGM through VC / OAVM on its behalf pursuant to Section 113 of the Act. The said Resolution/Authorisation shall be sent to the Scrutinizers namely M/s Makarand M Joshi & Co, Practicing Company Secretaries, by email through its registered email address to scrutinisers@mmjc.in with a copy marked to evoting@nsdl.co.in.
4. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 setting out the material facts concerning the Special Business is annexed hereto.
5. Details under Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 in respect of the Directors seeking appointment / re-appointment at the 60th Annual General Meeting, form integral part of the Notice.
6. During the AGM, the Register of Directors and Key Managerial Personnel and their Shareholding maintained under Section 170 of the Act, the Register of Contracts or arrangements in which Directors are interested under Section 189 of the Act and the Certificate from Auditors of the Company certifying that the ESOP Schemes of the Company are being implemented in accordance with, the Securities and Exchange Board of India (Share Based Employee Benefits) Regulations, 2014, shall be available for inspection. The Members can request the Company at investorcare@nocil.com for the inspection of above mentioned documents.
7. The Members can join the AGM in the VC/OAVM mode 15 minutes before and after the scheduled time of the commencement of the Meeting, by following the procedure mentioned in this Notice. The facility of participation at the AGM through VC/OAVM will be made available for 1000 Members on *first come first served basis*. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship and Investors Grievance Committee, Auditors, etc. The detailed instructions for joining the Meeting through VC/OAVM form part of the Notes to this Notice.
8. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Act.

Notice (Contd.)

9. Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (as amended), and the Circulars issued by the Ministry of Corporate Affairs (MCA) dated April 08, 2020, April 13, 2020, May 05, 2020, January 13, 2021 and December 14, 2021 the Company is providing facility of remote e-voting to its Members in respect of the business to be transacted at the AGM. For this purpose, the Company has entered into an agreement with National Securities Depository Limited (NSDL) for facilitating voting through electronic means, as the authorised agency. The facility of casting votes by a Member using remote e-voting system as well as venue voting on the date of the AGM will be provided by NSDL.
10. In line with the Ministry of Corporate Affairs (MCA) Circular No. 21/2021 dated December 14, 2021 further extended vide SEBI Circular Reference: SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 13, 2022 the Notice
11. Members who would like to express their views/ask questions as a speaker at the Meeting may pre-register themselves by sending a request from their registered e-mail address mentioning their names, DP ID and Client ID/folio number, PAN, and mobile number at investorcare@nocil.com between Wednesday, July 20, 2022 (09.00 a.m. IST) and Saturday, July 23, 2022 (5.00 p.m. IST). **Only those Members who have pre-registered themselves as speakers will be allowed to express their views/ask questions during the AGM. The Company reserves the right to restrict the number of speakers depending on the availability of time for the AGM.**

12. Registration of email ids.:

Members holding shares in demat mode, who have not registered their email addresses are requested to register their email addresses with their respective Depository Participants (D.Ps) and Members holding shares in physical mode are requested to update their email addresses with the Company's RTA, KFin Technologies Limited.

Members may follow the process detailed below for registration of email ID and update of Bank Account details for the receipt of dividend.

Type of Holder	Process to be followed	
Physical Mode	For availing the following investor services, send a written request in the prescribed form to the RTA of the Company, KFin Technologies Limited either by email to inward.ris@kfintech.com or by post to Selenium Tower B, Plot 31 & 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad – 500032	
	Form for availing investor services to register PAN, email address, bank details and other KYC details or changes / update thereof for securities held in physical mode	Form ISR-1
	Update of signature of securities holder	Form ISR-2
	For nomination as provided in the Rules 19 (1) of Companies (Share capital and debenture) Rules, 2014	Form SH-13
	Declaration to opt out nomination	Form ISR-3
	Cancellation or Variation of Nomination	Form SH-14

Notice (Contd.)

Type of Holder	Process to be followed	
	Form for requesting issue of Duplicate Certificate and other service requests for shares / debentures / bonds, etc., held in physical form	Form ISR-4
	The forms for updating the above details are available at www.nocil.com	
Demat Mode	Please contact your Depository Participants (D.Ps) and register your email address and Bank Account details in your demat account, as per the process advised by your DP.	

13. Book Closure:

The Register of Members and the Share Transfer Books of the Company will remain closed from Friday, July 22, 2022 to Thursday, July 28, 2022 (both days inclusive) for purposes of the 60th Annual General Meeting to be held on Thursday, July 28, 2022 and for payment of dividend.

14. Payment of Dividend:

Members may note that the Board, at its meeting held on May 17, 2022, has recommended a final dividend of ₹ 3/- per equity share of ₹ 10/- each. The said dividend for the year ended March 31, 2022, if approved by the Members at the 60th AGM will be paid to those Members whose names appear on the Company's Register of Members on July 21, 2022. In respect of shares held in demat form, the dividend will be paid to the beneficial owners of shares as per details furnished by the Depositories as on July 21, 2022. The said dividend will be paid at par on or after August 5, 2022. The dividend will be paid electronically to Members who have updated their bank account details. In case of non-availability or non-updation of bank account details of Members, the Company will dispatch dividend warrants/demand drafts to such Members at their address registered with the Company/RTA.

In order to enable the Company to directly credit the dividend amount in the bank accounts:

- a) **Members holding shares in demat mode are requested to update their Bank Account details with their respective Depository Participants (DPs).**
- b) **Members holding shares in physical mode are requested to submit written request in the prescribed Form ISR- 1 to the RTA of the Company, KFin Technologies Limited either by email to einward.ris@kfintech.com or by post to Selenium Tower B, Plot 31 & 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad – 500032.**

15. Tax Deduction at source / Withholding tax:- Payment of Dividend

Pursuant to the Finance Act, 2020, dividend income is taxable in the hands of shareholders w.e.f. April 1, 2020, and the Company is required to deduct tax at source from dividend paid to shareholders at the prescribed rates. For the prescribed rates for various categories, please refer to the Finance Act, 2020 and the amendments thereof. Members are requested to update their valid PAN with the DPs (if shares held in dematerialised form) and the Company/RTA (if shares are held in physical form).



Notice (Contd.)

Table 1 : RESIDENT SHAREHOLDERS

Category of Shareholder	Tax Deduction Rate	Exemption applicability/ Documentation requirement
Any resident Shareholder Note Nos. (4) and (5)	10%	Update valid PAN, if not already done, with the Depository Participants (D.Ps) (in case of shares are held in the demat mode) and with the Company's Registrar and Transfer Agent - Kfin Technologies Limited ('KFin') (in case shares are held in the physical mode). No taxes will be deducted in the following cases - <ul style="list-style-type: none"> If dividend income to a resident Individual Shareholder during F. Y. 2022-23 does not exceed ₹ 5,000/- Note No. (2) If Shareholder is exempted from TDS provisions through any circular(s) or notification(s) and provides an attested copy of the PAN along with the documentary evidence in relation to the same Note No. (3)
Submitting Form 15G/ Form 15H	NIL	Resident Individual Shareholder providing Form 15G / Form 15H (applicable to an Individual whose age is 60 years or more during F. Y. 2022-23) - on fulfilment of prescribed conditions. Blank Form 15G and 15H can be downloaded from the link given at the end of this communication Note No. (6)
Order under section 197 of the Act	Rate provided in the order	Lower/NIL withholding tax certificate obtained from Income Tax authorities
Insurance Companies: Public & Other Insurance Companies details to be furnished	NIL	Documentary evidence that the provisions of section 194 of the Act are not applicable Note No. (7)
Corporation established by or under a Central Act which is, under any law for the time being in force, exempt from income-tax on its income	NIL	Declaration that it is a corporation established by or under a Central Act whereby income-tax is exempt and accordingly, is covered under section 196 of the Act, along with self-attested copy of registration certificate and relevant extract of the section whereby the income is exempt from tax.
Mutual Funds specified under clause (23D) of section 10 of the Act	NIL	Declaration that it is Mutual Fund specified under section 10(23D) of the Act and accordingly, is covered under section 196 of the Act, along with self-attested copy of registration certificate or notification, as the case may be .
Alternative Investment Fund ('AIF')	NIL	Declaration that AIF income is exempt under section 10(23FBA) of the Act as it has been granted a certificate of registration as a Category I or Category II AIF under the SEBI (AIF) Regulations, 2012 or under the International Financial Services Centre Authority Act, 2019 . Also, to provide copy of registration document (self-attested).
New Pension System ('NPS') Trust	NIL	Declaration that NPS Trust income is exempt under section 10(44) of the Act. Self-attested copy of registration document for establishment of said trust under the Indian Trust Act, 1882 along with self-attested copy of PAN card.
Other resident Shareholder without PAN or having Invalid PAN Note Nos. (8) and (9)	20%	-
Non-filers of income-tax return - section 206AB Note No. (10)	20%	Non-compliance casts an obligation on the Company to deduct at higher rate

Notice (Contd.)

Table 2: NON-RESIDENT SHAREHOLDERS

Category of Shareholder	Tax Deduction Rate	Exemption applicability/ Documentation Requirement
Any non-resident Shareholder Note No. (11)	20% (plus applicable surcharge and cess) or Tax Treaty rate, whichever is lower	Non-resident Shareholders may opt for tax rate under Double Taxation Avoidance Agreement ('Tax Treaty'). The Tax Treaty rate shall be applied for tax deduction at source on submission of following documents to the Company: <ol style="list-style-type: none"> Copy of PAN Card, if any, allotted by the Indian authorities Self-attested copy of Tax Residency Certificate valid as on the Record Date, obtained from the tax authorities of the Country of which the Shareholder is resident Self-declaration in Form 10F Self-declaration confirming not having a Permanent Establishment in India and eligibility to Tax Treaty benefit Self-declaration regarding 'Principle Purpose Test' (if any) as applicable to respective Treaty Self-declaration as regards beneficial ownership In case of Foreign Institutional Investors, Foreign Portfolio Investors, self-attested copy of certificate of registration accorded under the relevant regulations of the SEBI.
Submitting Order under section 197 of the Act	Rate provided in the Order	Lower/NIL withholding tax certificate obtained from Income Tax authorities

Notes:

- (1) In due compliance of the applicable provisions of the Act, the Company will be issuing certificate for tax deducted at source in Form 16A. The credit for tax deducted at source can also be verified by the Shareholder by verifying Form 26AS, after the statement of tax deducted at source is furnished by the Company and thereafter Annual Information Statement (Form 26AS) is updated.
- (2) In case of any further dividend which is paid in the 2022-23 and considering the amount of dividend payments made earlier, if the aggregate dividend pay-out exceeds ₹ 5,000/- then, from the subsequent payment of dividend, the tax on the current as well as on earlier amount of dividend will be deducted and accordingly, the balance amount of dividend will be paid to the concerned Individual Shareholder.
- (3) Reference is drawn to Circular No. 18/2017 dated May 29, 2017, issued by the Government of India, Ministry of Finance, Department of Revenue, Central Board of Direct Taxes as regards requirement of TDS in case of entities whose income is exempt under section 10 of the Act.
- (4) In case dividend income under the provisions of the Act is chargeable to tax in hands of any other person other than the Registered Shareholder, then, a declaration to that effect is required to be submitted in terms of section 199 of the Act read with Rule 37BA of the Income Tax Rules, 1962. On such submission, the Company will deduct tax in the name of such person, which would be due compliance of law on the part of the Company.
- (5) Shareholders holding shares under multiple accounts under different status / category and single PAN, may note that, higher of the tax as applicable to the status in which shares held under a PAN will be considered on their entire holding in different accounts.
- (6) The Company, in compliance with the provisions of the Act, will allot unique identification number and the declarations will be furnished along with the statement of deduction of tax to the Income Tax Authority (Form 15H/15G).



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(7) Insurance companies: The Life Insurance Corporation of India, The General Insurance Corporation of India, The National Insurance Company Limited, The New India Assurance Company Limited, The Oriental Insurance Company Limited, The United India Insurance Company Limited and any other insurer, as per section 2(28BB) of the Act. In case of any other insurer, self-attested copy of registration is to be furnished. If shares are not owned but have full beneficial interest, then, a declaration to that effect.

(8) **Needless to mention, PAN will be mandatorily required. In absence of PAN / Valid PAN, tax will be deducted at a higher rate of 20% as per section 206AA of the Act even if the amount of dividend is ₹ 5,000 or below.**

(9) **Compulsory linking of PAN and Aadhar by all holders of shares in Physical mode**

In terms of Notification dated March 29, 2022 and a Press Release dated March 30, 2022 the Central Board of Direct Taxes (CBDT) has extended the deadline to link PAN with the Aadhaar to March 31, 2023 from the earlier deadline of March 31, 2022. Thus the impact of the same on the holders of shares in physical mode is as under (In terms of Circular: SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 and other subsequent applicable SEBI circulars and notifications) :

- (i) All existing shareholders in physical to take steps to link their PAN with their Aadhar Card by March 31, 2023 (or such other date as CBDT may specify) ;
- (ii) A "Valid PAN " means it is linked with the Aadhar card ;
- (iii) RTAs shall accept only valid PANs and also verify the validity of the PANs in the existing Folios .RTAs have been authorised to use the PAN BULK VERIFICATION(PBV) facility from the service providers of the Income Tax Dept ;
- (vi) **The Folios in which PAN is/are not valid as on April 1, 2023 (or any other date which the CBDT may prescribe in this regard) SHALL BE FROZEN;**
- (v) With effect from April 1, 2023, (or any other date which the CBDT may prescribe) any dividend

payable to shareholders whose PANs have not been validated would result in deduction of income tax at source (TDS) a higher rate , as may be prescribed

(10) TDS to be deducted at higher rate in case of non-filers of Return of Income as per section 206AB of the Act which requires the Company to deduct tax at higher of the following rates in case of a 'specified person':

- i. At twice the rate specified in the relevant provision of the Act; or
- ii. At twice the rates or rates in force; or
- iii. At the rate of 5%; or
- iv. At the rate of 20%, if section 206AA is applicable

The term 'specified person' means a person who :

- has not filed return of income for the assessment year relevant to the previous year immediately prior to the previous year in which tax is required to be deducted, for which the time limit of filing return of income under sub-section (1) of section 139 has expired; and
- is subjected to tax deduction/collection at source in aggregate amounting to ₹ 50,000/- or more in the said previous year.

A non-resident who does not have a permanent establishment is excluded from the scope of a specified person. Accordingly, non-resident shareholders are requested to provide declaration if they do not have permanent establishment and hence should not be considered as specified person.

The Income Tax Department has through the reporting portal utility, made available the list of 'specified person' for the purpose of section 206AB which shall be obtained at the time of deduction of TDS and accordingly, for those Shareholders who are classified as a specified persons under section 206AB, TDS on the dividend amount will be deducted at higher rate of 20%.

(11) The provisions of the tax treaty rate shall be applied even if tax is deductible under section 196D. Therefore, under both sections i.e. section 195/196D, the treaty

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provisions can be applied, subject to submission of documents as mentioned above. However, the Company is not obligated to apply the Tax Treaty rates at the time of tax deduction/withholding on dividend amounts, if the completeness of documents submitted by the non-resident Shareholder is not to the satisfaction of the Company, including not in accordance with the provisions of the Act. The Company, in compliance of section 195 of the Act, will furnish information relating to the payment of dividend and deduction of tax at source thereon in Form 15CA by the Company and 15CB by a Chartered Accountant, as applicable.

- (12) In case tax on dividend is deducted at a higher rate in the absence of receipt of the aforementioned details / documents, the concerned Shareholder would still have the option of claiming refund of the excess tax deducted at the time of filing the income tax return. **No claim shall lie against the Company for such taxes deducted.**
- (13) The above is only to facilitate the Shareholder so that appropriate TDS is deducted on the dividend amount in accordance with the applicable provisions of the Act.
- (14) In cases where the status of a shareholder is appearing in the company's records as resident as well as non resident against different folios/D.P id-Client id, the Company would treat the status of the shareholder as "Non-resident". Accordingly, tax will be deducted at the rate applicable to a non-resident based on documents made available to the Company.
- (15) Further, it may be noted that:
1. In terms of section 139A of the Act, it is mandatory to quote PAN if tax is deductible on the dividend amount at source under section 194 of the Act. Such non-quoting shall attract penalty of ₹ 10,000/- under section 272B of the Act.
 2. SEBI has mandated the submission of PAN by every participant in the securities market. Accordingly, Shareholders are once again requested to submit their PAN to the Depository Participants with whom they maintain their demat accounts, in case of holding in electronic form. Shareholders holding shares in physical form should submit a written request in the prescribed Form ISR- 1 (can be downloaded in the Company's website : www.nocil.com) to the RTA of the Company, KFin Technologies Limited either by email to einward.ris@kfintech.com or by post to Selenium Tower B, Plot 31 & 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad – 500032.
- In case of failure to do so, it shall be presumed that you don't have PAN under the Act.
- Imp instructions:**
- (16) **No communication on the tax determination / deduction shall be entertained after July 17, 2022 in order to enable the Company to determine and deduct appropriate TDS / withholding tax rate .**
- (17) Non-resident shareholders [including Foreign Institutional Investors (FIIs)/Foreign Portfolio Investors (FPIs)] can avail beneficial rates under tax treaty between India and their country of tax residence, subject to providing necessary documents i.e. No Permanent Establishment and Beneficial Ownership Declaration, Tax Residency Certificate, Form 10F, any other document which may be required to avail the tax treaty benefits.
- (18) For detail process please refer to Communication on Tax Deduction on Dividend Weblink – <https://www.nocil.com/images/fckeditor/file/Communication%20to%20shareholders-%20Intimation%20regarding%20Tax%20Deduction%20on%20Dividend.pdf>.
- (19) Formats of Form 15G/15H and all other forms mentioned hereinabove can be downloaded from the Company's website <https://www.nocil.com/detail/investors/downloads/92>.
- (20) Application of TDS rate is subject to necessary verification by the Company of the Shareholder details as available in Register of Members as on the Record date , and other documents available with the Company /RTA.
- (21) In case TDS is deducted at a higher rate , an option is still available with the shareholder to file the return of income and claim an appropriate refund.



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- (22) In the event of any income tax demand (including interest, penalty etc.) arising from any misrepresentation, inaccuracy or omission of information provided by the shareholder, such shareholder will be responsible to indemnify the Company and also, provide the Company with all the information/documents and co-operation in any appellate proceedings.
- (23) This communication is not exhaustive and does not purport to be a complete analysis or listing of all potential tax consequences in the matter of dividend payment. Shareholders may consult their tax advisors for requisite action to be taken by them.
- (24) The following formats can be downloaded from the Company's website - <https://www.nocil.com/detail/investors/downloads/92>.
- i. Circular No. 18/2017 dated May 29, 2017
 - ii. Beneficial ownership declaration (Rule 37BA(2))
 - iii. Form 15H
 - iv. Form 15G
 - v. Declaration from insurance companies
 - vi. Declaration from Corporation established by or under a Central Act
 - vii. Declaration from Mutual Funds
 - viii. Declaration from Alternative Investment Fund
 - ix. Form 10F
 - x. Declaration from Non-resident

16. Unclaimed/Unpaid Dividends

Members are requested to note that pursuant to the provisions of Section 125 (2) of the Companies Act, 2013, the dividend remaining unclaimed /unpaid for a period of seven years from the date it becomes due for payment shall be credited to the Investor Education and Protection Fund (IEPF) set up by the Central Government, Members who have so far not claimed the dividends are requested to make claim with the Company immediately as no claim shall lie against the Company in respect of individual amounts once credited to the said IEPF.

Due dates for transferring unclaimed and unpaid dividends declared by the Company are as under:

Financial Year ended	Date of declaration of dividend	Due date of transfer of unclaimed & unpaid Dividend
March 31, 2015	July 23, 2015	August 29, 2022
March 31, 2016	July 27, 2016	September 2, 2023
March 31, 2017	July 27, 2017	September 2, 2024
March 31, 2018	July 25, 2018	August 31, 2025
March 31, 2019	July 30, 2019	September 05, 2026
March 31, 2020*	March 06, 2020	April 12, 2027
March 31, 2021	August 3, 2021	September 9, 2028

*Interim Dividend declared for F. Y. 2019-20

- a) Attention of the Members is also invited towards the provisions of Section 125 of the Companies Act, 2013 read together with IEPF (Accounting, Audit, Transfer and Refund) Amendment Rules, 2017 which requires the companies to also transfer the Equity shares corresponding to the Dividend which has remained unclaimed and consequently unpaid for a period of seven consecutive years or more. Members are requested to refer para on 'Transfer of Unpaid Dividend and corresponding Equity Shares to the Investor Education and Protection Fund (IEPF)' in the Directors' Report for the F. Y. 2021-22. **Members wishing to claim dividends that remain unclaimed are requested to correspond with Mr. Polisetty Srinivas Anand, from the RTA's office. Members are requested to note that dividends that are not claimed within seven years from the date of transfer to the Company's Unpaid Dividend Account, will be transferred to the Investor Education and Protection Fund ("IEPF"). Shares on which dividend remains unclaimed for seven consecutive years shall be transferred to IEPF as per Section 124 of the Act, read with applicable IEPF Rules.**
- b) **Members are requested to address all correspondence, including dividend-related matters, to Mr. Polisetty Srinivas Anand, KFin Technologies Limited, Unit: NOCIL Limited,**

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Selenium Tower B, Plot 31-32, Financial District,
Nanakramguda, Serilingampally Mandal,
Hyderabad 500 032.

17. Dematerialisation of shares

Shares held in dematerialised mode have several advantages over shares held on physical mode. Physical certificates are always prone to risks of 'theft, 'misappropriation', 'loss in transit,' 'damage or defacement' due to natural or other factors, 'misplacement' etc. Apart from the several benefits of holding shares in the dematerialised mode, it is important for shareholders to refer to the following regulatory directions, which make it imperative for shareholders to hold shares in dematerialised mode:

- (i) As per amended Regulation 40 of the SEBI (LODR) Regulations, 2015, transfer of shares in listed entities is permitted to be processed only in dematerialised mode w.e.f April 1, 2019.
- (ii) **MANDATORY CREDIT OF SHARES TO "SUSPENSE ESCROW DEMAT ACCOUNT"** :- In terms of SEBI Circular :- SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2022/8 dated January 25, 2022 shares of companies shall be issued in dematerialised mode only while processing the service requests for issue of duplicate certificates, Transmission of shares, Transposition of shares, Renewal/ Exchange of certificates, Endorsement; Subdivision, Splitting of the certificates and Consolidation of certificates/Folios .The said Circular further stipulates that in case the shareholder fails to submit the demat request within the prescribed time frame then the RTA shall credit the shares to a "SUSPENSE ESCROW DEMAT ACCOUNT ";
- (iii) **MANDATORY FREEZING OF FOLIOS :-** In terms of SEBI Circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2021/655 dated November 3, 2021 read with Clarification Circular SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021 the respective Folios of shares held in physical mode shall be FROZEN by the RTAs if such shareholders have not furnished their

valid PAN, KYC details(email id, cell phone, Bank details, Specimen signatures) and Nomination details to the RTAs by March 31, 2023 . The Company has already issued individual notices in this regard to all such shareholders by speed post on February 19, 2022 and also included a reminder to this effect in its email dated June 22, 2022 issued to the shareholders intimating about the provisions relating to deduction of tax at source (TDS) on Dividend for F.Y 2021-22. The investor service request forms for updation of PAN, KYC, Bank details and Nomination viz Form ISR-1,ISR-2, ISR-3, SH-13, SH-14 and the said SEBI Circulars are available on the Company's website at : www.nocil.com; on the websites of the Stock Exchanges viz www.bseindia.com and www.nseindia.com and also on the website of the RTA : <https://www.kfintech.com/>

In view of the above developments/directions it is in the interest of shareholders holding shares in physical mode to immediately take steps to dematerialise their shares.

18. Nomination facility for Members

As per Section 72 of the Companies Act, 2013, Members are entitled to make nomination in respect of shares held by them. Members may send a written request in the prescribed forms (given in the table here-below) to the RTA of the Company, KFin Technologies Limited either by email to einward.ris@kfintech.com or by post to Selenium Tower B, Plot 31 & 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad – 500032.

For nomination as provided in the Rules 19 (1) of Companies (Share capital and debenture) Rules, 2014	Form SH-13
Declaration to opt out nomination	Form ISR-3
Cancellation or Variation of Nomination	Form SH-14

The above referred Forms SH-13, ISR-3 & SH-14 can also be downloaded from the Company's website : <https://www.nocil.com/detail/investors/downloads/92>



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Members holding shares in physical form may kindly note that in terms of **SEBI Circular No- SEBI/HO/MIRSD/ MIRSD_RTAMB/P/CIR/2021/655** dated **November 3, 2021** read with clarification **Circular SEBI/HO/MIRSD/ MIRSD_RTAMB/P/CIR/2021/687** dated **December 14, 2021** it is mandatory to register their nomination details by submitting the above referred forms to the RTA in the manner specified, to avoid '**FREEZING OF THEIR FOLIOS**' on or after **April 1, 2023**.

19. **INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING: -**

1. The remote e-voting period commences on Saturday, July 23, 2022 at 09:00 am (IST) and ends on Wednesday, July 27, 2022 at 05:00 pm (IST). During this period, the Members of the Company, holding shares either in physical mode or in dematerialised mode, as on the cut-off date, i.e., Thursday, July 21, 2022, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter.
2. Members who have casted their vote by remote e-voting prior to the AGM may also attend the AGM **but shall not be entitled to cast their votes thereat again.**
3. Once the vote on a resolution is cast by the Member, such Member shall not be allowed to change it subsequently.
4. The Board of Directors have appointed M/s Makarand M Joshi & Co, Practicing Company Secretaries , as the Scrutinisers for scrutinising the e-voting process in a fair and transparent manner.
5. A person who is not a Member as on cut-off date should treat this Notice for information purpose only.

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:



R & A Associates
 T-202, Technopolls, 1-10-74/B
 Above Ratnadeep Super Market
 Chikoti Gardens, Begumpet
 Hyderabad - 500016, India.
 +91 40-4003 2244
 admin@rna-cs.com | www.rna-cs.com

To,
 Division of Policy & Inspection RTA,
 Market Intermediaries Regulation & Supervision Department,
 Securities and Exchange Board of India,
 SEBI Bhavan - II, Plot No. C 7, "G" Block,
 BKC, Bandra (E), Mumbai- 400051,
 Maharashtra, India.

CERTIFICATE OF COMPLIANCE

I/We, R & A Associates, Company Secretaries, having registered office at Office No. T 202, Technopolis, 1-10-74/B, Above Ratnadeep Super Market, Chikoti Gardens, Begumpet, Hyderabad, Telangana - 500016, India, certify that M/s KFin Technologies Limited ('Registrar to an Issue and Share Transfer Agent' or 'RTA') bearing INR000000221 (SEBI Registration no.) has carried out the necessary changes to comply with the provisions of SEBI Circular no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 on 'Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination'.

Further, as required in the aforesaid Circular, new operating procedures have been implemented by the Registrar to an issue and share Transfer Agent (RTA).

For R & A Associates
 Company Secretaries



R. Ramakrishna Gupta
 Senior Partner
 FCS No: 5523
 C.P. No: 6696
 UDIN: F005523E000310388

Date: 15th May, 2023
 Place: Hyderabad