

**Notice of 97th Annual General Meeting to the Members**

NOTICE is hereby given that the 97th Annual General Meeting of the Members of Balmer Lawrie & Co. Ltd. will be held at Ghanshyam Das Birla Sabhagar, 29, Ashutosh Choudhury Avenue, Kolkata – 700 019, on Thursday, 25 September, 2014, at 10:30 a.m. for the following purposes : -

**ORDINARY BUSINESS:**

1. To receive, consider and adopt the audited Balance Sheet as on 31 March 2014 and the Profit and Loss Account for the financial year ended 31 March 2014 and the reports of the Auditors and the Directors thereon and in this connection to pass the following Resolution as an Ordinary Resolution:

“RESOLVED THAT the Audited Profit and Loss Account of the Company for the financial year ended on 31st March 2014 and Balance Sheet as on that date, together with Reports of the Board of Directors and Auditors thereon along with the Comments of the Comptroller & Auditor General of India on the Accounts of the Company, duly circulated to the members, be and are hereby received, considered and adopted.”

2. To declare dividend for the financial year ended 31 March, 2014 and in this connection to pass the following Resolution as an Ordinary Resolution:

“RESOLVED THAT in accordance with the recommendation of the Board of Directors a dividend on 2,85,00,641 Equity Shares of ₹ 10/- each of the Company at the rate of ₹ 18.00 (Rupees Eighteen only) per Equity Share for the financial year ended 31 March 2014 be and is hereby declared on all the issued Equity Shares of the Company and be paid out of the profits of the Company for the financial year as mentioned above to those Members whose names appear on the Company’s Register of Members at the close of business hours on 10 September 2014 or whose names are placed on the Register of Members based on valid share transfers lodged with the Company or the Registrar and Share Transfer Agent on or before the close of business hours on the said 10 September 2014 as the Registered Holders of the said shares and to those “Deemed Members” whose names appear in the statement of Beneficial ownership furnished by the National Securities Depository Limited (NSDL) and the Central Depository Services (India) Limited (CDSL) as at the close of business hours on 10 September 2014, without deduction of Tax at source.”

3. To appoint a Director in place of Shri Niraj Gupta (DIN 05252234), who retires by rotation and, being eligible, offers himself for reappointment and in this connection to pass the following Resolution as an Ordinary Resolution:

“RESOLVED THAT Shri Niraj Gupta (DIN 05252234), a Director retiring under Section 152(6) of the Companies Act, 2013 be and is hereby reappointed a Director of the Company.”

4. To appoint a Director in place of Shri Anand Dayal (DIN 03368900), who retires by rotation and, being eligible, offers himself for reappointment and in this connection to pass the following Resolution as an Ordinary Resolution:

“RESOLVED THAT Shri Anand Dayal (DIN 03368900), a Director retiring under Section 152(6) of the Companies Act, 2013 be and is hereby reappointed a Director of the Company.”

5. To fix remuneration of the Auditors for the financial year 2014-15 and to pass the following Resolution as an Ordinary Resolution:

“RESOLVED THAT pursuant to Sections 139(5), 142 and other applicable provisions of the Companies Act, 2013 (“the Act”), the Board of Directors be and is hereby authorized to determine the amount of remuneration payable to the Auditors appointed under Section 139(5) of the Act by the Comptroller & Auditor General of India including the cost of reimbursement of out-of-pocket expenses incurred in connection with the audit of accounts of the Company for the financial year 2014-15 by the said Auditors”.

**SPECIAL BUSINESS**

To consider and, if thought fit, to pass the following resolutions:

6. **As an Ordinary Resolution:**

“RESOLVED THAT pursuant to the provisions of Section 160 of the Companies Act, 2013 (“the Act”), Shri Alok Chandra (DIN 06929789), Government Nominee Director, be and is hereby appointed a Director, whose period of office as such Director shall be subject to determination by retirement of directors by rotation.”

7. **As a Special Resolution:**

“RESOLVED THAT pursuant to Section 188 and

other applicable provisions of the Companies Act, 2013 (“the Act”) read with the Companies (Meetings of Board and its Powers) Rules, 2014 and subject to approval of the Board for Industrial and Financial Reconstruction (BIFR) to which a reference has been made under the Sick Industrial Companies (Special Provisions) Act, 1985, consent be and is hereby accorded for the acquisition or purchase of the property of Transafe Services Limited (“TSL”) – an “Associate” company within the meaning of Section 2(6) and a “Related Party” under Section 188 of the Act – at Dharuhera in Haryana consisting of Land admeasuring approximately 10,000 square meters together with the Building / structure(s) thereon (consisting of Factory shed, Office & store Building, Utility Rooms, Worker’s Canteen, Restrooms, Toilets, Maintenance Room, Meter Room, Compound Wall and Internal Road) for a consideration of ₹ 675 lakh – excluding cost of registration and related stamp duty – to be paid by the Company to TSL.”

### 8. As a Special Resolution:

“RESOLVED THAT pursuant to Sections 188 and other applicable provisions of the Companies Act, 2013 read with the applicable Rules, approval be and is hereby accorded to the Company entering into a Service Agreement with Balmer Lawrie Investments Ltd (‘BLIL’), for a time span of 1 (one) year with effect from 1st May 2014 till 30th April 2015, envisaging a monthly service charge of ₹ 1,80,000/- (Rupees One lakh eighty thousand only) to the Company – which excludes reimbursement of all expenses, taxes and other levies and remuneration of the Company Secretary seconded by the Company to BLIL – so as to continue provision of infrastructure, management support and other support services by the Company as service provider to enable run the affairs of BLIL.”

Registered Office:  
Balmer Lawrie House  
21, Netaji Subhas Road  
Kolkata 700 001  
19th August 2014.

By Order of the Board  
Balmer Lawrie & Co. Ltd  
**Amit Ghosh**  
Company Secretary

### Notes:

#### A. General

- A MEMBER ENTITLED TO ATTEND AND VOTE IS ALSO ENTITLED TO APPOINT A PROXY TO ATTEND ON HIS BEHALF, AND SUCH PROXY NEED NOT BE A MEMBER OF THE COMPANY. THE PROXY FORM MGT-11 PRESCRIBED UNDER COMPANIES (MANAGEMENT AND ADMINISTRATION) RULES, 2014, IS BEING SENT WITH THIS NOTICE.**
- A person can act as Proxy on behalf of not more than 50 Members and Members holding in aggregate not more than 10% of the total Share Capital of the Company. A Member holding more than 10% of the total Share Capital of the Company carrying voting rights, may appoint a single person as proxy and such person shall not act as a proxy for any other Member. Proxies, in order to be effective, must be received at the Registered Office, not less than 48 hours before the Meeting.**
- Members may note that since there would be no voting by Show of Hands at the Annual General Meeting, having regard to the provisions of the Companies Act, 2013, there would also be no arrangement for a Poll within the meaning of Section 109 of the said Act.
- The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 in respect of the items of Special Business under items 6 to 8 of the Notice is annexed hereto.
- Corporate members are requested to send a certified copy of their Board resolution passed under Section 113 of the Companies Act, 2013, authorizing their representative to attend and vote on the resolutions proposed to be transacted at the ensuing Annual General Meeting.
- Dividend on equity shares as recommended by the Board of Directors for the financial year ended 31 March 2014, when declared at the meeting, will be paid to those Members, whose names appear on the Register of Members of the Company after giving effect to all valid share transfers in physical form lodged with the Company / Registrar & Share Transfer Agent, on or before the close of business hours on 10 September 2014 and in respect of shares held in electronic form, to those ‘Deemed Members’, whose names appear in the statement of Beneficial Ownership to be furnished by the National Securities Depository Limited (NSDL) and the Central Depository Services (India) Limited (CDSL) as at the end of business hours

on 10 September 2014. Such payment would be made on or before 24 October 2014.

7. The Company will be providing National Electronic Clearing Services (NECS) facility to the Shareholders – as per advice contained in Circular no. CIR/MRD/DP/10/2013 dated 21 March 2013 from the Securities and Exchange Board of India – whereby Members would be able to receive their dividend by direct electronic credit to their bank account(s). In the absence of availing of the NECS option by the Shareholders, the Company would send the dividend warrants by post in the normal manner.

Shareholders holding shares in physical form are requested to fill in the “NECS Mandate Form” provided along with the Annual Report and send it to the Company’s Registrars and Share Transfer Agents in case they have earlier not furnished full details of their Bank account or have changed their Bank account. Shareholders holding shares in dematerialized form are required to furnish such details to their respective Depository Participants, if not furnished earlier.

8. Members who hold shares in the certificate form and wish to make any nomination / change nomination made earlier in respect of their shareholding in the Company as permitted under Section 72 of the Companies Act, 2013, may submit the prescribed Form SH-13/SH-14 to the Registrar & Share Transfer Agent of the Company. The Form can be downloaded from the website of the Company [www.balmerlawrie.com](http://www.balmerlawrie.com) under the section ‘Investor Relations’ under the tab Investors or may be obtained from the Registrar & Share Transfer Agent on request. If they hold the shares in dematerialized form, they may contact their respective Depository Participant for such nomination form.
9. Additional information relating to the Directors retiring by rotation and seeking re-appointment at this Meeting, as required under Clause 49 of the Listing Agreement with the Stock Exchanges, is annexed to this Notice.
10. Members should opt for only one mode of voting, viz., electronic voting or by physical ballot. If a Member votes differently in both electronic and physical modes, votes cast by way of electronic vote would be considered valid.
11. Special Resolutions mentioned above shall be declared as passed on the date of the Annual General Meeting if the number of votes cast in favour is not less than three times the number of votes cast against the said Special Resolutions.

12. Members are requested to:

- I. Intimate on or before 20 September 2014, to the Registrar & Share Transfer Agent of the Company viz.,

**Link Intime India Pvt. Ltd.**

59C, Chowringhee Road, 3rd floor  
Kolkata- 700 020,  
Ph: 033-2289 0540  
(Telefax no. 033-2289 0539,  
e-mail: [kolkata@linkintime.co.in](mailto:kolkata@linkintime.co.in)):-

- a. Change in their address (including PIN Code), mandate, etc. with requisite documentary proof;
- b. Bank account number, name and address of the bank & other details mentioned in the NECS mandate form;
- c. Contact phone number(s) and e-mail ID.
- II. Quote the ledger folio or Client ID and DP ID numbers in all communications with the Company.
- III. Bring their copies of Annual Report and show Attendance Slip and Entry Pass at the entrance of the venue of the Meeting. Annual Report shall not be distributed at the venue of the Meeting.
- IV. Note that the **Register of Members shall remain closed from 11 September 2014 to 25 September, 2014 (both days inclusive)**. Share transfers received in order by the Company or its Registrar & Transfer Agent **till 10 September 2014** would be processed for payment of dividend, if declared at the Meeting, to the transferees or their mandatees.
- V. Note that unclaimed dividend relating to dividend paid on 25 September 2006 has been transferred to the Investor Education and Protection Fund on 28 November 2013. Further, the amount of unclaimed final dividend relating to the dividend paid on 3 October 2007 will become due for transfer to the Investor Education and Protection Fund of the Central Government pursuant to Section 205C of the Companies Act, 1956 (or Section 124 of the Companies Act, 2013, once notified) on 31 October 2014.
- VI. Note that in compliance with Rule 3 of Investor Education and Protection Fund (Uploading of information regarding unpaid and unclaimed amounts lying with companies) Rules, 2012

the requisite return has been filed by the Company in Form 5 INV with the Ministry of Corporate Affairs disclosing the balance of unclaimed and unpaid amounts for the financial year ended 31 March, 2013 duly updated till the date of the last Annual General Meeting namely 24 September, 2013. As mandated under the said rules, the shareholder-wise information as to the unclaimed/unpaid dividend has also been placed on the website of the Company under the section "Investor Relations" under the tab *Investors*.

VII. Note that though in terms of Sections 139(5) and 142 of the Companies Act, 2013, read with other applicable provisions, in case of a Government Company, the Comptroller and Auditor General of India is to appoint the Auditor(s), the remuneration payable to the Auditors is required to be fixed by the Company at a General Meeting. Item no. 5 under the Ordinary Business has been included accordingly and proposed as an Ordinary Resolution.

VIII. Attention of the Members is invited to Communication on Green Initiative placed in the Annual Report, which seeks confirmation from the Members as to their e-mail ID for receiving documents from the Company through electronic mode should they opt for the said mode. This is intended as a measure of support to the Green Initiative in Corporate Governance of the Ministry of Corporate Affairs, Government of India.

#### **B. Voting by Electronic means**

1. In accordance with the provisions of Section 108 of the Companies Act, 2013 read with Companies (Management and Administration) Rules, 2014 and Clause 35B of the Listing Agreement, the items of business stated under items 1 to 8 being Shareholder Resolutions, shall be transacted through electronic voting system and the Company is providing facility for voting by electronic means (e-voting) to its Members. The Company has engaged the services of Central Depository Services (India) Limited ("CDSL") for providing the e-voting platform to the Members, enabling them to cast their vote(s) in a secure manner.
2. Members may cast their vote electronically by logging on to the e-Voting system using the login/user id and password provided to them along with the Notice after following the steps enumerated in the attached "Process & Instructions for e-voting".

3. Members who have registered their e-mail ids with the Company / their respective Depository Participants shall also receive the login/user id and password for e-voting along with "Process & Instructions for e-voting" via e-mail from CDSL.

4. The Companies (Management and Administration) Rules, 2014 provides that the electronic voting period shall be completed 3 days prior to the date of the Annual General Meeting. **Accordingly, the e-voting period shall commence on 19 September, 2014, 9:00 a.m. onwards and shall end on 21 September, 2014, at 6:00 p.m.** During this period, Members whose names feature in the Register of Members of the Company as on 22 August, 2014 (Cut-off date) and 'Deemed Members', whose names appear in the statement of Beneficial Ownership to be furnished by the National Securities Depository Limited (NSDL) and the Central Depository Services (India) Limited (CDSL) as at the end of business hours on 22 August, 2014, may cast their vote(s) electronically. The e-voting module shall be disabled by CDSL after 6:00 p.m. on 21 September, 2014.

5. Vote cast on a resolution cannot be changed subsequently, once the Member has logged out of the e-voting platform.

6. Voting rights of the Members shall be in proportion to their shareholding(s) in the paid-up equity share capital of the Company as on the Cut-off date.

7. Shri P. V. Subramanian, Company Secretary in Practice [ACS-4585], shall act as the Scrutinizer to the e-voting process and to confirm that it is / has been conducted in a fair and transparent manner.

8. The Scrutinizer shall within 3 working days from the conclusion of the e-voting period unblock the votes in the presence of at least 2 witnesses not in the employment of the Company and draw up the Scrutinizer's Report of the votes cast in favour of and against the Resolutions and submit the same to the Chairman of the Company forthwith.

9. The results of the e-voting shall be declared at the Annual General Meeting of the Company. The Results along with Scrutinizer's Report shall be placed on the website of the Company ([www.balmerlawrie.com](http://www.balmerlawrie.com)) and on the website of CDSL within 2 days of passing of the resolutions at the 97th Annual General Meeting.

#### **C. Voting by Ballot**

1. By virtue of Clause 35B of the Listing Agreement, the items of business stated under items 1 to 8

can also be transacted by voting on Ballot Form. The Ballot Form is being sent with the Notice.

2. Members may choose to cast their vote(s) using the Ballot Form. The Ballot Form duly completed and signed should reach the Company in the manner set out in Para C.4 below, **on or before 6:00 p.m. on 21 September, 2014.**
3. Voting rights of the Members shall be in proportion to their shareholding(s) in the paid-up equity share capital of the Company as on the Cut-off date subject to their name appearing in the Register of Members of the Company and in respect of 'Deemed Members', the names appearing in the statement of Beneficial Ownership to be furnished by the National Securities Depository Limited (NSDL) and the Central Depository Services (India) Limited (CDSL) as at the end of business hours on 22 August, 2014.
4. Shri P. V. Subramanian, Company Secretary in

Practice, shall act as the Scrutinizer for the Ballot voting process and he shall confirm that it is / has been conducted in a fair and transparent manner. The duly completed and signed Ballot Form may be sent in the enclosed self-addressed postage pre-paid Business Reply Envelope.

5. Postage of the Business Reply Envelope will be borne by the Company. However, envelopes containing Ballot Form, if sent by courier or by registered/speed-post at the expense of the Member will also be accepted. The Ballot Form may also be deposited personally.
6. The Scrutinizer shall in the manner and within the period specified in Note B.8 draw up the Scrutinizer's Report of the votes cast on Ballot in favour of and/ or against the Resolutions, and submit the same to the Chairman of the Company forthwith. The Results of the Voting through Ballot papers shall be declared and published in the same manner as specified in Note B.9.

**Explanatory Statement Under Section 102 of the Companies Act, 2013  
[Forming Part of the Notice to the Members]**

**Item No. 6**

Shri Alok Chandra (DIN 06929789), who holds a Master Degree in Economics and is a member of Indian Economic Services, was appointed on 8 August 2014 as a Government Nominee Director on the Board, based on direction from the Ministry of Petroleum & Natural Gas, Government of India [“the Government”].

Pursuant to Section 161 of the Companies Act, 2013 [“the Act”] and Article 9 of the Articles of Association of the Company, Shri Alok Chandra shall hold his office up to the date of the forthcoming Annual General Meeting.

The Company has received a notice under Section 160 of the Act, proposing the appointment of Shri Alok Chandra as a Director of the Company, whose office shall be subject to determination by retirement of directors by rotation.

The direction from the Government – as contained in letter dated 24 June 2014 received in this regard for the appointment of Shri Alok Chandra, as Government Nominee Director – and the Articles of Association of the Company are open for inspection at the Registered Office on all working days (except Saturdays) during office hours.

Your Directors recommend the Ordinary Resolution for your approval. If approved, Shri Alok Chandra would remain a Government Nominee Director of the Company.

Except Shri Alok Chandra, no other Director or Key Managerial Personnel of the Company or their relatives are interested or concerned in the Resolution.

**Item No. 7**

Transafe Services Limited (TSL), joint venture of Balmer Lawrie & Co. Ltd. had commissioned a manufacturing facility at Dharuhera in the State of Haryana, near Delhi in 2009.

It is learnt that on account of severe cash crunch, TSL has overdue debts to its bankers and is in critical need of funds to reduce its debt burden. On the other hand, its assets at the Dharuhera factory are lying idle for quite some time.

TSL is understood to have given insertions in Newspapers in 2012 and June 2013 inviting suitable offers for the alienation of the said property and no

proper responses were received in this regard. The original cost of the assets at Dharuhera comprising Land & Buildings and related items proposed for disposal stands at ₹ 9.78 crore with a Written Down Value of ₹ 9.11 crore as on 30 June 2014.

The Company also had a valuation of property of TSL carried out by Jones Lang Lasalle in December 2013 wherein the value was estimated at ₹ 7 crore including Land & Building.

Taking into consideration all the associated factors, the Company had expressed its desire to TSL to acquire the Land & Building at the subject location for a consideration of ₹ 675 lakh for setting up Temperature Controlled Warehouse or Cold Chain. TSL has provided the Company with a copy of letter dated 15 July 2014 from HDFC Bank Ltd., (being the bank having exclusive charge on the subject property) granting its approval to TSL for the subject sale.

TSL has obtained approvals from its Board and its Shareholders for sale of the said asset at a consideration of ₹ 675 lakh and has submitted requisite application to the Board of Industrial and Financial Reconstruction (BIFR) being a “sick industrial undertaking” for disposal of these assets at Dharuhera.

As per the definition of “Related party” in Section 2(76) of the Companies Act, 2013 (“the Act”), any associate company is considered to be a Related Party in case of sale or purchase transactions which have been entered into otherwise than in the ordinary course of business. Since the transaction is not part of the ordinary course of business of both the companies and TSL being an Associate Company, provisions of Section 188 of the Act are attracted whereby the said companies, TSL and Balmer Lawrie & Co. Ltd., are to be considered as Related Parties.

Section 188 stipulates that any contract or arrangement with a Related Party pertaining to purchase of property of any kind can be done only with the consent of the Board of Directors at a Meeting. The Companies [Meetings of Board & its Powers] Rules, 2014 also stipulates that in case the paid-up share capital of the company is ₹ 10 crore or more, such contract shall require prior approval of the Members of the Company by Special Resolution. Accordingly, the consent of the Shareholders is being sought for passing a Special Resolution for the proposed purchase of the land &

buildings at Dharuhera by the Company from TSL under item 7 of the Notice.

Your Directors recommend the Special Resolution for your approval. None of the Directors or Key Managerial Personnel of the Company or their relatives is interested or concerned in the Resolution.

**Item No. 8**

Under the Service Agreement dated 30th May 2013 executed by and between the Company and Balmer Lawrie Investments Ltd. ("BLIL"), the Company permitted its Holding company to use its infrastructure and services in the nature of administration, finance, taxation, legal, secretarial, etc., as required for day to day operations of BLIL for the period from 1st May 2013 till 30th April 2014. The Service Agreement envisages a monthly service charge of ₹ 1,80,000/- – exclusive of reimbursement of all expenses, taxes and other levies and remuneration of the Company Secretary seconded by the Company to BLIL – payable by BLIL to the Company as consideration for provision of the

aforesaid services. It is now proposed to renew the service contract for another 1(one) year from 1st May 2014, under the existing terms and conditions, including fees for such services rendered by the Company.

By virtue of the provisions of Section 188 of the Companies Act, 2013 read with the Companies (Meetings of Board and Its Powers) Rules, 2014, renewal of the Agreement involves availing or rendering of service between Related Parties and the same would require approval of the Shareholders by passing Special Resolution since the paid-up capital of the Company is more than ₹ 10 crore. The proposal has already been approved by the Board of Directors of both the companies.

Your Directors recommend the Special Resolution for your approval. None of the Directors or Key Managerial Personnel of the Company or their relatives is interested or concerned in the Resolution, save and except, Shri Prabal Basu, Director (Finance) of the Company, who may be deemed interested by virtue of being a Director on the Board of BLIL.

**Brief details of the Directors seeking Re-appointment / Appointment at the 97th Annual General Meeting to be held on 25 September 2014**

Name	Shri Niraj Gupta	Shri Anand Dayal	Shri Alok Chandra
Date of Birth	17 July, 1955	13 December, 1954	24 April, 1968
Date of Appointment on the Board/assumption of office	27 July, 2012	1 August, 2012	8 August, 2014
Date of appointment/last re-appointment at the Annual General Meeting	26 September, 2012	26 September, 2012	NA
Qualification	<ul style="list-style-type: none"> <li>• Bachelor of Commerce.</li> <li>• Chartered Accountant.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Arts</li> <li>• Post Graduate Diploma in Marketing Management.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Arts (Economics)</li> <li>• Master of Arts (Economics)</li> </ul>
Expertise in Specific Functional areas	He has a working experience of 34 years during which he has developed expertise in areas of finance, international trade, especially in freight forwarding and logistic hubs and general management .	He has a working experience of 38 years during which he has developed expertise in the marketing and manufacturing areas having been closely associated with the industrial packaging activity of the Company.	Has a working experience of 21 years during which he has developed expertise in the finance functions having worked in the Department of Expenditure, Department of Economic Affairs, Capital Markets Division and Foreign Trade Division of the Ministry of Finance. He has also worked in the Department of Consumer Affairs, Government of India.
Shareholding of Non-Executive Director	Not Applicable being a Whole-time Director	Not Applicable being a Whole-time Director	Nil
Directorship/Chairmanship on the Board of other Companies	<p>Balmer Lawrie Hind Terminals Pvt. Ltd. (Chairman)</p> <p>PT Balmer Lawrie Indonesia (Commissioner)</p> <p>Vizag Logistics Park Ltd.</p>	<p>Avi Oil India Private Ltd. Balmer Lawrie Van Leer Ltd.</p> <p>Balmer Lawrie (UAE) LLC Proseal Closures Ltd.</p> <p>PT Balmer Lawrie Indonesia (Commissioner)</p>	Nil
Membership /Chairmanship of Committee(s) of the Board in other Companies.	Nil	Nil	Audit Committee Member: Balmer Lawrie & Co. Ltd.

Note: Shri Alok Chandra is a member of the Indian Economic Service [IES].