

# GLOBE COMMERCIALS LIMITED

CIN: - L52110MH1985PLC293393

**Registered Office:** - 04, PrathmeshLeela CHS Ltd, new MHB Colony, Gorai Rd, Near Sai Lee Hospital, Mumbai - 400091, Ph No.28684836

**E-mail:** [globecommercialtd@gmail.com](mailto:globecommercialtd@gmail.com); Website: [www.globecommercial.com](http://www.globecommercial.com)

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August 31, 2020

To,  
Deputy General Manager,  
Department of Corporate Service,  
**BSE LIMITED.**  
Floor 1, Rotundra Building,  
Dalal Street, Mumbai – 400 001.

To,  
**Metropolitan Stock Exchange of India Ltd.**  
*(Formerly known as “MCX Stock Exchange Limited”)*  
Vibgyor Towers, 04<sup>th</sup> floor,  
BandraKurla Complex,  
Bandra (E), Mumbai – 400 098.

**BSE Scrip Code: 540266**

**MSEI Scrip Code: GLOBE**

**Sub: Annual General Meeting of the members of the Company to be held on Wednesday, 30<sup>th</sup> September, 2020**

Dear Sir,

This is to inform you that the 35<sup>th</sup> Annual General meeting of the members of the Company will be held on Wednesday, 30<sup>th</sup> September, 2020 at 11:00 A.M. through Video Conferencing (“VC”) / Other Audio Visual Means (“OAVM”).

The copy of notice of AGM is enclosed herewith for your information and record.

For **Globe Commercials Limited**

PRASAD  
MEGHSHY  
AM BAGWE

Digitally signed by  
PRASAD MEGHSHYAM  
BAGWE  
Date: 2020.08.31  
11:17:22 +05'30'

**PRASAD BAGWE**  
**MANAGING DIRECTOR**  
**DIN: 07408988**

## NOTICE OF 35<sup>TH</sup> ANNUAL GENERAL MEETING

Notice is hereby given that the 35<sup>th</sup> (Thirty Fifth) Annual General Meeting of the Members of **Globe Commercials Limited** (CIN:- L52110MH1985PLC293393) will be held on Wednesday, 30<sup>th</sup> September, 2020 at 11:00 A.M. through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM") to transact the following business:-

### **ORDINARY BUSINESS:**

1. To receive, consider and adopt the Audited financial statements of the Company for the financial year ended March 31, 2020 together with report of Board of directors and Auditor thereon.
2. To consider and appoint a Director in place of Mr. Prasad Meghshyam Bagwe (DIN 07408988), who retires by rotation and being eligible, offers himself for re-appointment.
3. To consider and appoint a Director in place of Mrs. Prapti Prasad Bagwe (DIN 08537078), who retires by rotation and being eligible, offers herself for re-appointment.
4. To consider and if thought fit, to pass, with or without modification(s), the following resolution as an Ordinary Resolution:

**“RESOLVED THAT** pursuant to the provisions of Section 139, 142 and other applicable provisions, if any, of the Companies Act, 2013 read with Companies (Audit and Auditors) Rule 2014, including any statutory modification(s) or reenactment thereof, for time being in force, the consent of the members of the Company be and is hereby accorded for the appointment of M/s Srinivasa Rao and Co, Chartered Accountants, (Firm Registration No. 008763S)) who has offered themselves and confirmed their eligibility to be appointed as the Auditors of the Company in place of M/s. Aniket Goyal & Associates, Chartered Accountants (Firm Registration No. 022331C) (who was resigned from the office of Statutory Auditors), for a period of five (5) years to hold office from the conclusion of this Annual General Meeting till the conclusion of Fortieth Annual General Meeting, on such remuneration as may be determined by the Board of Directors.”

### **SPECIAL BUSINESS**

5. **Regularization of Mr. Mallikarjunan Venkatraman:**

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

**“RESOLVED THAT** Mr. Mallikarjunan Venkatraman (DIN: 08693383), who was appointed as an Additional Director with effect from 07<sup>th</sup> February, 2020, on the Board of the Company in terms of Section 161 of the Companies Act, 2013 and who holds office up to the date of this Annual General Meeting, and in respect of whom a notice has been received from a member in writing, under Section 160 of the Companies Act, 2013 along with requisite deposit, proposing his candidature for the office of a director, be and is hereby appointed as a Director of the Company.”

6. **Regularization of Mr. Venkat Raman Ayinam:**

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

**“RESOLVED THAT** Mr. Venkat Raman Ayinam (DIN: 08693362), who was appointed as an Additional Director with effect from 07<sup>th</sup> February, 2020, on the Board of the Company in terms of Section 161 of the Companies Act, 2013 and who holds office up to the date of this Annual General Meeting, and in respect of whom a notice has been received from a member in writing, under Section 160 of the Companies Act, 2013 along with requisite deposit, proposing his candidature for the office of a director, be and is hereby appointed as a Director of the Company.”

7. **Re-appointment of Mr. SantoshDoulat Paste (DIN: 02714655) as an Independent Director of the Company for a second term of five consecutive years:**

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

**“RESOLVED THAT** pursuant to the provisions of Section 149 and 152 read with Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 and Companies (Appointment and Qualifications of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force) and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time, Mr. SantoshDoulat Paste (DIN: 02714655), who was appointed as an Independent Director of the Company for a term of five years up to 31<sup>st</sup> March, 2019, by the members at the 29<sup>th</sup> Annual General Meeting, in terms of Section 149 of the Companies Act, 2013, be and is hereby re-appointed as an Independent Director of the Company for a second term of five consecutive years commencing from April 1, 2019 up to March 31, 2024, not liable to retire by rotation.”

**For and on behalf of the Board of  
Globe Commercials Ltd**

**Place:** Mumbai  
**Dated:** 14<sup>th</sup> August, 2020

**SD/-  
Prasad Bagwe  
(Managing Director)  
DIN:07408988**

**NOTES:**

1. **In view of the massive outbreak of the COVID-19 pandemic, social distancing is a norm to be followed and pursuant to the Circular No. 14/2020 dated April 08, 2020, Circular No.17/2020 dated April 13, 2020 issued by the Ministry of Corporate Affairs followed by Circular No. 20/2020 dated May 05, 2020, physical attendance of the Members to the AGM venue is not required and annual general meeting (AGM) be held through video conferencing (VC) or other audio visual means (OAVM). Hence, Members can attend and participate in the ensuing 35<sup>th</sup>AGM of the Company 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 the Circulars issued by the Ministry of Corporate Affairs dated April 08, 2020, April 13, 2020 and May 05, 2020. 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 venue voting system on the date of the AGM will be provided by CDSL.

3. Pursuant to the Circular No. 14/2020 dated April 08, 2020, issued by the Ministry of Corporate Affairs, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. However, the Body Corporates are entitled to appoint authorized representatives to attend the AGM through VC/OAVM and participate thereat and cast their votes through e-voting.
4. 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 the Notice. The facility of participation at the AGM through VC/OAVM will be made available for 250 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.
5. 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 Companies Act, 2013.
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 [www.globecommercials.com](http://www.globecommercials.com). The Notice can also be accessed from the websites of BSE Limited at [www.bseindia.com](http://www.bseindia.com) and from Metropolitan Stock Exchange of India Limited (MSE) at [www.msei.in](http://www.msei.in). 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.
8. Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 setting out material facts of the proposed ordinary/ special resolutions for the items is annexed hereto.
9. Members desirous of getting any information about the Annual accounts and/or operations of the Company are requested to write to the Company at least seven days before the date of the Meeting to enable the Company to keep the information ready at the Meeting.
10. The Notice of the AGM along with the Annual Report 2019-20 is being sent by electronic mode to those Members whose e-mail addresses are registered with the Company/Depositories.
11. **Members, who have not registered their e-mail addresses so far, are requested to register their e-mail address for receiving all communication including Annual Report, Notices, Circulars, etc. from the Company electronically.**
12. Pursuant to Section 91 of the Companies Act, 2013, the register of members and the share transfer books of the Company will remain closed from Thursday, 24<sup>th</sup> September, 2020 to Wednesday, 30<sup>th</sup> September, 2020 (both days inclusive) for the purpose of Annual General Meeting and will be available for inspection at the venue of Annual General Meeting till the conclusion of the meeting.

13. The ISIN of the Equity Shares of Rs.10/- each is INE804Q01013.
14. Members holding shares in physical form are requested to advise any change of name, address, e-mail address etc. immediately to the Company/ Registrar and Transfer Agents, Skyline Financial Services Pvt. Ltd, D-153 A, 1st Floor, Okhla Industrial Area, Phase – I, New Delhi-110020.
15. Corporate members intending to send their authorized representatives to attend the Meeting are requested to send to Skyline Financial Services Pvt. Ltd. a certified true copy of the Board Resolution authorising their representative to attend and vote on their behalf at the Meeting 48 hours before the date of AGM.
16. Notice of the 35<sup>th</sup> Annual General Meeting of the Company, inter alia, indicating the process and manner of e-voting is being sent to all the members whose e-mail IDs are registered with the Company/ Depository Participants(s) for communication purposes through electronic mode.
17. All the documents referred to in the accompanying Notice and Explanatory Statement are open for inspection at the Company's Registered Office at 04, Prathmesh Leela CHS Ltd, new MHB Colony, Gorai Rd, Near Sai Lee Hospital, Mumbai-400091 on all working days of the Company, between 10.00 a.m. and 1.00 p.m. upto the date of the Annual General Meeting.
18. Route map giving directions to the venue is not annexed to this Notice as meeting will be held through VC/OAVM due to COVID 19 Crisis.

**INSTRUCTIONS FOR SHAREHOLDERS ATTENDING THE AGM THROUGH VC/OAVM ARE AS UNDER:**

- 1) Shareholder will be provided with a facility to attend the AGM through VC/OAVM through the Virtual platform developed by the RTA i.e Skyline Financial Services Pvt. Ltd. Link along with details will be provided to Eligible shareholders. Shareholders may access the voting during the AGM by clicking the link provided in virtual platform i.e <https://www.evotingindia.com>. Shareholders/members may login by using the remote e -voting credentials. The link for VC/OAVM will be available to eligible shareholder/members at their registered E Mail IDs. Facility of joining the AGM through VC / OAVM shall open 30 minutes before the time scheduled for the AGM.
- 2) Shareholders are encouraged to join the Meeting through Laptops / IPads for better experience.
- 3) Further shareholders will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
- 4) 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.
- 5) Shareholders who would like to express their views/ask questions during the AGM may register themselves as an attendee by sending their request in advance atleast 2 days prior to meeting mentioning their name, demat account number/folio number, email id, PAN, mobile number at [globecommercialtd@gmail.com](mailto:globecommercialtd@gmail.com) .

- 6) The shareholders who do not wish to speak during the AGM but have queries may send their queries in advance 2 days prior to meeting mentioning their name, demat account number/folio number, email id, PAN, mobile number at [globecommercialtd@gmail.com](mailto:globecommercialtd@gmail.com) .These queries will be replied to by the company suitably by email.
- 7) Those shareholders who have registered themselves as an attendee will be allowed to express their views/ask questions during the meeting. The member who have not registered themselves as an attendee but have queries during the AGM can use the chat box/ send query button and ask the question.

In case you have any queries or issues regarding attending Annual General Meeting through VC/OAVM write an email to :[subhashdhingreja@skylinerta.com](mailto:subhashdhingreja@skylinerta.com)

**EXPLANATORY STATEMENT PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013**

**Item No. 5: Regularization of Mr. MallikarjunanVenkatraman**

The Board of Directors of the Company appointed Mr. MallikarjunanVenkatraman as an Additional Director of the Company w.e.f. February 07, 2020. In terms of the provisions of Section 161(1) of the Companies Act, 2013 and Articles of Association of the Company, Mr. MallikarjunanVenkatraman would hold office up to the date of the ensuing Annual General Meeting. In terms of Section 149 and other applicable provisions of the Companies Act, 2013, Mr. MallikarjunanVenkatraman, being eligible, offers himself for appointment, and is proposed to be appointed as Director who shall be liable to retire by rotation.

The Company has received a notice from a member of the Company along with requisite fee under section 160 of the Companies Act, 2013 proposing the candidature of Mr. MallikarjunanVenkatraman for the office of Director of the Company. Mr. MallikarjunanVenkatraman is not disqualified from being appointed as a Director in terms of Section 164 of the Companies Act, 2013.

Therefore, the Directors of your Company recommend the aforesaid resolution for your consideration and approval.

**Except Mr. MallikarjunanVenkatraman Additional Director, none of Director and Key Managerial personnel of the Company and their relatives is concerned or interested, financial or otherwise in the resolution as set out in Item no. 5.**

The Board of directors therefore, recommends the resolution for appointment of Mr. MallikarjunanVenkatraman as a Director of the Company for approval of the members by passing the **Ordinary resolution.**

**Additional information on Directors recommended for appointment / re-appointment as required under Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.**

Brief Resume of Mr. MallikarjunanVenkatraman is as under:

Name:	MallikarjunanVenkatraman
Age:	55 Years
Qualification:	MBA
Expertise in specific functional areas:	Sale & Marketing
Directorship held in other public companies (excluding Foreign Companies and Section 8 Companies)	N.A
Membership / Chairmanship of Committee of other Public Companies (includes only Audit and Stakeholder Relationship Committee)	N.A
Shareholding in the Company	55 Years

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**Item No. 6: Regularization of Mr. Venkat Raman Ayinam**

The Board of Directors of the Company appointed Mr. Venkat Raman Ayinamas an Additional Director of the Company w.e.f. February 07, 2020. In terms of the provisions of Section 161(1) of the Companies Act, 2013 and Articles of Association of the Company, Mr. Venkat Raman Ayinam would hold office up to the date of the ensuing Annual General Meeting. In terms of Section 149 and other applicable provisions of the Companies Act, 2013, Mr. Venkat Raman Ayinam, being eligible, offers himself for appointment, and is propose to be appointed as Director who shall be liable to retire by rotation.

The Company has received a notice from a member of the Company along with requisite fee under section 160 of the Companies Act, 2013 proposing the candidature of Mr. Venkat Raman Ayinam for the office of Director of the Company. Mr. Venkat Raman Ayinam is not disqualified from being appointed as a Director in terms of Section 164 of the Companies Act, 2013.

Therefore, the Directors of your Company recommend the aforesaid resolution for your consideration and approval.

**Except Mr. Venkat Raman Ayinam Additional Director, none of Director and Key Managerial personnel of the Company and their relatives is concerned or interested, financial or otherwise in the resolution as set out in Item no. 6.**

The Board of directors therefore, recommends the resolution for appointment of Mr. Venkat Raman Ayinam as a Director of the Company for approval of the members by passing the **Ordinary resolution**.

**Additional information on Directors recommended for appointment / re-appointment as required under Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.**

Brief Resume of Mr. Venkat Raman Ayinam is as under:

Name:	Venkat Raman Ayinam
Age:	57 Years
Qualification:	Post Graduation Diploma in Management and marketing
Expertise in specific functional areas:	Marketing
Directorship held in other public companies (excluding Foreign Companies and Section 8 Companies)	N.A
Membership / Chairmanship of Committee of other Public Companies (includes only Audit and Stakeholder Relationship Committee)	N.A
Shareholding in the Company	NIL



**Item No. 7: Re-appointment of Mr. SantoshDoulat Paste (DIN: 02714655) as an Independent Director of the Company for a second term of five consecutive years.**

In terms of Section 149 and other applicable provisions of the Companies Act, 2013, members of the Company at the 29<sup>th</sup> Annual General Meeting held on September 29, 2014 approved the appointment of Mr. SantoshDoulat Paste as an Independent Director of the Company for a period of 5 years up to March 31, 2019.

As per the provisions of Section 149 of the Companies Act, 2013, an Independent Director shall hold office for a term upto five consecutive years on the Board of a Company but shall be eligible for reappointment, for another term of upto five years, on passing of a special resolution by shareholders. The Company has received intimation in Form DIR-8 from Mr. SantoshDoulat Paste that he is not disqualified from being re-appointed as an Independent Director in terms of Section 164 of the Act, declaration that he meets with the criteria of independence as prescribed under Section 149 (6) of the Companies Act, 2013 & Regulation 16(1)(b) of SEBI Listing Regulations and his consent to continue as an Independent Director.

The resolution seeks the approval of members for the re-appointment of Mr. SantoshDoulat Paste as an Independent Director of the Company in terms of Section 149 and other applicable provisions of the Act and Rules made there under. He is not liable to retire by rotation.

In the opinion of the Board, Mr. SantoshDoulat Paste, fulfills the conditions for his reappointment as an Independent Director as specified in the Act and the SEBI Listing Regulations and is Independent of the Management.

Based on the recommendations of the Nomination & Remuneration Committee and keeping in view the expertise of Mr. SantoshDoulat Paste, the Board of Directors at its meeting held on August 14, 2020 approved the continuance of office of Mr. SantoshDoulat Paste as mentioned in the resolution.

Therefore, the Directors of your Company recommend the aforesaid resolution for your consideration and approval.

**None of the Directors or Key Managerial Personnel of the Company and / or their relatives except Mr. SantoshDoulat Paste, to whom the resolution relates, is in any way, concerned or interested, financially or otherwise, in the resolution as set out in Item No. 7.**

The Board of Directors therefore, recommends the resolution for Re-appointment of Mr. SantoshDoulat Paste as an Independent Director of the Company for approval of the members by passing Special resolution.

**Additional information on Directors recommended for appointment / re-appointment as required under Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.**

Brief Resume of Mr. Santosh Doulat Paste is as under:

Name:	SantoshDoulat Paste
Age:	48 Years

Qualification:	Under Graduation
Expertise in specific functional areas:	Marketing & Finance
Directorship held in other public companies (excluding Foreign Companies and Section 8 Companies)	NA
Membership / Chairmanship of Committee of other Public Companies (includes only Audit and Stakeholder Relationship Committee)	NA
Shareholding in the Company	NIL

Dear Member,

**Sub: Voting through electronic means**

Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules 2014, Globe Commercials Limited (“the company”) is offering e-Voting facility to its members in respect of the business to be transacted at the Annual General Meeting scheduled to be held on Wednesday, 30<sup>th</sup> September, 2020 at 11:00 A.M.

The Company has engaged the services of Central Depository Services (India) Ltd as the Authorized Agency to provide e-Voting facilities. The e-Voting particulars are set out below:

The Remote e-Voting facility will be available during the following voting period:

- Commencement of e-Voting: **Sunday, 27<sup>th</sup> September, 2020 at 9:00 A.M.**
- End of e-Voting: **Tuesday, 29<sup>th</sup> September, 2020 till 5:00 P.M.**
- The cut-off date for the purpose of e-Voting is **23<sup>rd</sup> September, 2020**

Please read the instructions mentioned below before exercising the vote. This Communication forms an integral part of the Notice for the Annual General Meeting scheduled to be held on 30<sup>th</sup> September, 2020.

**INSTRUCTIONS FOR VOTING THROUGH ELECTRONIC MEANS**

The instructions for shareholders Remote e-voting electronically are as under:

- (i) The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
- (ii) Click on “Shareholders” tab.
- (iii) 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. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- (iv) Next enter the Image Verification as displayed and Click on Login.
- (v) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any company, then your existing password is to be used.
- (vi) If you are a first time user follow the steps given below:

	For Members holding shares in Demat Form and Physical Form
PAN	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none"><li>• Members who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number which is printed on Postal Ballot / Attendance Slip indicated in the PAN field.</li></ul>
DOB	Enter the Date of Birth as recorded in your demat account or in the company records for the said demat account or folio in dd/mm/yyyy format.
Dividend Bank Details	Enter the Dividend Bank Details as recorded in your demat account or in the company records for the said demat account or folio. <ul style="list-style-type: none"><li>• Please enter the DOB or Dividend Bank Details in order to login. If the details are not recorded with the depository or company please enter the member id</li></ul>

/ folio number in the Dividend Bank details field.
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- (vii) After entering these details appropriately, click on “SUBMIT” tab.
- (viii) Members holding shares in physical form will then directly reach the Company selection screen. However, members 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.
- (ix) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (x) Click on the EVSN of Globe Commercial Limited- AGM on which you choose to vote.
- (xi) 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.
- (xii) Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- (xiii) 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.
- (xiv) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- (xv) You can also take out print of the voting done by you by clicking on “Click here to print” option on the Voting page.
- (xvi) If Demat account holder has forgotten the same password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xvii) Note for Non – Individual Shareholders and Custodians
- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves as Corporate.
  - 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 they have to create a compliance user 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 should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
  - 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.
- (xviii) Pursuant to Section 107 of the Act read with Rule 20 of the Companies (Management and Administration) Rules, 2014, there will be not be voting by show of hands on any of

the agenda items at the meeting and ballot process at the meeting will be conducted in lieu thereof.

### **General Instruction:**

- I. The voting period begins on 27.09.2020 at 9:00 A.M. and ends on 29.09.2020 at 5.00 P.M. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of 23.09.2020, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- II. In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-Voting manual available at [www.evotingindia.co.in](http://www.evotingindia.co.in) under help section.  
Name: Ms. Latha Nair  
Designation: Manager  
Address: 17th floor, P J Towers, Dalal Street, Mumbai - 400001  
Contact no.: 1800-200-5533  
Email: [helpdesk.evoting@cDSLindia.com](mailto:helpdesk.evoting@cDSLindia.com)
- III. Once the vote on a resolution is cast by the shareholder by electronic means, the shareholder shall not be allowed to change it subsequently or cast his vote by any other means.
- IV. The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off/entitlement date of 23<sup>rd</sup> September, 2020.
- V. E-voting platform will be blocked after the closure of e-Voting period and no further e-Voting/change of vote cast would be allowed thereafter.
- VI. Members who have availed e-Voting facility may attend the meeting however they cannot exercise their right to vote or change the vote.

**Note: If a person becomes member of the Company after the cut-off date, then the member may contact the Registrar and Share Transfer Agent of the Company for issuance of the Notice and Login id and other e-Voting related details.**

#### 1. Details of Scrutinizer:

- a) M/s Jain Alok & Associates, Company Secretaries has been appointed as the Scrutinizer to scrutinize the e-Voting process and ballot process in a fair and transparent manner.
- b) The Scrutinizer shall with a period not exceeding three days from the conclusion of the e-voting period, unlock the votes in the presence of at least two witnesses, not in

the employment of the Company and make a Scrutinizer's Report of the votes in cast of favour or against, if any, forthwith to the Chairman of the Company.

- c) The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on cut-off date i.e. 23.09.2020.
- d) The results declared along with the Scrutinizer's Report shall be placed on the Company's Notice Board at its registered office and on the website of CDSL within three days of the passing of the resolutions at the Annual General Meeting of the Company.

The copies of the aforesaid documents will be available for inspection at the Registered Office of the Company also.