



# **SURAJ PRODUCTS LIMITED**

Registered Office & Works :

CIN : L26942OR1991PLC002865

Vill. : Barpali, P.O. : Kesarmal, Rajgangpur, Dist. : Sundargarh, Odisha, India, PIN : 770017

Tel : +91-94370 49074, e-mail : info@surajproducts.com, suproduct@gmail.com

www.surajproducts.com

7<sup>th</sup> September, 2017

To  
The Manager- DCS  
**BSE Limited**  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Fort,  
Mumbai – 400001.

Dear Sir,

**Scrip Code- 518075**

**Sub: Intimation of 26<sup>th</sup> Annual General Meeting to be held on Friday, 29<sup>th</sup> September, 2017 at 11: 30 AM and Book Closure.**

With reference to the above captioned subject, we wish to inform you that the 26<sup>th</sup> Annual General Meeting of the Company will be held on Friday, 29<sup>th</sup> September, 2017, at 11:30 AM at its registered Office of the Company situated at- Barpali, Po- Kesarmal, Rajgangpur, Dist- Sundargarh, Odisha- 770017. A copy of the Notice of 26<sup>th</sup> Annual General Meeting along with Attendance Slip and Proxy Form is enclosed with this letter.

Further, pursuant to Regulation 42 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, the Register of Members and Share Transfer Books of the Company will remained closed from Monday, 25<sup>th</sup> September, 2017 to Friday, 29<sup>th</sup> September, 2017 (both days inclusive). Intimation of Book Closure in prescribed format is also enclosed herewith.

Kindly take the same on your records.

Thanking you,

Yours faithfully,  
For Suraj Products Limited

A.N.Khatua  
Company Secretary & Compliance Officer  
Membership No- ACS-21776



(Encl: As above)



# SURAJ PRODUCTS LIMITED

Registered Office & Works :

CIN : L26942OR1991PLC002865

Vill. : Barpali, P.O. : Kesramal, Rajgangpur, Dist. : Sundargarh, Odisha, India, PIN : 770017

Tel : +91-94370 49074, e-mail : info@surajproducts.com, suproduct@gmail.com

www.surajproducts.com

**Attention: Market Operation Department**

**Name of the Company: SURAJ PRODUCTS LIMITED**

Scrip Code	Type of Security	Book Closure	Record date	Purpose
518075	Equity	From Monday, 25 <sup>th</sup> September, 2017 to Friday, 29 <sup>th</sup> September, 2017	N.A.	Annual General Meeting

For Suraj Products Limited

A.N.Khatua

Company Secretary & Compliance Officer

Membership No- ACS-21776



**NOTICE OF THE 26th ANNUAL GENERAL MEETING**

Notice is hereby given that the Twenty Sixth Annual General Meeting of the members of SURAJ PRODUCTS LIMITED will be held on **Friday the 29th day of September, 2017 at 11:30 AM at its Registered Office of the Company** situated at Vill: Barpali, P.O. Kesarmal (Rajgangpur) – 770 017 Dist: Sundargarh, Odisha, to transact the following business:

**ORDINARY BUSINESS :**

1. To receive, consider and adopt the Audited Standalone Financial Statement of the Company for the Financial Year ended 31st March, 2017 together with the Report of the Board of Directors and the Auditors thereon.
2. To appoint a director in place of Mrs. Sunita Dalmia (DIN- 00605973) who retires by rotation and being eligible offers herself for reappointment.
3. To appoint Statutory Auditors and fix their remuneration and in this regard 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 of the Companies Act, 2013 and other applicable provisions, if any, of the Companies Act 2013 and the Rules framed thereunder, as amended from time to time Messers Bharat D. Sarawgee & Co, Chartered Accountants (Firm Registration Number 326264E) be and is hereby appointed as the Statutory Auditors of the Company, in place of the retiring Auditors, Messers Rustagi & Co, Chartered Accountants (Firm Registration No- 301094E) to hold office from the conclusion of twenty sixth (26th) Annual General Meeting until the conclusion of thirty first (31st) Annual General Meeting of the Company, subject to ratification by the Members of the Company at every subsequent Annual General Meeting at such remuneration as may be mutually agreed by the Board of Directors of the Company and the Auditors.

“RESOLVED FURTHER THAT the Board of Directors (which term includes a duly constituted committee of the Board of Directors) be and is hereby authorized to do all acts, deeds, matters and things as may be considered necessary, desirable and expedient for giving effect to this Resolution and / or otherwise considered by them to be in the best interest of the Company.”

**SPECIAL BUSINESS:**

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 Sections 149, 152 read with Schedule IV and all other applicable provisions, if any, of the Companies Act, 2013 (‘the Act’) and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force) and Regulation 16(b) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Smt. Neha Singhania (DIN- 06879112), who was appointed as an Independent Director of the Company by the Board of Directors of the Company in the casual vacancy caused by the resignation of Sri S.N.Kabra (DIN-00556947) w.e.f. 14th February, 2017 based on the recommendation of the Nomination and Remuneration Committee, in terms of Section 161(1) of the Companies Act, 2013 and who holds office up to the date of this Annual General Meeting and in respect of whom the Company has received a notice in writing from a member of the Company under Section 160 of the Companies Act, 2013 proposing her candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company not liable to retire by rotation and to hold office for a period of one term of 5 years.”

“RESOLVED FURTHER THAT pursuant to the provisions of Section 149 and 197 of the Companies Act, 2013 read with Schedule IV of thereof (including any statutory modification(s) or re-enactment thereof, for the time being in force), the board of Directors be and is hereby authorized to fix the sitting fees payable to her for attending the meeting(s) of the Board or any Committee thereof and also for the reimbursement of any expenses for participation in the Board and other meetings”.

By Order of the Board of Directors  
of Suraj Products Limited  
A.N.Khatua  
Company Secretary  
Membership No- ACS21776

Place: Barpali  
Dated: 14th day of August, 2017

**Notes:**

1. Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, in respect of the business under item No. 4 is annexed hereto. The relevant details of Directors seeking appointment/re-appointment under item Nos. 2 and 4 above pursuant to Regulations 26(4) and 36 (3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
2. **A member entitled to attend, vote at the meeting is entitled to appoint a proxy to attend and vote on his behalf, and a proxy need not be a member of this company.** Proxies in order to be effective must be received at the registered office of the company not later than 48 hours before the commencement of the meeting. A blank proxy form is enclosed.
3. Corporate members intending to send their authorized representative (s) to attend the meeting are requested to send a certified copy of the Board Resolution to the Company, authorizing their representatives to attend and vote on their behalf at the Meeting.
4. Members/ proxies/ Authorised Representatives are requested to bring the duly filled Attendance Slip enclosed herewith to attend the meeting.
5. The Register of Members and Share Transfer Books of the company will remain closed from 25.09.2017 to 29.09.2017 (both days inclusive) for the purpose of Annual General Meeting.
6. The Company had declared Dividend @7% i.e. ₹ 0.70 per equity shares of the Company for the Financial Year 2009-10, @ 8 % i.e. ₹ .80 for the Financial Year 2010-11, @ 9 % ₹ 0.9 for the Financial Year 2011-12, @ 5% i.e. ₹ 0.50 for the Financial Year 2012-13 @ 6% i.e. ₹ 0.60 for the Financial Year 2013-14 and @ 7% i.e. ₹ 0.70 for the Financial Year 2014-15. All the equity shareholders of the Company are requested to contact the Company/ Share Transfer Agent i.e. M/s MCS Share Transfer Agent Limited, 12/1/5, Manoharpukur Road, Kolkata-700026, for payment of their dividend amount, if they have not been paid. The un-paid dividend for the Financial Year 2009-10, 2010-11, 2011-12, 2012-13, 2013-14 and 2014-15 as on 31.03.2017 are ₹ 6,01,241/-, ₹ 6,93,052/-, ₹ 8,40,849/- , ₹ 5,08,208/-, ₹ 6,30,856/- and ₹ 7,66,933/- respectively.

Members are requested to note that as per Section 124 of the Companies Act, 2013, dividends not en-cashed or claimed within seven years from the date of transfer to the Company's Un-paid Dividend Account, will be transferred to the Investor Education and Protection Fund (IEPF).

The Securities and Exchange Board of India (SEBI) has made it mandatory for all Companies to use the bank account details furnished by the depositories for depositing dividends. As per the recent RBI guidelines, effective from September 30, 2009, ECS credit will be moved completely on National Electronic Clearance System (NECS) platform through core banking system. Accordingly, dividend will be credited to the shareholders' Bank account through NECS where complete Core Banking details are available with the Company. In the event any branch of a Bank has not migrated to Core Banking system, or where the core banking account number is not furnished by the shareholder to the Depository/Company as the case may be, the Company will print the details available in its records on the dividend warrants to be issued to the shareholders. The Company is complying with SEBI's directive in this regard.

7. **Members, who have not encashed their dividend warrants issued for the years 2009-10 to 2014-15, are requested to immediately forward the same for revalidation to our Share Registrars at their address given in the Annual Report.**
8. Members desiring to seek any information/clarification on the Annual Accounts are requested to write to the Company at least seven days before the Annual General Meeting.
9. Share holders are requested to notify their Bank particulars giving the name of the Bank and the Branch and the nature of account and also any change of address to the Company's Registrar and Share Transfer Agent, M/S MCS Share Transfer Agent Limited. Share holders are hereby intimated that under instructions from the Securities and Exchange Board of India (SEBI), furnishing of Bank particulars by the shareholders has become mandatory.
10. Members holding shares in physical form are requested to consider converting their holding to dematerialized form to eliminate all risks associated with physical shares for ease of portfolio management. Members can contact the Company or MCS Share Transfer Agent Limited for assistance in this regard.



## **SURAJ PRODUCTS LIMITED**

11. To support the “Green Initiative”, members who have not registered their e-mail address are requested to register the same with MCS Share Transfer Agent Limited.
12. Members are requested to send all communications relating to shares to the Company's Registrar and Share Transfer Agent. (Physical and Electronic) M/s MCS Share Transfer Agent Limited, 12/1/5, Manoharpukur Road, Kolkata-700026. E- mail: mcssta@rediffmail.com
13. RBI vide its Circular No. DPSS. (CO). EPPD. No. 191.04.01.01/2009-2010 dated July 29, 2009 has instructed banks to move to the NECS platform from October 1, 2009.

Consequently you are requested to provide your new account number allocated to you after implementation of Core Banking System by your Bank. NECS credit to your old account may either be rejected or returned.

14. **Please provide to the Company's Share Registrar and Share Transfer Agent (M/S MCS Share Transfer Agent Limited, Kolkata) new Bank Account particulars along with a copy of cancelled cheque by quoting your reference folio number in case of shares held by you in physical form. In case the shares are in Dematerialized form, you may kindly provide the same to your Depository participant, so that your future dividend payments can be credited to your new account.**

### **Voting through electronic means:**

- I. In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015, the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at the 26th Annual General Meeting by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM (“remote e-voting”) will be provided by National Securities Depository Limited (NSDL).
- II. The members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again.
- III. The remote e-voting period commences on Tuesday, 26th September, 2017 (9:00 am) and ends on Thursday, 28th September, 2017 (5:00 pm). During this period members' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 22nd September, 2017, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.
- IV. The process and manner for remote e-voting are as under:
  - A. **In case a Member receives an email from NSDL [for members whose email IDs are registered with the Company/Depository Participants(s)] :**
    - (i) Open email and open PDF file viz; “remote e-voting.pdf” with your Client ID or Folio No. as password. The said PDF file contains your user ID and password/PIN for remote e-voting. Please note that the password is an initial password.  
NOTE: Shareholders already registered with NSDL for e-voting will not receive the PDF file “remote e-voting.pdf”
    - (ii) Launch internet browser by typing the following URL: <https://www.evoting.nsdl.com/>
    - (iii) Click on Shareholder - Login
    - (iv) Put your user ID and password. Click Login.
    - (v) Password change menu appears. Change the password/PIN with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
    - (vi) Home page of remote e-voting opens. Click on remote e-voting: Active Voting Cycles.
    - (vii) Select “EVEN” of “SURAJ PRODUCTS LIMITED”.
    - (viii) Now you are ready for remote e-voting as Cast Vote page opens.
    - (ix) Cast your vote by selecting appropriate option and click on “Submit” and also “Confirm” when

prompted.

- (x) Upon confirmation, the message "Vote cast successfully" will be displayed.
- (xi) Once you have voted on the resolution, you will not be allowed to modify your vote.
- (xii) Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to [lnpanda2004@gmail.com](mailto:lnpanda2004@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)

**B. In case a Member receives physical copy of the Notice of AGM [for members whose email IDs are not registered with the Company/Depository Participants(s) or requesting physical copy] :**

- (i) Initial password is provided as below/at the bottom of the Attendance Slip for the AGM:

**EVEN (Remote e-voting Event Number)      USER ID      PASSWORD/PIN**

Please follow all steps from Sl. No. (ii) to Sl. No. (xii) above, to cast vote.

- V. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Members and remote e-voting user manual for Members available at the downloads section of [www.evoting.nsd.com](http://www.evoting.nsd.com) or call on toll free no.: 1800-222-990.
- VI. If you are already registered with NSDL for remote e-voting then you can use your existing user ID and password/PIN for casting your vote.  
NOTE: Shareholders who forgot the User Details/Password can use "Forgot User Details/Password?" or "Physical User Reset Password?" option available on [www.evoting.nsd.com](http://www.evoting.nsd.com).  
In case Shareholders are holding shares in demat mode, USER-ID is the combination of (DPID+ClientID).  
In case Shareholders are holding shares in physical mode, USER-ID is the combination of (Even No+Folio No).
- VII. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
- VIII. The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of 22nd September, 2017.
- IX. Any person, who acquires shares of the Company and become member of the Company after dispatch of the notice and holding shares as of the cut-off date i.e. 22nd September, 2017, may obtain the login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or [suproduct@gmail.com](mailto:suproduct@gmail.com).  
However, if you are already registered with NSDL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forgot your password, you can reset your password by using "Forgot User Details/Password" or "Physical User Reset Password" option available on [www.evoting.nsd.com](http://www.evoting.nsd.com) or contact NSDL at the following toll free no.: 1800-222-990.
- X. A member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the AGM.
- XI. 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 only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM through ballot paper.
- XII. Mr. L.N.Panda, Company secretary (Membership No. 23051) proprietor of L.N.Panda & Associates, Company Secretary has been appointed for as the Scrutinizer for providing facility to the members of the Company to scrutinize the voting and remote e-voting process in a fair and transparent manner.
- XIII. The Chairman shall, at the AGM, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of "remote e-voting" for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.
- XIV. The Scrutinizer shall after the conclusion of voting at the general meeting, will first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than three days of the conclusion of the AGM, a consolidated scrutinizer's report of the total votes cast

## **SURAJ PRODUCTS LIMITED**

in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.

- XV. The Results declared along with the report of the Scrutinizer shall be placed on the website of the Company at [www.surajproducts.com](http://www.surajproducts.com) and on the website of NSDL immediately after the declaration of result by the Chairman or a person authorized by him in writing. The results shall also be immediately forwarded to the BSE Limited, Mumbai.

Registered Office:

At- Vill: Barpali, Po- Kesarmal, Rajgangpur,

Dist- Sundargarh, Odisha- 770017

L26942OR1991PLC002865

E-mail- [suproduct@gmail.com](mailto:suproduct@gmail.com)

Website: [www. Surajproducts.com](http://www.Surajproducts.com)

14th day of August, 2017

By order of the Board of Directors

sd/-

A.N.Khatua

Company Secretary

Membership No- ACS21776

### **Explanatory Statement Pursuant to section 102 of the Companies Act, 2013:**

#### **Item No. 4**

The Board of Directors of the Company have appointed Smt. Neha Singhania (DIN- 06879112) as an Independent Director with effect from 14, February, 2017 pursuant to provisions of Section 161 of the Companies Act, 2013, who shall hold the office till the conclusion of the ensuing Annual General Meeting and proposed to appoint her for a period of consecutive five years as an Independent Director, subject to approval of the shareholders at the ensuing Annual General Meeting and whose office shall not be liable to determination by retirement of directors by rotation.

The Company has received from Smt. Neha Singhania (DIN- 06879112), a consent in writing to act as Director in form DIR -2 pursuant to Rule 8 of Companies (Appointment and Qualification of Directors) Rules, 2014 and intimation in Form DIR-8 in terms of Companies (Appointment and Qualification of Directors) Rules, 2014 to the effect that she is not disqualified under sub-section 2 of Section 164 of the Companies Act, 2013.

Further, the provisions of the Companies Act, 2013 with respect to appointment and tenure of Independent Directors have come into force with effect from April 1, 2014 which requires every Public Company fulfilling the prescribed criteria as laid down in Rule 4 of Companies (Appointment and Qualification of Directors) Rules, 2014 to appoint an Independent Director on its Board and the Independent Director shall not be included in the total number of directors for retirement by rotation. Accordingly, in terms of provisions of Sections 149, 150, 152, Schedule IV of the Companies Act, 2013 read with Companies (Appointment and Qualification of Directors) Rules, 2014, the Board of Directors of the Company had appointed (subject to the approval of the members at the ensuing General Meeting), Smt. Neha Singhania (DIN- 06879112) as an Independent Director of the Company within the meaning of Section 2(47) read with Section 149(6) of the Companies Act, 2013.

Smt. Neha Singhania (DIN- 06879112) is a Chartered Accountant having more than 8 years of experience in the areas of Finance, Accounts and Taxation. She has expertise in the field of Accounts, Taxation and Finance.

The Company has received a notice in writing from shareholder pursuant to Section 160 of the Act, proposing the candidature of Smt. Neha Singhania (DIN- 06879112) for the office of Independent Director, to be appointed as such under the provisions of Section 149 of the Act.

In the opinion of the Board, Smt. Neha Singhania (DIN- 06879112), who has been appointed as an Independent Director of the Company with effect from February 14 in the casual vacancy caused due to resignation of Sri S.N.Kabra (DIN-00556947), fulfils the conditions specified under Section 149(6) and Schedule IV of the Companies Act 2013 and is Independent of the management. Considering her vast experience, her presence on the Board will be of immense value to the Company.

A copy of the draft letter of appointment of Smt. Neha Singhania (DIN- 06879112) as an Independent Director setting out the terms and conditions shall be placed at the meeting for inspection by the members and shall also be available for inspection at the registered office of the Company during business hours.

Except Smt. Neha Singhania (DIN- 06879112) the appointee, none of the Directors, Key Managerial Personnel of the Company or their relatives are in any way, concerned or interested, financially or otherwise, in the proposed resolution.

The resolutions as set out in Item no. 4 of this Notice are accordingly recommended for your approval.

**ANNEXURE TO THE NOTICE****DETAILS OF DIRECTORS SEEKING APPOINTMENT/ RE-APPOINTMENT IN  
THE 26TH ANNUAL GENERAL MEETING**

Pursuance to Regulation 36(3) of the SEBI (Listing Obligations & Disclosure Requirements)  
Regulations, 2015

Name of Director	<b>Mrs. Sunita Dalmia</b>
DIN	00605973
Date of Birth	03.05.1964
Qualification	Graduate
Expertise in specific functional areas	She has come from business family and has possessed good business sense and administrative capabilities.
List of other Companies in which Directorship held (excluding in Foreign companies)	1. Molisati Vinimay Pvt. Ltd. 2. NIP Power Pvt. Ltd. 3. Balbhadra Infratech Pvt. Ltd. 4. Brex Technology Pvt. Ltd.
Chairman/Member of Committees of the Board of Directors of other Companies in which he is a Director (excluding in foreign Chairman of Companies)	Nil
Details of shareholding (both own or held by/for other persons on a beneficial basis), if any, in the Company.	7,72,400 Shares
<b>Name of Director</b>	<b>Mrs. Neha Singhania</b>
<b>DIN</b>	<b>06879112</b>
<b>Date of Birth</b>	<b>19.10.1984</b>
<b>Qualification</b>	<b>Chartered Accountant</b>
<b>Expertise in specific functional areas</b>	<b>Expertise in the field of Accounts, Finance and Taxation.</b>
<b>List of other Companies in which Directorship held (excluding in Foreign companies)</b>	<b>1. National Steel and Agro Industries Limited 2. NSIL Exports Limited 3. Eduintellect Platform Private Limited</b>
<b>Chairman/Member of Committees of the Board of Directors of other Companies in which he is a Director (excluding in foreign Chairman of Companies)</b>	<b>1. Audit Committee Member in NSIL Exports Limited 2. NRCM Committee Member of National Steel and Agro Industries Limited</b>
<b>Details of shareholding (both own or held by/for other persons on a beneficial basis), if any, in the Company.</b>	<b>Nil</b>



## SURAJ PRODUCTS LIMITED

CIN: L26942OR1991PLC002865

Registered Office: Vill: Barpali, PO- Kesarmal, Rajgangpur, Dist- Sundargarh, Odisha-770017  
Phone- 09437 049074 (EPBX NO.), E-mail- suproduct@gmail.com, Website- www.surajproducts.com

### ATTENDANCE SLIP

**26<sup>TH</sup> ANNUAL GENERAL MEETING ON FRIDAY, 29<sup>TH</sup> SEPTEMBER, 2017**

Registered Folio/DP ID & Client ID No.	
Name and address of the shareholder(s)	

*I/We hereby record my/ our presence at the 26<sup>th</sup> Annual General Meeting of the Company held on Friday, the 29<sup>th</sup> day of September, 2017 at 11:30 AM at its registered Office situated at Vill: Barpali, Po- Kesarmal, Dist- Sundargarh, Odisha- 770017*

Member's Folio/DP ID/Client ID No.

Member's / Proxy's name in Block Letters

Member's / Proxy's Signature

### ELECTRONIC VOTING PARTICULARS

Electronic Voting Event Number	User ID	Password

Note: Please read the instructions printed under the Note No. 14 to the Notice of 26<sup>th</sup> Annual General Meeting dated 29<sup>th</sup> September, 2017. The E-voting period starts from 9:00 AM. on Tuesday, the 26<sup>th</sup> day of September, 2017 and ends at 5:00 PM. on Thursday, the 28<sup>th</sup> September 2017. At the end of the E-voting period, the portal where the votes are cast shall forthwith be blocked by NSDL

Please cut here and bring the above attendance slip to the Meeting Hall

## SURAJ PRODUCTS LIMITED

CIN: L26942OR1991PLC002865

Registered Office: Vill: Barpali, Po- Kesarmal, Rajgangpur, Dist- Sundargarh, Odisha-770017  
Phone- 09437 049074 (EPBX NO.), E-mail- suproduct@gmail.com, Website- www.surajproducts.com

### PROXY FORM

(Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies (Management and Administration) Rules, 2014)

**26<sup>TH</sup> ANNUAL GENERAL MEETING ON FRIDAY 29<sup>TH</sup> SEPTEMBER, 2017**

I/We, being the member(s), holding.....shares of the above named Company, hereby appoint

1. Name :  
Address :  
E-mail ID :  
Signature: \_\_\_\_\_, or failing him;
2. Name :  
Address :  
E-mail ID :  
Signature: \_\_\_\_\_, or failing him;
3. Name :  
Address :  
E-mail ID :  
Signature: \_\_\_\_\_;

as my / our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 26<sup>th</sup> Annual General Meeting of the Company, to be held on Friday, the 29<sup>th</sup> day of September, 2017 at 11:30 AM at its registered office situated at Vill: Barpali, Po- Kesarmal, Rajgangpur, Dist- Sundargarh, Odisha- 770017 and at any adjournment thereof in respect of resolutions as indicated below:

Resolution No.	Resolution Proposed	Please tick (✓)
<b>Ordinary Business</b>		
1	Adoption of Financial Statements for the year ended 31 <sup>st</sup> March, 2017.	
2	Approval to re-appointment of Mrs. Sunita Dalmia, (DIN- 00605973), Director retiring by rotation.	
3	Approval to appointment of Messers Bharat D. Sarawgee & Co , Chartered Accountants, (Firm Registration number- 326264E) as the Statutory Auditors of the Company in place of retiring Auditor.	
4	Approval to Appointment of Mrs.Neha Singhania (DIN-06879112) as an Independent Director for a period of five years.	

Signed this..... day of....., 2017

Folio/ DP ID/Client ID..... Signature of shareholder:.....

Signature of Proxy holder(s);.....

Affix  
Revenue  
Stamp

**Note : 1. This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company, not less than 48 hours before the commencement of the Meeting.**

2. For the text of the Resolutions, Explanatory Statement & Notes, please refer to the Notice convening the 26<sup>th</sup> Annual General Meeting of the Company to be held on 29<sup>th</sup> September, 2017.