

**NOTICE OF 39<sup>TH</sup> ANNUAL GENERAL MEETING**

**NOTICE** is hereby given that 39<sup>th</sup> (Thirty Ninth) Annual General Meeting of the members of Pankaj Piyush Trade and Investment Limited will be held on **Thursday, 23<sup>rd</sup> September, 2021 at 09:00 A.M.** at 314, 3<sup>rd</sup> Floor, Opposite Plot No. 39, R. G. Mall, Sector-9, Rohini, New Delhi-110085 to transact the following business:

**ORDINARY BUSINESS:**

**Item No. 1: Adoption of Financial Statements**

To receive, consider and adopt the Audited Financial Statements of the Company for the Financial Year ended on March 31, 2021 and the reports of the Board of Directors and Auditors thereon.

**Item No. 2: To re-appoint Mr. Vinod Kumar Bansal (DIN: 00243709) as a Director liable to retire by rotation**

To re-appoint a director in place of **Mr. Vinod Kumar Bansal (DIN: 00243709)** who retires by rotation and, being eligible and offers himself for re-appointment as a Director.

**SPECIAL BUSINESS:**

**3. Appointment of Mrs. Khushboo Agarwal (DIN: 06792261) as an Independent Director**

**To consider and if thought fit to pass the following resolution as an ordinary resolution:**

**“RESOLVED THAT** pursuant to the provisions of Sections 149, 152, 161 read with Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 (“the Act”) and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force), and pursuant to the provisions of SEBI Listing Regulations, 2015, including any modification or amendment thereof, Mrs. Khushboo Agarwal (DIN: 06792261), who was appointed as an Additional Director by the Board of Directors in their meeting held on 24<sup>th</sup> November, 2020 and who holds office as such only up to the date of this Annual General Meeting and in respect of whom the Company has received a notice, pursuant to the provisions of Section 160 of the Act, from a member signifying his intention to propose Mrs. Khushboo Agarwal (DIN: 06792261), as a candidate for the office of Director of the Company, be and is hereby appointed as an Independent Director of the Company to hold office for a term of 5 (five) consecutive years commencing from 24<sup>th</sup> November, 2020 and whose office shall not be liable to retire by rotation.”

**4. Re-Appointment of Mrs. Shweta Gupta (DIN: 07452923) as Non-Executive Non-Independent Director**



To consider and if thought fit to pass the following resolution as an ordinary resolution:

“RESOLVED THAT pursuant to the provisions of Section 149, 152 and 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 modifications or re-enactment thereof for the time being in force) and pursuant to the provisions of SEBI Listing Regulations, 2015 including any modification or amendment thereof, the consent of the members be and is hereby accorded, to re-appoint Mrs. Shweta Gupta (DIN: 07452923) as Non-Executive Non-Independent Director on the Board of the Company w.e.f. 30<sup>th</sup> April, 2021 to hold office for a term upto five consecutive years.

RESOLVED FURTHER THAT Mr. Vinod Kumar Bansal, Managing Director of the Company be and is hereby authorized to file necessary forms with Registrar of Companies and to do all such act, deeds and things as may be considered necessary to give effect to the aforesaid resolution.”

5. Re-Appointment of Mr. Neeraj Kumar Singh (DIN: 07452949) as an Executive Director

To consider and if thought fit to pass the following resolution as an ordinary resolution:

“RESOLVED THAT pursuant to the provisions of Section 149, 152 and 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 modifications or re-enactment thereof for the time being in force) and pursuant to the provisions of SEBI Listing Regulations, 2015 including any modification or amendment thereof the consent of the members be and is hereby accorded, to re-appoint Mr. Neeraj Kumar Singh (DIN: 07452949) as an Executive Director on the Board of the Company w.e.f. 30<sup>th</sup> April, 2021 to hold office for a term upto five consecutive years.

RESOLVED FURTHER THAT Mr. Vinod Kumar Bansal, Managing Director of the Company be and is hereby authorized to file necessary forms with Registrar of Companies and to do all such act, deeds and things as may be considered necessary to give effect to the aforesaid resolution.”

By the order of Board of Directors  
For Pankaj Piyush Trade & Investment Limited

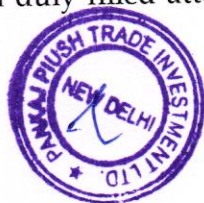
Place: New Delhi  
Date: August 12, 2021

  
  
Kanika Arora  
Company Secretary  
M. No.: A52307



## NOTES:

1. An Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 ('the Act') which sets out details relating to special business to be transacted at the Annual General Meeting (AGM or Meeting) is annexed hereto.
2. **A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote on a poll only instead of himself/herself and such a proxy need not be a member.**
3. Proxies in order to be effective must be received by the company not less than 48 (Forty Eight) hours before the commencement of the meeting. As per Section 105 of the Act, a person can act as proxy on behalf of members not exceeding fifty and holding in the aggregate not more than 10% of the total share capital of the Company carrying voting rights. Further, a member holding more than ten percent 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 proxy for any other person or shareholder. The Proxy Form in Form MGT-11 is annexed with the Notice.
4. In compliance with Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014, substituted by 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 the facility of remote e-voting to all members. The complete instructions on e-voting facility provided by the Company are annexed to this Notice, explaining the process of e-voting with necessary user id and password along with procedure for such e-voting. Such remote e-voting facility is in addition to the voting that may take place at the Meeting on 23<sup>rd</sup> September, 2021.
5. Corporate Members intending to send their authorized representatives to attend the meeting are requested to send a certified copy of Board Resolution to the Company, authorizing their representative to attend and vote on their behalf at the meeting.
6. Members seeking any information with regard to Accounts of the Company and proposed Resolutions are requested to send their queries in writing to the Company at its Registered Office, at least ten days before the date of the Meeting, to enable the Company to furnish the required information at the Meeting.
7. The Register of Directors' and Key Managerial Personnel and their Shareholding maintained under Section 170 of the Companies Act, 2013 and Register of contracts and arrangements in which Directors are interested maintained under section 189 of the Act will be available for inspection by the members at the Annual General Meeting.
8. Members are requested to bring their copies of Annual Report to the Meeting. In order to enable us to register your attendance at the venue of the Annual General Meeting, members are requested to please bring their folio number/ Demat account number/DP ID-Client ID to enable us to provide a duly filled attendance slip for your signature and





participation at the meeting.

9. In case of joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote.

10. Relevant documents referred to in the accompanying Notice, are open for inspection by the members at the Registered Office of the Company on all working days during business hours up to the date of the Meeting.

11. Members who hold shares in dematerialized form are requested to write their Client ID and DP ID and those who hold shares in physical form are requested to write their Folio Number(s) in the attendance slip for attending the Meeting to facilitate identification of membership at the meeting.

Members who would like to receive notices, letters, annual reports, documents and any other correspondence by electronic mode are requested to register their email addresses and changes therein, from time to time, with Company's Registrar and Transfer Agent, Skyline Financial Services Private Limited, in respect of shares held in physical form.

12. The Members are requested to:

(a) Intimate change in their registered address, if any, to the Company's Registrar and Share Transfer Agents, Skyline Financial Services Private Limited in respect of their holdings in physical form.

(b) Notify immediately any change in their registered address to their Depository Participants in respect of their holdings in electronic form.

(c) Non-Resident Indian Members are requested to inform Skyline Financial Services Private Limited immediately of the change in residential status on return to India for permanent settlement.

(d) Register their email address and changes therein from time to time with Skyline Financial Services Private Limited for shares held in physical form and with their respective Depository Participants for shares held in demat form.

(e) Quote their DPID & Client ID or Folio details respectively in all correspondences, including dividend matters to the Registrar and Share Transfer Agents, Skyline Financial Services Private Limited (Office: D-153/A, Okhla Industrial Area, Phase-I, New Delhi-110020).

(f) Any person, who acquires shares of the Company and become a member of the Company after dispatch of the notice and holding shares as of the cut-off date i.e., 16<sup>th</sup> September, 2021 may obtain the login id and password by sending a request at [helpdesk.evoting@cDSLindia.com](mailto:helpdesk.evoting@cDSLindia.com).

13. Members may also note that the Notice of the 39<sup>th</sup> Annual General Meeting and the Annual Report for 2020-21 will also be available on the Company's website [www.pptinvestment.in](http://www.pptinvestment.in) for download.





14. In accordance with the provisions of Section 72 of the Companies Act, 2013, members are entitled to specify nominations in respect of the Equity Shares held by them, in physical form. Members desirous of specifying nominations may procure the prescribed form from the Registrar & Share Transfer Agents, Skyline Financial Services Private Limited and have it duly filled and sent back to them.

15. In support of the Green initiative by Ministry of Corporate Affairs and pursuant to section 101 of the Companies Act 2013 and Regulation 36 of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, electronic copy of the Annual Report is being sent to all Members whose email ID's are registered with the Depository Participants for communication purposes unless any member has requested for a hard copy of the same. For members, who have not registered their email address, physical copies of the Annual Report are being sent to them in the permitted / requisitioned mode.

16. Members are requested to note that as per Section 124(5) of the Companies Act, 2013, the dividend which remains unpaid or unclaimed for a period of seven years from the date of its transfer to the unpaid dividend account, is liable to be transferred by the Company to the "Investor Education Protection Fund" (IEPF) established by the Central Government under the provisions of Section 125 of the Companies Act, 2013.

17. Information required under Regulation 36 of SEBI Listing Regulations in respect of Directors seeking Appointment/Reappointment at the AGM is furnished as annexure to this Notice. The Directors have furnished consent/declarations for their appointment/re-appointment as required under Act and rules made thereunder.

18. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their Depository Participants with whom they maintain their demat accounts. Members holding shares in physical form can submit their PAN to the Company/RTA i.e. Skyline Financial Services Private Limited.

19. The Board of Directors of the Company has appointed **Mr. Manish Kumar, Proprietor of M/s Manish K & Associates, Company Secretaries (M. No. A43111, COP No. 15931)** as the Scrutinizer to scrutinize the remote E-Voting process and poll at the Annual General Meeting in a fair and transparent manner and he has communicated his willingness to be appointed and will be available for the same purpose.

20. Voting rights shall be reckoned on the paid-up value of shares registered in the name of the member/beneficial owner (in case of electronic shareholding) as on the cut-off date i.e. 16<sup>th</sup> September, 2021.

21. 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, i.e. 16<sup>th</sup> September, 2021 only shall be entitled to avail the facility of remote e-voting or poll at the Annual General Meeting.

22. The remote e-voting facility will be available during the following period:



Commencement of remote e-voting: From 10:00 A.M. (IST) on 20<sup>th</sup> September, 2021  
End of remote e-voting: At 5.00 P.M. (IST) on 22<sup>th</sup> September, 2021

The remote e-voting will not be allowed beyond the aforesaid date and time and the e-voting module shall be disabled by Skyline Financial Services Private Limited upon expiry of the aforesaid period.

23. The Scrutinizer, after scrutinizing the votes cast at the meeting (Insta-Poll) and through remote e-voting, will not later than 48 hours of conclusion of the Meeting, make a consolidated scrutinizer's report and submit the same to the Chairman. The results declared along with the consolidated scrutinizer's report shall be placed on the website of the Company i.e. [www.pptinvestment.in](http://www.pptinvestment.in) and on the website of CDSL <https://evotingindia.com>. The results shall simultaneously be communicated to the Stock Exchanges.

By the order of Board of Directors  
For Pankaj Piyush Trade & Investment Limited



Place: New Delhi  
Date: August 12, 2021

Kanika Arora  
Company Secretary  
M. No.: A52307



## EXPLANATORY STATEMENT IN COMPLIANCE OF SECTION 102(1) OF THE ACT

### ITEM NO. 3:

Mrs. Khushboo Agarwal (DIN: 06792261) was appointed as an additional director in the category of Non-Executive Independent Director on the Board of the Company with effect from November 24, 2020 to hold office only up to the date of the ensuing Annual General Meeting.

The Company has received a notice pursuant to Section 160 of the Companies Act, 2013 (the "Act") from a Member signifying his intention to propose the candidature of Mrs. Khushboo Agarwal (DIN: 06792261) as an Independent Director of the Company.

Mrs. Khushboo Agarwal (DIN: 06792261) not being disqualified from being appointed as a Director in terms of Section 164 of the Act and has given her consent to act as a Director. Section 149 of the Act inter alia stipulates the criteria of independence for appointment of an Independent Director on the Company's Board. An Independent Director can hold office for a term up to 5 (five) consecutive years on the Board of the Company and she shall not be included in the total number of directors liable to retire by rotation.

The Company has received a declaration from Mrs. Khushboo Agarwal (DIN: 06792261) that she meets the criteria of independence as prescribed both under subsection (6) of Section 149 of the Act and SEBI Listing Regulations 2015.

In the opinion of the Board Mrs. Khushboo Agarwal (DIN: 06792261), fulfills the conditions for her appointment as an Independent Director as specified in the Act, the Rules made there under and SEBI Listing Regulations 2015.

A copy of the draft letter of appointment of Mrs. Khushboo Agarwal (DIN: 06792261), as an Independent Director setting out the terms and conditions is available for inspection by the Members at the registered office of the Company on all working days (except Saturdays, Sundays and Public Holidays) between 10:00 am to 12:00 pm up to the date of the AGM.

The Board considers that the appointment of Mrs. Khushboo Agarwal (DIN: 06792261), as Independent Director is in the interest of the Company and recommends the Resolution for your approval as Ordinary Resolution.

None of the Directors, Key Managerial Personnel and their relatives other than Mrs. Khushboo Agarwal (DIN: 06792261) and her relatives are concerned or interested in the said resolution. The resolution as set out in Item no. 3 of this Notice is accordingly recommended for your approval.



**ITEM NO. 4:**

Mrs. Shweta Gupta (DIN: 07452923) was appointed as a Director in the category of Non-Executive Non-Independent Director on the Board of the Company with effect from April 30, 2016 after obtaining due approval of the members of the Company in their 34<sup>th</sup> AGM held on September 30, 2016. Accordingly, the present term of Mrs. Shweta Gupta (DIN: 07452923) comes to an end on 30.04.2021.

The board in its meeting held on June 29, 2021 has approved the re-appointment of Mrs. Shweta Gupta (DIN: 07452923) as Director in the category of Non-Executive Non-Independent for a further period of five years w.e.f. 30.04.2021. The board has taken the decision of said re-appointment based on the recommendation of the Nomination and Remuneration Committee and subject to the approval of members of the Company.

Mrs. Shweta Gupta (DIN: 07452923) not being disqualified from being appointed as a Director in terms of Section 164 of the Act and has given her consent to act as a Director of the Company and is eligible for re-appointment.

A brief profile of Mrs. Shweta Gupta (DIN: 07452923) is provided in the "Annexure" to the notice pursuant to the provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meetings ("SS-2") issued by The Institute of Company Secretaries of India

The Board considers that, the re-appointment of Mrs. Shweta Gupta (DIN: 07452923) as Director in the category of Non-Executive Non-Independent, is in the interest of the Company and recommends the Resolution for your approval as Ordinary Resolution.

None of the Directors, Key Managerial Personnel and their relatives other than Mrs. Shweta Gupta (DIN: 07452923) and her relatives are concerned or interested in the said resolution. The resolution as set out in Item no. 4 of this Notice is accordingly recommended for your approval.





**ITEM NO. 5:**

Mr. Neeraj Kumar Singh (DIN: 07452949) was appointed as an Executive Director on the Board of the Company with effect from April 30, 2016 after obtaining due approval of the members of the Company in their 34<sup>th</sup> AGM held on September 30, 2016. Accordingly, the present term of Mr. Neeraj Kumar Singh (DIN: 07452949) comes to an end on 30.04.2021.

The board in its meeting held on June 29, 2021 has approved the re-appointment of Mr. Neeraj Kumar Singh (DIN: 07452949) as an Executive Director for a further period of five years w.e.f. 30.04.2021. The board has taken the decision of said re-appointment based on the recommendation of the Nomination and Remuneration Committee and subject to the approval of members of the Company.

Mr. Neeraj Kumar Singh (DIN: 07452949) not being disqualified from being appointed as a Director in terms of Section 164 of the Act and has given his consent to act as a Director of the Company and is eligible for re-appointment.

A brief profile of Mr. Neeraj Kumar Singh (DIN: 07452949) is provided in the "Annexure" to the notice pursuant to the provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meetings ("SS-2") issued by The Institute of Company Secretaries of India

The Board considers that, the re-appointment of Mr. Neeraj Kumar Singh (DIN: 07452949) as an Executive Director, is in the interest of the Company and recommends the Resolution for your approval as Ordinary Resolution.

None of the Directors, Key Managerial Personnel and their relatives other than Mrs. Shweta Gupta (DIN: 07452923) and his relatives are concerned or interested in the said resolution. The resolution as set out in Item no. 5 of this Notice is accordingly recommended for your approval.



**ANNEXURE TO THE NOTICE**  
**Details of Directors seeking Appointment/Re-appointment**  
**(In pursuance of Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015)**

Name of the Director	Mr. Vinod Kumar Bansal
DIN	00243709
Father's Name	Mr. Virendra Kumar Bansal
Date of Birth	05/03/1980
Date of Appointment	31/05/2012
Nationality	Indian
Educational Qualification	Chartered Accountant
Experience & expertise in specific functional area	Extensive knowledge & experience in the field of Accounts, Tax & Finance
Disclosure of relationship between directors inter-se	NIL
List of the Directorship held in Other companies	1. New Dimension Edumark Private Limited 2. VKB Marketing Private Limited 3. Shakti Polyfils private Limited
Chairperson/ Member in the committees of Board of other Companies in which he/she is the Director	NIL
Shareholding in Company (Number & %)	60,000 (15%)

Name of the Director	Mrs. Khushboo Agarwal
DIN	06792261
Husband's Name	Mr. Goarav Agarwal
Date of Birth	01/01/1977
Date of Appointment	24/11/2020
Nationality	Indian
Educational Qualification	Graduated
Experience & expertise in specific functional area	Working experience in the Field of Human Resource, Banking Relation and Marketing
Disclosure of relationship between directors inter-se	NIL
List of the Directorship held in Other companies	Kotia Enterprises Limited
Chairperson/Member in the committees of Board of other Companies in which he/she is the Director	Chairperson in Audit, Nomination & Remuneration and Stakeholder Relationship Committee of Pankaj Piyush Trade and Investment Limited and Member in Audit, Nomination & Remuneration, Stakeholder Relationship and Risk Management Committee of Kotia Enterprises Limited
Shareholding in Company (Number & %)	NIL





## PROCESS OF E-VOTING

The business as set out in the Notice may be transacted through electronic voting system and the Company is providing facility for voting by electronic means. Pursuant to the provisions of Section 108 of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014, the Company is pleased to offer e-voting facility as an alternate to its members to cast their votes electronically on all resolutions set forth in the Notice convening the 39<sup>th</sup> Annual General Meeting. The Company has engaged the services of Central Depository Services India Limited (CDSL) to provide the e-voting facility.

The Members whose names appear in the Register of Members as on 16<sup>th</sup> September, 2021 (cut-off date), are entitled to vote on the resolutions set forth in this Notice.

The e-voting period will commence on Monday, 20<sup>th</sup> September, 2021 (10:00 A.M.) and will end on Wednesday, 22<sup>nd</sup> September, 2021 (05:00 P.M.). During this period, shareholders of the Company holding shares as on the cutoff date may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter. Members will not be able to cast their votes electronically beyond the date & time mentioned above.

The Company has appointed **Mr. Manish Kumar proprietor of M/s Manish K & Associates, Company Secretaries (M. No. A43111, COP No. 15931)**, Practicing Company Secretary to act as Scrutinizer to conduct and scrutinize the electronic voting process and poll at the Annual General Meeting in a fair and transparent manner. The members desiring to vote through electronic mode may refer to the detailed procedure on e-voting given hereunder.

### PROCEDURE FOR E-VOTING:

The Instructions of Shareholders for E-Voting are as under:

(i) The voting period begins on 20<sup>th</sup> September, 2021 at 10:00 A.M. and ends on 22<sup>nd</sup> September, 2021 at 05:00 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 16<sup>th</sup> September, 2021 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.

(ii) Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.

(iii) Pursuant to SEBI Circular No. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders'



resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

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

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

(iv) In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

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





Type of shareholders	Login Method
Individual Shareholders holding securities in Demat mode with CDSL	<ol style="list-style-type: none"> <li>1) Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or visit <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on Login icon and select New System Myeasi.</li> <li>2) After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers i.e. CDSL/NSDL/KARVY/LINKINTIME, so that the user can visit the e-Voting service providers' website directly.</li> <li>3) If the user is not registered for Easi/Easiest, option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></li> <li>4) Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page or click on <a href="https://evoting.cdslindia.com/Evoting/EvotingLogin">https://evoting.cdslindia.com/Evoting/EvotingLogin</a> The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</li> </ol>
Individual Shareholders holding securities in demat mode with NSDL	<ol style="list-style-type: none"> <li>1) If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on "Access to e-Voting" under e-Voting services and you will</li> </ol>



	<p>be able to see e-Voting page. Click on company name or e-Voting service provider name and you will be re-directed to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</p> <p>2) If the user is not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nSDL.com">https://eservices.nSDL.com</a>. Select "Register Online for IDeAS "Portal or click at <a href="https://eservices.nSDL.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nSDL.com/SecureWeb/IdeasDirectReg.jsp</a></p> <p>3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nSDL.com/">https://www.evoting.nSDL.com/</a> either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting</p>
<p>Individual Shareholders (holding securities in demat mode) login through their Depository Participants</p>	<p>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</p>

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. CDSL and NSDL





Login type	Helpdesk details
Individual Shareholders holding securities in Demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at 022- 23058738 and 22-23058542-43.
Individual Shareholders holding securities in Demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at toll free no.: 1800 1020 990 and 1800 22 44 30

(v) Login method for e-Voting and joining virtual meetings for Physical shareholders and shareholders other than individual holding in Demat form.

- 1) The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
- 2) Click on "Shareholders" module.
- 3) Now enter your User ID
  - a. For CDSL: 16 digits beneficiary ID,
  - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - c. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
- 4) Next enter the Image Verification as displayed and Click on Login.
- 5) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier e-voting of any company, then your existing password is to be used.
- 6) If you are a first-time user follow the steps given below:

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



(vi) After entering these details appropriately, click on "SUBMIT" tab.

(vii) Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

(viii) For shareholders holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.

(ix) Click on the EVSN for the relevant <Company Name> on which you choose to vote.

(x) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.

(xi) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.

(xii) After selecting the resolution, you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.

(xiii) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.

(iv) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.

(v) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.

(xvi) **Additional Facility for Non - Individual Shareholders and Custodians -For Remote Voting only.**





- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves in the "Corporates" module.
- A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
- After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
- The list of accounts linked in the login 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.
- Alternatively Non Individual shareholders are required to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer and to the Company at the email address viz; [infopptinvestment@gmail.com](mailto:infopptinvestment@gmail.com) if they have voted from individual tab & not uploaded same in the CDSL e-voting system for the scrutinizer to verify the same.

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

1. For Physical shareholders- please provide necessary details like Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to **Company/RTA email id**.
2. For Demat shareholders: Please update your email id & mobile no. with your respective Depository Participant (DP)
3. For Individual Demat shareholders - Please update your email id & mobile no. with your respective Depository Participant (DP) which is mandatory while e-Voting & joining virtual meetings through Depository.

If you have any queries or issues regarding attending AGM & e-Voting from the CDSL e-Voting System, you can write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or contact at 022- 23058738 and 022-23058542/43.



All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Sr. Manager, (CDSL, ) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or call on 022-23058542/43.

