



# Neeraj Paper Marketing Ltd.

CIN: L74899DL1995PLC066194

Regd. Office: 218-222, Agarwal Prestige Mall, Rani Bagh, Pitampura,  
Delhi – 110034 Phone :(91-11) 47527700

E-mail: [accounts@neerajpaper.com](mailto:accounts@neerajpaper.com) Website: [www.neerajpaper.com](http://www.neerajpaper.com)

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**SCRIP CODE: 539409**

30.08.2024

BSE Limited  
Phiroze Jeejeebhoy Towers  
Dalal Street,  
Mumbai – 400001

**Subject: Submission of Notice of 29<sup>th</sup> Annual General Meeting of Company**  
**Ref: Regulation 30 of SEBI (Listing Obligation & Disclosure Requirement), Regulation, 2015**

Dear Sir/Madam,

We are hereby submitting the Notice of 29<sup>th</sup> Annual General Meeting of the Neeraj Paper Marketing Limited (the company) will be held on Friday, 27<sup>th</sup> September 2024 at 11:30 A.M. through Video Conferencing /Other Audio Visual Means ("VC/OAVM") facility deemed to be conducted from Registered Office of Company at 218-222, Agarwal Prestige Mall, Near M2K Cinema, Pitampura, Delhi-110034 under regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

This is for your information and record.

Thanking You,

Yours faithfully,

**For Neeraj Paper Marketing Limited**

**Deepa Kumari**  
**(Company Secretary & Compliance Officer)**  
**218 - 222, Aggarwal Prestige Mall, Plot No. 2,**  
**Community Center, Along Road No. 44,**  
**Pitampura, New Delhi - 110034**

Ecl. as above



# **Neeraj Paper Marketing Ltd.**

CIN: L74899DL1995PLC066194 GSTIN: 07AAACN0196P1Z3

Regd. Office: 218-222, Agarwal Prestige Mall, Plot No. 2 Community Center Along  
Road No. 44, Pitampura, Delhi – 110034 Phone : (91-11) 47527700

E-mail: [accounts@neerajpaper.com](mailto:accounts@neerajpaper.com) Website: [www.neerajpaper.com](http://www.neerajpaper.com)

## **NOTICE**

Notice is hereby given that the 29<sup>th</sup> Annual General Meeting of the Shareholders of the Company will be held on Friday, 27<sup>th</sup> September, 2024 at 11.30 A.M. through Video Conferencing /Other Audio Visual Means ("VC/OAVM") facility deemed to be conducted from Registered Office of Company at 218-222, Agarwal Prestige Mall, Near M2K Cinema, Pitampura, Delhi-110034 to transact the following businesses:

### **ORDINARY BUSINESS:**

1. To consider and adopt the Audited Financial Statements of the Company for the financial year ended March 31, 2024 together with the Reports of Directors & Auditors thereon.
2. To appoint a Director in place of Mr. Praveen Kumar Goel (DIN 0014638), who retires by rotation at this meeting and being eligible, offer himself for reappointment.

"Resolved That pursuant to the provision of section 152 of the companies Act, 2013 and other applicable provision if any, Mr. Praveen Kumar Goel (DIN 0014638), who retires by rotation at this meeting and being eligible, offer himself for reappointment, be and is hereby re-appointed as Director of the company, whose period of office is liable to determination by retirement of directors by rotation."

### **SPECIAL BUSINESS:**

3. **Re-appointment of Ms. Pooja Bhardwaj (DIN: 05158206) as a Non-Executive Independent Director of the Company**

To consider and if thought fit, to pass, the following resolution as a Special Resolution:

**"RESOLVED THAT** pursuant to the provisions of Sections 149, 150 and 152 read with Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 ("the Act") and the Companies (Appointment and Qualification of Directors) Rules, 2014 as amended from time to time and the applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), Ms. Pooja Bhardwaj (DIN: 05158206), who was appointed as an Independent Director of the Company at the 24<sup>th</sup> Annual General Meeting held on 30<sup>th</sup>

September, 2019 and who holds office as an Independent Director upto 29th September, 2024 and who meets the criteria for independence as specified in Section 149 (6) of the Act and Regulation 16 (1) (b) of Listing Regulations and has submitted a declaration to that effect and eligible for the reappointment as a Non-Executive Independent Director and in respect of whom the Company has received a Notice in writing from a Member under section 160 of the Act, proposing her candidature for the office of Director, be and is hereby re-appointed as a Non-Executive Independent Director of the Company, not liable to retire by rotation, to hold office for a second term of five consecutive years w.e.f. 30th September, 2024 to 29th September, 2029 (both days inclusive).

**RESOLVED FURTHER THAT** the Board be and is hereby authorized to do all such acts, deeds, matters and things and take all such steps as may be necessary, proper or expedient to give effect to this resolution.”

**4. Re-appointment of Ms. Neha Agarwal (DIN: 07143026) as a Non-Executive Independent Director of the Company**

To consider and if thought fit, to pass, the following resolution as a Special Resolution:

“**RESOLVED THAT** pursuant to the provisions of Sections 149, 150 and 152 read with Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 (“the Act”) and the Companies (Appointment and Qualification of Directors) Rules, 2014 as amended from time to time and the applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), Ms. Neha Agarwal (DIN: 07143026), who was appointed as an Independent Director of the Company at the 24th Annual General Meeting held on 30th September, 2019 and who holds office as an Independent Director upto 29th September, 2024 and who meets the criteria for independence as specified in Section 149 (6) of the Act and Regulation 16 (1) (b) of Listing Regulations and has submitted a declaration to that effect and eligible for the reappointment as a Non-Executive Independent Director and in respect of whom the Company has received a Notice in writing from a Member under section 160 of the Act, proposing her candidature for the office of Director, be and is hereby re-appointed as a Non-Executive Independent Director of the Company, not liable to retire by rotation, to hold office for a second term of five consecutive years w.e.f. 30th September, 2024 to 29th September, 2029.

**RESOLVED FURTHER THAT** the Board be and is hereby authorized to do all such acts, deeds, matters and things and take all such steps as may be necessary, proper or expedient to give effect to this resolution.”

By Order of the Board  
**For NEERAJ PAPER MARKETING LIMITED**

**DATED: 12<sup>th</sup> August 2024**  
**PLACE: DELHI**

**Sd/-**  
**Deepa Kumari**  
**Company Secretary**  
**Membership No. – A69194**

Registered Office:  
218-222, Agarwal Prestige Mall,  
Plot No. 2 Community Center  
Along Road No. 44, Pitampura, Delhi – 110034  
CIN: L74899DL1995PLC066194  
Phone : (91-11) 47527700  
E-mail: cs@neerajpaper.com  
Website: www.neerajpaper.com

## **IMPORTANT NOTES:**

1. As you are aware, in view of the situation arising due to COVID-19 global pandemic, the general meetings of the companies shall be conducted as per the guidelines issued by the Ministry of Corporate Affairs (MCA) vide Circular No. 14/2020 dated April 8, 2020, Circular No.17/2020 dated April 13, 2020 and Circular No. 20/2020 dated May 05, 2020 and MCA General Circular No. 09/2023 dated 25th September, 2023 ("MCA Circulars"). The forthcoming AGM will thus be held through video conferencing (VC) or other audio visual means (OAVM). Hence, Members can attend and participate in the ensuing AGM through VC/OAVM.
2. 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 MCA Circulars dated April 08, 2020, April 13, 2020, May 05, 2020 and September 25, 2023 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 Central Depository Services (India) Limited (CDSL) for facilitating voting through electronic means, as the authorized e-Voting's agency. The facility of casting votes by a member using remote e-voting as well as the e-voting system on the date of the AGM will be provided by CDSL.
3. The Members can join the AGM in the VC/OAVM mode 30 minutes before and 15 minutes after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The facility of participation at the AGM through VC/OAVM will be made available to at least 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 Committee, Auditors etc. who are allowed to attend the AGM without restriction on account of first come first served basis.
4. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of ascertaining the quorum under Section 103 of the Companies Act, 2013.
5. 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 through VC/OAVM, pursuant to the applicable MCA Circulars read with Securities and Exchange Board of India ("SEBI") Circular No. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2023/167 dated 7th October, 2023 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. However, in pursuance of Section 112 and Section 113 of the Companies Act, 2013, representatives of the members such as the President of India or the Governor of a State or body corporate can attend the AGM through VC/OAVM and cast their votes through e-voting.

6. In line with the Ministry of Corporate Affairs (MCA) Circular No. 17/2020 dated April 13, 2020, the Notice calling the AGM has been uploaded on the website of the Company at <https://www.neerajpaper.com/>. The Notice can also be accessed from the website of the Stock Exchange i.e. BSE Limited at [www.bseindia.com](http://www.bseindia.com). The AGM Notice is also disseminated on the website of CDSL (agency for providing the Remote e-Voting facility and e-voting system during the AGM) i.e. [www.evotingindia.com](http://www.evotingindia.com).
7. The AGM has been convened through VC/OAVM in compliance with applicable provisions of the Companies Act, 2013 read with MCA Circular No. 14/2020 dated April 8, 2020 and MCA Circular No. 17/2020 dated April 13, 2020 and MCA Circular No. 20/2020 dated May 05, 2020 and MCA General Circular No. 09/2023 dated 25th September, 2023.
8. In continuation to this Ministry's General Circular No. 20/2020 dated 05.05.2020, General Circular No. 02/2022 dated 05.05.2022 and General Circular No. 10/2022 dated 28.12.2022 and MCA General Circular No. 09/2023 dated 25th September, 2023 and after due examination, it has been decided to allow companies whose AGMs are due in the Year 2023 or 2024, to conduct their AGMs through VC or OAVM on or before 30th September, 2024 in accordance with the requirements laid down in Para 3 and Para 4 of the General Circular No. 20/2020 dated 05.05.2020.
9. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit the PAN to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN details to the Company.
10. Details under Listing Regulations and Revised Secretarial Standards - 2 on General Meetings, in respect of the Directors seeking appointment/re-appointment at the Annual General Meeting, forms integral part of the notice. The Directors have furnished the requisite declarations for their appointment/re-appointment.
11. In accordance with, the General circular 10/2022 dated 28<sup>th</sup> December, 2022 and General Circular No.11/2022 dated 28th December, 2022 and General Circular No. 09/2023 dated 25th September, 2023 issued by MCA and Circular No. SEBI/HO/DDHS/P/CIR/2023/0164 dated 6th October, 2023 along with other previous circular issued by SEBI, owing to the difficulties involved in dispatching of physical copies of the financial statements (including Report of Board of Directors, Auditor's report or other documents required to be attached therewith), such statements including the Notice of AGM are being sent in electronic mode to Members whose e-mail address is registered with the Company or the Depository Participant(s).
12. SEBI has mandated the submission of PAN, KYC details and nomination by holders of physical securities and linking PAN with Aadhaar vide its Circular No.7 of 2022 and dated 30<sup>th</sup> March, 2022. Shareholders are requested to submit their PAN, KYC and nomination details to the Company's registrar. We urge members to support our commitment to environmental protection by choosing to receive the Company's communication through

email. Members holding shares in demat mode, who have not registered their email addresses are requested to register their email addresses with their respective DP, and members holding shares in physical mode are requested to update their email addresses with the Company's RTA, **BEETAL Financial & Computer Services Pvt Ltd. at [Beetalfinancial.com](http://Beetalfinancial.com)**. Members may follow the process detailed below for registration of email id and KYC details.

Type of holder	Process to be followed	
Physical	For availing the following investor services, send a written request in the prescribed forms to the RTA of the Company, Beetal Financial & Computer Services Private Limited either by email to <a href="mailto:beetalfinancial.com">beetalfinancial.com</a> or by post to <b>BEETAL HOUSE, 3rd Floor, 99, Madangir, Behind LSC, New Delhi - 110062 Ph. 011-29961281-283 , 26051061, 26051064 Fax 011-29961284</b>	
	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	<a href="#">Form ISR-1</a>
	Update of signature of securities holder	<a href="#">Form ISR-2</a>
	For nomination as provided in the Rules 19 (1) of Companies (Share capital and debenture) Rules, 2014	<a href="#">Form SH-13</a>
	Declaration to opt out	<a href="#">Form ISR-3</a>
	Cancellation of nomination by the holder(s) (along with ISR-3) / Change of Nominee	<a href="#">Form SH-14</a>
	Form for requesting issue of Duplicate Certificate and other service requests for shares /debentures/ bonds, etc., held in physical form	<a href="#">ISR 4</a>
	The forms for updating the above details are available at <a href="http://www.neerajpaper.com">www.neerajpaper.com</a> and <a href="http://www.beetalfinancial.com/downloadf.aspx">http://www.beetalfinancial.com/downloadf.aspx</a>	
Demat	Please contact your DP and register your email address and bank account details in your demat account, as per the process advised by your DP.	

13. Members holding shares in physical mode and who have not updated their KYC details like email addresses, PAN and nomination details with the Company are requested to update their email addresses by writing to the Company at [cs@neerajpaper.com](mailto:cs@neerajpaper.com) or with RTA of Company along with the copy of the signed Form ISR-1, ISR-2 and SH-13 or other forms as applicable available on company and RTA website i.e. <https://www.neerajpaper.com/kyc-updation>. and <http://www.beetalfinancial.com/downloadf.aspx>. Members holding shares in dematerialized mode are requested to register / update their email addresses with the relevant Depository Participants.

14. The Register of Members and Share Transfer Registers will remain closed from 21.09.2024 to 27.09.2024 (Both days inclusive).
15. Beetal Financial and Computer Services Limited is the Registrar and Share Transfer Agent of the company for both physical and electronic form of shareholdings. All communications relating to shares should be directly addressed to:

**Beetal Financial & Computer Services Ltd.**  
**Beetal House, 3<sup>rd</sup> Floor, 99, Madangir**  
**Near Dada Harsukhdas Mandir**  
**New Delhi-110 062**

16. All documents referred to in the accompanying Notice shall be available for inspection through electronic mode on the request of the shareholder sent on cs@neerajpaper.com.
17. Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of Companies Act, 2013 and 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 during the Annual General Meeting on login at CDSL e-voting system.
18. The Ministry of Company Affairs has taken a "Green Initiative in Corporate Governance" by allowing paperless compliance by Companies through electronic mode. We propose to send future communication, in electronic mode to the e-mail address provided by you. So, Shareholders whose e - mail address is not registered with us are requested to please get your email address registered with us, so that your Company can contribute to the safety of environment.

**THE INTRUCTIONS OF SHAREHOLDERS FOR E-VOTING AND JOINING VIRTUAL MEETINGS ARE AS UNDER:**

Step 1 : Access through Depositories CDSL/NSDL e-Voting system in case of individual shareholders holding shares in demat mode.

Step 2 : Access through CDSL e-Voting system in case of shareholders holding shares in physical mode and non-individual shareholders in demat mode.

- i. The voting period begins on 24<sup>th</sup> September 2024 at 10:00 am and ends on 26<sup>th</sup> September 2024 at 05:00 pm. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date 20<sup>th</sup> September 2024 of (Record Date) may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- ii. Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.



- iii. Pursuant to SEBI Circular No. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to all the demat account holders, by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

Step 1 : Access through Depositories CDSL/NSDL e-Voting system in case of individual shareholders holding shares in demat mode.

- iv. In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 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.

Pursuant to above said SEBI Circular, Login method for e-Voting and joining virtual meetings for Individual shareholders holding securities in Demat mode CDSL/NSDL is given below:

<b>Type of shareholders</b>	<b>Login Method</b>
Individual Shareholders holding securities in Demat mode with <b>CDSL Depository</b>	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 to Easi / Easiest are requested to visit CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login icon & New System Myeasi Tab.  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 or joining virtual meeting & voting during the meeting. 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.

	<p>3) If the user is not registered for Easi/Easiest, option to register is available at CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login &amp; New System Myeasi Tab and then click on registration option.</p> <p>4) Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</p>
<p>Individual Shareholders holding securities in demat mode with <b>NSDL Depository</b></p>	<p>1) If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the “Beneficial Owner” icon under “Login” which is available under ‘IDeAS’ section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting 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 name and you will be re-directed to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</p> <p>2) If the user is not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a>. Select “Register Online for IDeAS” “Portal or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a></p> <p>3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</p>
<p>Individual Shareholders (holding</p>	<p>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, you will be able to see e-Voting</p>

securities in demat mode) login through their **Depository Participants (DP)**

option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

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. CDSL and NSDL

<b>Login type</b>	<b>Helpdesk details</b>
Individual Shareholders holding securities in Demat mode with <b>CDSL</b>	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800 22 55 33
Individual Shareholders holding securities in Demat mode with <b>NSDL</b>	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at : 022 - 4886 7000 and 022 - 2499 7000

**Step 2 : Access through CDSL e-Voting system in case of shareholders holding shares in physical mode and non-individual shareholders in demat mode.**

- v. Login method for e-Voting and joining virtual meetings for Physical shareholders and shareholders other than individual holding in Demat form.
  1. The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
  2. Click on "Shareholders" module.
  3. Now enter your User ID
    - a) For CDSL: 16 digits beneficiary ID,
    - b) For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
    - c) Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.

4. Next enter the Image Verification as displayed and Click on Login.
5. If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier e-voting of any company, then your existing password is to be used.
6. If you are a first-time user follow the steps given below:

	<b>For Physical shareholders and other than individual shareholders holding shares in Demat.</b>
PAN	<p>Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)</p> <ul style="list-style-type: none"> <li>• Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by Company/RTA or contact Company/RTA.</li> </ul>
Dividend Bank Details <b>OR</b> Date of Birth (DOB)	<p>Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login.</p> <ul style="list-style-type: none"> <li>• If both the details are not recorded with the depository or company, please enter the member id / folio number in the Dividend Bank details field.</li> </ul>

- vi. After entering these details appropriately, click on "SUBMIT" tab.
- vii. Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- viii. For shareholders holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- ix. Click on the EVSN for the relevant <Company Name> on which you choose to vote.
- x. On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- xi. Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.

- xii. After selecting the resolution, you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- xiii. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- xiv. You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- xv. If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- xvi. There is also an optional provision to upload BR/POA if any uploaded, which will be made available to scrutinizer for verification.
- xvii. Additional Facility for Non - Individual Shareholders and Custodians -For Remote Voting only.**

- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves in the "Corporates" module.
- A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
- After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
- The list of accounts linked in the login will be mapped automatically & can be delink in case of any wrong mapping.
- It is Mandatory that, a scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- Alternatively Non Individual shareholders are required mandatory to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer and to the Company at the email address viz; [cs@neerajpaper.com](mailto:cs@neerajpaper.com) , if they have voted from individual tab & not uploaded same in the CDSL e-voting system for the scrutinizer to verify the same.
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**INSTRUCTIONS FOR SHAREHOLDERS ATTENDING THE AGM THROUGH VC/OAVM & E-VOTING DURING MEETING ARE AS UNDER:**

- a) The procedure for attending meeting & e-Voting on the day of the AGM is same as the instructions mentioned above for e-voting.

- b) The link for VC/OAVM to attend meeting will be available where the EVSN of Company will be displayed after successful login as per the instructions mentioned above for e-voting.
- c) Shareholders who have voted through Remote e-Voting will be eligible to attend the meeting. However, they will not be eligible to vote at the AGM.
- d) Shareholders are encouraged to join the Meeting through Laptops / IPads for better experience.
- e) Further shareholders will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
- f) Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
- g) Shareholders who would like to express their views/ask questions during the meeting may register themselves as a speaker by sending their request in advance atleast 10 days prior to meeting mentioning their name, demat account number/folio number, email id, mobile number at [cs@neerajpaper.com](mailto:cs@neerajpaper.com). The shareholders who do not wish to speak during the AGM but have queries may send their queries in advance 10 days prior to meeting mentioning their name, demat account number/folio number, email id, mobile number at [cs@neerajpaper.com](mailto:cs@neerajpaper.com). These queries will be replied to by the company suitably by email.
- h) Those shareholders who have registered themselves as a speaker will only be allowed to express their views/ask questions during the meeting.
- i) Only those shareholders, who are present in the AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system available during the AGM.
- j) If any Votes are cast by the shareholders through the e-voting available during the AGM and if the same shareholders have not participated in the meeting through VC/OAVM facility, then the votes cast by such shareholders may be considered invalid as the facility of e-voting during the meeting is available only to the shareholders attending the meeting.

**PROCESS FOR THOSE SHAREHOLDERS WHOSE EMAIL/MOBILE NO. ARE NOT REGISTERED WITH THE COMPANY/DEPOSITORIES**

1. For Physical shareholders- please provide necessary details like 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 Company/RTA email id.

2. For Demat shareholders -, please update your email id & mobile no. with your respective Depository Participant (DP)

3. For Individual Demat shareholders – Please update your email id & mobile no. with your respective Depository Participant (DP) which is mandatory while e-Voting & joining virtual meetings through Depository.

If you have any queries or issues regarding attending AGM & e-Voting from the CDSL e-Voting System, you can write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or contact at toll free no. 1800 22 55 33.

All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Sr. Manager, (CDSL,) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or call toll free no. 1800 22 55 33.

- xviii. Mrs. Shailly Goel, Practicing Company secretary has been appointed as the Scrutinizer to scrutinize the remote e-voting process and casting vote through the e-voting system during the meeting in a fair and transparent manner.
- xix. The Scrutinizer shall, immediately after the conclusion of the voting at the general meeting, first download the votes cast at the AGM and there after unblock the votes cast through remote e-Voting and shall make a consolidated scrutinizer's report of the total votes cast in favour or against, invalid votes, if any, and whether the resolution has been carried or not, and such Report shall then be sent to the Chairman or a person authorized by him, within 48 (forty eight) hours from the conclusion of AGM, who shall then countersign and declare the result of the voting forthwith.
- xx. The Results shall be declared after receiving the Consolidated Scrutinizer's Report from the Scrutinizer. The result declared shall be placed on the Company's website [www.neerajpaper.com](http://www.neerajpaper.com) and on the website of CDSL and communicated to the Stock Exchanges.

By Order of the Board  
**For NEERAJ PAPER MARKETING LIMITED**

**DATED: 12<sup>th</sup> August 2024**  
**PLACE: DELHI**

**Sd/-**  
**Deepa Kumari**  
**Company Secretary**  
**Membership No. - A69194**

Registered Office:  
218-222, Agarwal Prestige Mall,  
Plot No. 2 Community Center  
Along Road No. 44, Pitampura, Delhi – 110034  
CIN: L74899DL1995PLC066194  
Phone : (91-11) 47527700  
E-mail: cs@neerajpaper.com  
Website: www.neerajpaper.com



## **Additional Information with respect to Item No. 2**

### **Proposal:**

Mr. Parveen Kumar Goel (0014638), the Whole Time Director of the Company, is liable to retire by rotation and being eligible, has offered himself for re-appointment. Mr. Parveen Kumar Goel was first appointed on the Board on 09<sup>th</sup> September 1995 as a Director of the Company. Brief resume of Mr. Parveen Kumar Goel, age, qualifications, nature of his expertise in specific functional areas, disclosure of relationships between directors inter-se, names of listed entities and other companies in which he holds directorships and memberships of Board Committees, shareholding in the Company, the number of Meetings of the Board attended during the year, along with disclosure pertaining to his resignation from listed entities in the past three years, as stipulated under Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India are stated herein.

### **Details of Director**

<b>Sr. No.</b>	<b>Name of Directors</b>	<b>PRAVEEN KUMAR GOEL</b>
1	<b>Director Identification Number (DIN)</b>	0014638
2	<b>Date of Birth (AGE)</b>	02.07.1963 (61 Years)
3	<b>Permanent Account Number (PAN)</b>	AEPPG5274B
4	<b>Date of Initial Appointment on the Board</b>	09/03/1995
5	<b>Proposed Remuneration</b>	His Remuneration would be governed as per the approval granted by the Members of the Company for appointment as whole time director of the company at the Annual General Meetings held on 30th September, 2022 for the period from 09th August 2025.
6	<b>Terms and Conditions for Re appointment</b>	He is Whole Time Director whose term is liable to retire by rotation. However, rotation as director shall not effect his tenure as Whole Time Director, if reappointed.
7	<b>Experience in specific functional area</b>	30 Yrs
8	<b>Expertise in specific functional area</b>	Shri Praveen Kumar Goel, is well experienced person. He has good marketing skill. He is actively engaged in the marketing business of the company since a long time.

9	<b>No. of equity shares held in the Company</b>	1,17,000
10	<b>Qualification</b>	Graduate
11	<b>No. of Board meeting attended during the year</b>	4 Board meetings (Details of Board meetings are provided in CGR)
12	<b>Last Drawn Remuneration</b>	Rs. 18,00,000 in F.Y. 2023-24
13	<b>List of other Directorships</b>	Nil
14	<b>Listed Entity from which the director has resigned in past 3 years</b>	NIL
15	<b>Membership/Chairman of Committees of the other Companies*</b>	NIL
16	<b>Relationships with other Directors, Manager and other Key Managerial Personnel of the company if any, inter se</b>	Mr. Praveen Kumar Goel is brother of Mr. Vipin Goel who is Chief Financial Officer of the company.

**\* Membership/ Chairman of Committees of other companies does not include Committee membership / Chairmanship of Neeraj Paper Marketing Limited.**

**EXPLANATORY STATEMENT IN RESPECT OF THE SPECIAL BUSINESS PURSUANT TO THE SECTION 102 OF THE COMPANIES ACT, 2013**

**ITEM NO. 3 & 4**

At the Annual General Meeting (AGM) held on 30th September, 2019, Ms. Neha Agarwal (DIN: 07143026) and Ms. Pooja Bhardwaj (DIN: 05158206), were appointed as a Non-Executive Independent Director of the Company for a first term of 5 consecutive years i.e. upto 29<sup>th</sup> September, 2024.

Ms. Neha Agarwal (DIN: 07143026) and Ms. Pooja Bhardwaj (DIN: 05158206), aged 36 & 44 years, are fit and capable of discharging their duties as Independent Director of the Company. Considering all the aforesaid factors and on the basis of report of performance evaluation of Ms. Neha Agarwal (DIN: 07143026) and Ms. Pooja Bhardwaj (DIN: 05158206), the Nomination and Remuneration Committee recommended to the Board that their continued association will immensely benefit the Company. Pursuant to the recommendation of NRC and report of performance evaluation and in order to reap benefits of their rich and varied experience, the Board at its meeting held on 12th August 2024 approved and recommended re-appointment of Ms. Neha Agarwal and Ms. Pooja Bhardwaj, as a Non-Executive Independent Director of the Company for a second term of five consecutive years with effect from 30<sup>th</sup> September, 2024 to 29<sup>th</sup> September, 2029 (both days inclusive).

Ms. Neha Agarwal and Ms. Pooja Bhardwaj have given consent for the said re-appointment and they are not disqualified from being re-appointed as a director of the Company under Section 164 of the Companies Act, 2013 ("Act"). Further, the Company has received declaration of independence from Ms. Neha Agarwal and Ms. Pooja Bhardwaj confirming that they meet the criteria of independence as specified in Section 149 (6) of the Act and Regulation 16 (1) (b) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") and that they are not aware of any circumstance or situation, which exist or may be reasonably anticipated, that could impair or impact their ability to discharge their duties with an objective independent judgment and without any external influence.

The Board after assessing veracity of the same is of the opinion that they fulfill the conditions for appointment as an Independent Director as specified in the Companies Act, 2013 and rules made there under and the Listing Regulations and they are independent of the management. Ms. Neha Agarwal and Ms. Pooja Bhardwaj have also given a declaration that they are not debarred from holding the office of Director by virtue of any SEBI order or any other such authority.

The details of Ms. Neha Agarwal and Ms. Pooja Bhardwaj required under Regulation 36(2) of the Listing Regulations and Secretarial Standard - 2 are provided below. The draft letter of re-appointment of Ms. Neha Agarwal and Ms. Pooja Bhardwaj setting out the terms and conditions of the said re-appointment is available for inspection at the Registered Office of the Company on all days except Sundays or Public holidays between 2.00 p.m. to 4.00 p.m. upto the date of the AGM and also at the AGM.

Pursuant to the provisions of Section 149(10) of the Act, an independent director shall hold office for a term up to five consecutive years on the Board of a company, but shall be eligible for re-appointment on passing of a special resolution by the company.

The performance evaluation of Independent Directors were based on various criteria, inter-alia, including attendance at Board and Committee Meetings, skill, experience, ability to challenge views

of others in a constructive manner, knowledge acquired with regard to the Company's business, understanding of industry and global trends etc.

Ms. Pooja Bhardwaj and Ms. Neha Agarwal possess the core skills/expertise/ competencies identified in the Company's' business and sectors for it to function effectively. Details of the skills possessed by them are included in the Corporate Governance Report which forms a part of the Annual Report for the financial year ended 31st March, 2024. Based on the above and the performance evaluation of Independent Directors, the Board at its Meeting held on 12<sup>th</sup> August, 2024 has recommended the re-appointment of Ms. Pooja Bhardwaj and Ms. Neha Agarwal, as Independent Directors of the Company, not liable to retire by rotation, to hold office for a second term, The profile of proposed independent Directors under Regulation 36(2) of the Listing Regulations and Secretarial Standard - 2 is annexed hereunder;

Sr. No.	Name of Directors	POOJA BHARDWAJ	NEHA AGARWAL
1	<b>Director Identification Number (DIN)</b>	05158206	07143026
2	<b>Date of Birth (AGE)</b>	16.10.1980 (44 Years)	26/01/1988 (36 Years)
3	<b>Permanent Account Number (PAN)</b>	ARUPK1321M	BGOPA1745B
4	<b>Date of Initial Appointment on the Board</b>	30/09/2019	30/09/2019
5	<b>Proposed Remuneration</b>	Ms. Pooja Bhardwaj is entitled to Sitting fees for attending per Board meeting Rs. 10,000/- not exceeding Rs. 40,000/- in a year	Ms. Neha Agarwal is entitled to Sitting fees for attending per Board meeting Rs. 10,000/- not exceeding Rs. 40,000/- in a year
6	<b>Terms and Conditions for Re appointment</b>	Appointed as Non-Executive Independent Director of the Company for a second term of five consecutive years with effect from 30 <sup>th</sup> September, 2024 to 29 <sup>th</sup> September, 2029 (both days inclusive). whose term is not liable to retire by rotation.	Appointed as Non-Executive Independent Director of the Company for a second term of five consecutive years with effect from 30 <sup>th</sup> September, 2024 to 29 <sup>th</sup> September, 2029 (both days inclusive). whose term is not liable to retire by rotation.
7	<b>Experience in specific functional area</b>	13 Yrs	10 Yrs

8	<b>Expertise in specific functional area</b>	Ms. Pooja Bhardwaj, being a Company Secretary has legal and secretarial experience having wide knowledge of corporate laws. She is having Finance and Accounting Experience and also having Technical and Professional Skill.	Ms Neha Agarwal is experienced person having Finance and Accounting Experience and also having Technical and Professional Skill.
9	<b>No. of equity shares held in the Company</b>	NIL	NIL
10	<b>Qualification</b>	Company Secretary	Master in Computer Application
11	<b>No. of Board meeting attended during the year</b>	4 Board meetings (Details of Board meetings are provided in Corporate Governance Report)	4 Board meetings (Details of Board meetings are provided in Corporate Governance Report )
12	<b>Last Drawn Remuneration</b>	Sitting fees paid for attending per Board meeting Rs. 10,000/- not exceeding Rs. 40,000/- in a year	Sitting fees paid for attending per Board meeting Rs. 10,000/- not exceeding Rs. 40,000/- in a year
13	<b>List of other Directorships</b>	1. AGARWAL DUPLEX BOARD MILLS LIMITED 2. PANCHAURA MEDIA AND COMMUNICATIONS PRIVATE LIMITED 3. BAZEL INTERNATIONAL LTD.	1. TEHRI PULP AND PAPER LIMITED 2. BINDALS PAPERS MILLS LIMITED
14	<b>Listed Entity from which the director has resigned in past 3 years</b>	NIL	NIL
15	<b>Membership/Chairman of Committees of the other Companies*</b>	Member- Nomination and Remuneration Committee - <b>Agarwal Duplex Board Mills Ltd</b>	Member- Nomination and Remuneration Committee and Audit Committee- <b>Bindals Papers Mills</b>

		Chairman- Stakeholders Relationship Committee- <b>Bazel International Limited</b>  Member- Nomination & Remuneration Committee & Risk Management Committee- <b>Bazel International Limited</b>	<b>Limited</b>  Member- Nomination and Remuneration Committee and Audit Committee- <b>Tehri Pulp and Papers Limited</b>
16	<b>Relationships with other Directors, Manager and other Key Managerial Personnel of the company if any, inter se</b>	NA	NA
17	<b>The skills and capabilities required for the role and the manner in which the proposed person meets such requirements</b>	Ms. Pooja Bhardwaj, being a Company Secretary has legal and secretarial experience having wide knowledge of corporate laws. She is having Finance and Accounting Experience and also having Technical and Professional Skill.	Ms Neha Agarwal is experienced person having Finance and Accounting Experience and also having Technical and Professional Skill.

**\* Membership/ Chairman of Committees of other companies does not include Committee membership / Chairmanship of Neeraj Paper Marketing Limited.**

The Board of Directors recommends the resolution as set out in Item No. 3 & 4 of the Notice for approval of members of the Company by way of Special Resolution as per the requirement of Companies Act, 2013.

None of the Directors and Key Managerial Personnel of the Company and their relatives except Ms. Neha Agarwal and Ms. Pooja Bhardwaj and their relatives are concerned or interested, financially or otherwise, in the said resolutions.

By Order of the Board  
**For NEERAJ PAPER MARKETING LIMITED**

**DATED: 12<sup>th</sup> August 2024**  
**PLACE: DELHI**

**Sd/-**  
**Deepa Kumari**  
**Company Secretary**  
**Membership No. – A69194**

Registered Office:  
218-222, Agarwal Prestige Mall,  
Plot No. 2 Community Center  
Along Road No. 44, Pitampura, Delhi – 110034  
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