



**emami\* limited**

**Date: 19<sup>th</sup> August, 2022**

The Manager - Listing  
**The National Stock Exchange of India Ltd.**  
Exchange Plaza, Plot No. C/1, G. Block  
Bandra Kurla Complex, Bandra (E)  
Mumbai - 400 051  
Scrip Code: EMAMILTD

The Manager - Listing  
**BSE Limited**  
Phiroze Jeejeebhoy Towers  
Dalal Street  
Mumbai - 400 001  
Scrip Code: 531162

Dear Sirs,

**Sub: Newspaper Publications**

Please find enclosed herewith the copy of newspaper publications related to Notice to shareholders regarding 39<sup>th</sup> Annual General Meeting, E-voting Information and Book Closure in Business Standard (National Daily Newspaper) & Aajkaal (Regional Daily Newspaper) on Thursday, 18<sup>th</sup> August, 2022.

Thanking You,  
Yours Sincerely,  
For Emami Limited,

**A. K. Joshi**  
**Company Secretary & VP-Legal**

Encl.: as above



**emami limited**

Corporate Identification Number: L18993WB1983PLC016630  
 Registered Office: Emami Tower, 687, Anandapur, E. M. Bypass,  
 Kolkata - 700 107, West Bengal, India  
 Website: www.emamiltd.in, E-mail: investors@emamigroup.com

**NOTICE TO SHAREHOLDERS REGARDING 39TH ANNUAL GENERAL MEETING, E-VOTING INFORMATION AND BOOK CLOSURE**

NOTICE is hereby given that the 39TH Annual General Meeting (AGM) of the Members of Emami Limited ("the Company") is scheduled to be held on Friday, 9th September, 2022 at 11:30 a.m. (IST) through Video Conferencing (VC) / Other Audio-Visual Means (OAVM) to transact the business as set out in the Notice convening the AGM ("the Notice").

In accordance with the General Circular dated 5th May, 2022 read along with other circulars dated 13th January, 2021, 8th April, 2020, 15th April, 2020 and 5th May, 2020 (collectively referred to as "MCA Circulars") and the Securities and Exchange Board of India vide its circulars dated 13th May, 2022, read along with 15th January, 2021 and 12th May, 2020 (collectively referred to as "SEBI Circulars"), the Notice along with Integrated Annual Report 2021-22 have been sent in electronic mode to members whose e-mail IDs are registered with the Company or the Depository Participant(s). The electronic dispatch of Integrated Annual Report to Members has been completed on 12th August, 2022.

The Integrated Annual Report for the Financial Year 2021-22 inter alia containing notice of the AGM will be available on the Company's website at www.emamiltd.in, website of BSE Limited and National Stock Exchange of India Limited at <https://www.bseindia.com> and <https://www.nseindia.com>, respectively and website of Central Depository Services (India) Limited at <https://www.evotingindia.com> for view/download. The documents pertaining to the items of business to be transacted in the AGM shall be available at the Company's website during the meeting.

Members are hereby informed that in compliance with the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended from time to time, the Secretarial Standard on General Meetings (SS-2) issued by the Institute of Company Secretaries of India and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is providing facility to the Members to exercise their right electronically on the business set out in the Notice of the AGM through electronic voting system of Central Depository Services (India) Limited (CDSL). All the Members are hereby informed that the Ordinary and Special Business, as set out in Notice of 39th AGM will be transacted through voting by electronic means only.

The detailed instructions for remote e-voting and e-voting during the AGM are given in the Notice of the AGM. Members are requested to note the following:

- a. The remote e-voting will commence on **Monday, 5th September, 2022 at 9:30 A.M. (IST) and will end on Thursday, 8th September, 2022 at 5:00 P.M. (IST)**. The remote e-voting will not be allowed beyond the aforesaid date and time and the e-voting module shall be disabled upon expiry of aforesaid period. The facility for e-voting will also be made available during the AGM for the members who attend the meeting and have not cast their votes by remote e-voting.
- b. The voting rights of the Members shall be in proportion to their share in the paid-up equity share capital of the Company as on Friday, 2nd September, 2022 ("cut-off date"). A person whose name is recorded in the Register of Members or in the Register of Beneficial Owners maintained by the Depositories as on the cut-off date shall only be entitled to avail the facility of remote e-voting.

**Procedure of registering / updating email addresses for obtaining Notice of AGM, Integrated Annual Report 2021-22 and/or login credentials for joining the AGM through VCOAVM including e-voting**

**Physical Holding:** Member may send an e-mail request to our Registrar & Transfer Agent M/s. Maheshwari Datamatics Pvt. Ltd. at [info@dtm.com](mailto:info@dtm.com) or to the Company at [investors@emamigroup.com](mailto:investors@emamigroup.com) along with-

- Scanned copy of the signed request letter mentioning the Folio No., name and address along with scanned copy of the share certificate (if any).
- Scanned copy of self-attested PAN Card and self-attested copy of any document (eg: Driving License/ Election Identity Card/ Passport) in support of the address of the member.

**Demat Holding:** Members holding shares in dematerialized mode are requested to register/update their e-mail addresses with their relevant Depository Participant.

Any person who acquires shares of the Company and become a Member of the Company after the sending of Integrated Annual Report and Notice of the AGM electronically and holding shares on the cut-off date i.e. Friday, 2nd September, 2022, may obtain login ID and password by writing to Registrar and Transfer Agents of the Company at its e-mail ID [info@dtm.com](mailto:info@dtm.com).

**Mr. Raj Kumar Dandla**, Practising Company Secretary (ACS - 17198), of M/s. MRB & Associates, Practising Company Secretaries, Kolkata has been appointed by the Company as Scrutinizer for scrutinizing the entire remote e-voting process in a fair and transparent manner.

The results of the remote e-voting and votes cast at the AGM shall be declared with in two working days from the conclusion of the AGM. The results declared, along with the scrutineers report, shall be placed on the Company's website [www.emamiltd.in](http://www.emamiltd.in) immediately after declaration, and shall be communicated to Stock Exchanges where the shares are listed.

In case you have any queries or issues regarding e-voting, the Members may send an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or contact at toll free No. (1800 22 55 33).

**BOOK CLOSURE:**

Notice is further given pursuant to Section 91 of the Companies Act, 2013 and the Rules framed thereunder, that the Register of Members and the Share Transfer Books of the Company will remain closed from Saturday, September 3, 2022 to Friday, September 9, 2022 (both days inclusive) for the purpose of the 39th Annual General Meeting of the Company.

By Order of the Board  
 For Emami Limited

A.K. Joshi  
 Company Secretary & VP-Legal  
 FCS - 4976

Place: Kolkata  
 Date: August 17, 2022



