

NOTICE

Notice is hereby given that pursuant to the provisions of the Companies Act, 2013 and MCA circular dated 05.05.2020 read with other circulars dated 08.04.2020 and 17.04.2020 and considering the current situation of pandemic, the Company is intending to conduct its Annual General Meeting on [date] at [time] through video conferencing ('VC') or other audio visual means in accordance with the provisions of aforesaid circulars.

The Members are hereby informed that pursuant to the non-operational postal services in the Country and in compliance with the aforementioned circulars, the notices of virtual AGM shall be sent to all the shareholders through email who have registered the same with the Company. Considering the crisis, the Company shall not be able to provide service of documents to the shareholders, except through email. Hence, the Company requests all the shareholders who have not yet registered their email addresses or has not updated their email addresses with the Company to register the same within 3 days of service of this public advertisement.

The process of registration of email address is provided below:

****The members who have not registered their email addresses can get the same registered by furnishing the details to their depository participant, (in case the shares held in demat form) or the Registrar & Share Transfer Agent of the Company (in case the shares held in physical form). ****

The Company shall subsequently after service of notices to the individual shareholders, upload the notice on its website, which can be viewed at: ***

Please note that shareholders who do not register their email addresses shall not be able to receive notice of AGM and hence shall not be able to participate in the Meeting or vote through electronic means. The details w.r.t. voting process and user ID and password for voting at the platform shall be provided along with the notice through email. The members can attend the Meeting through VC, and vote by following the instructions provided in the e-mail.

The facility for joining the meeting shall be kept open at least 15 minutes before the time scheduled, and shall not be closed till expiry of 15 minutes after such scheduled time.

As regards, payment of dividend to the shareholders during the hour of crisis, the Company requests every shareholder to provide details of their bank accounts viz. name & branch, bank account number and account type along with other core banking details such as MICR (Magnetic Ink Character Recognition), IFSC (Indian Financial System Code) etc. at the earliest with their depository participant, (in case the shares held in electronic mode) or the Registrar & Share Transfer Agent of the Company (in case the shares held in physical form) so as to facilitate electronic transfer of funds.

However, the Company assures that the Members who fails to provide their bank account details, shall be provided with dividend warrant once the postal services resumes to normal.

In case of any queries as regards to the registration process of email address, the shareholders may contact:**

By the order of the Board of directors

Date:

Name

Place:

Company Secretary and Compliance Officer

To access other relevant resources on virtual AGMs, click here:

<http://vinodkothari.com/2020/05/resources-on-virtual-agm/>