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**Alkyl Amines Chemicals Limited**

**41st**  

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**ANNUAL REPORT 2020-21**

## FINANCIAL HIGHLIGHTS

₹ in lakhs

Year Ending	31.03.2017*	31.03.2018	31.03.2019	31.03.2020	31.03.2021
Gross Revenue	55,712.94	69,576.86	95,557.04	114,943.68	<b>139,030.14</b>
Revenue Growth %	3.56%	24.88%	37.34%	20.29%	<b>20.96%</b>
Net Sales	48,862.45	60,500.14	83,221.85	97,304.95	<b>122,311.86</b>
EBIDTA**	9,627.37	11,959.45	16,720.97	26,403.14	<b>43,608.57</b>
% EBIDTA to Gross Revenue	17.28%	17.19%	17.50%	22.97%	<b>31.37%</b>
EBIDTA Growth (%)	3.07%	24.22%	39.81%	57.90%	<b>88.63%</b>
Profit before Tax	7,393.19	9,577.36	13,019.49	25,970.93	<b>40,069.29</b>
PBT Growth (%)	2.00%	29.54%	35.94%	99.48%	<b>54.29%</b>
Profit After Tax	5,035.80	6,428.90	8,374.45	21,528.12	<b>29,534.11</b>
PAT Growth (%)	1.01%	27.66%	30.26%	157.07%	<b>37.19%</b>
Net Fixed Assets	25,484.58	37,357.13	41,957.92	46,835.95	<b>59,566.35</b>
Net Current Assets	6,444.81	5,882.65	6,318.11	14,032.33	<b>24,612.25</b>
Equity Share Capital	1,020.61	1,020.61	1,020.61	1,020.61	<b>1,021.42</b>
Reserve & Surplus (excl. Deffered Tax) / Other Equity	23,535.95	28,694.75	35,478.71	52,639.06	<b>78,224.39</b>
Book Value	120.40	145.69	178.95	263.08	<b>388.22</b>
Earning per Share - Basic (₹)	24.69	31.52	41.06	105.55	<b>144.68</b>
Earning per Share - Diluted (₹)	24.69	31.52	40.95	105.27	<b>144.30</b>
Equity Dividend (%)***	100.00	140.00	160.00	400.00	<b>500.00</b>
Net Sales to Gross Fixed Assets (%)****	133.10	117.12	148.64	154.89	<b>177.72</b>
Return on Capital Employed (%)	26.30	25.64	32.65	46.18	<b>50.00</b>
Return on Net worth (%)	20.51	21.63	22.94	40.12	<b>37.27</b>
PAT to Net Sales (%) **	10.31	10.63	10.06	18.75	<b>24.15</b>

\* Figures of March 31, 2017 has been regrouped according to Ind AS.

\*\* For calculating EBIDTA to Gross Revenue ratio and PAT to Net Sales ratio, Exceptional item has not been considered.

\*\*\* Dividend percentage calculated after including Interim Dividend paid during year & proposed final dividend for current year.

\*\*\*\* For ratio of Net Sales to Gross Fixed Asset, Capital Work-in-Progress has not been considered

## BOARD OF DIRECTORS

<b>Yogesh M. Kothari</b>	<i>Chairman &amp; Managing Director</i>
<b>Dilip G. Piramal</b>	<i>Independent Director</i>
<b>Shyam B. Ghia</b>	<i>Independent Director</i>
<b>Shobhan M. Thakore</b>	<i>Independent Director</i>
<b>Premal N. Kapadia</b>	<i>Non-Executive Director</i>
<b>Leja Hattiangadi</b>	<i>Independent Director</i>
<b>Chandrashekhar R. Gupte</b>	<i>Independent Director</i>
<b>Kirat Patel</b>	<i>Executive Director and Chief Financial Officer</i>
<b>Suneet Kothari</b>	<i>Executive Director</i>

**Chintamani D. Thatte**
*General Manager (Legal)  
& Company Secretary*
**Statutory Auditors**

N.M. Raiji & Co.  
Chartered Accountants  
Mumbai

**Bankers**

State Bank of India  
Axis Bank Ltd.  
Standard Chartered Bank  
Citibank

**Registrar & Transfer Agents**

Link Intime India Private Limited  
C-101, 247 Park, L B S Marg,  
Vikhroli ( West ), Mumbai - 400 083  
Tel No.: +91 22 4918 6270 | Fax : + 91 22 4918 6060  
Email : [rnt.helpdesk@linktime.co.in](mailto:rnt.helpdesk@linktime.co.in) | Website: [www.linktime.co.in](http://www.linktime.co.in)
**Registered Office :**

401-407, Nirman Vyapar Kendra,  
Plot No. 10, Sector 17, Vashi,  
Navi Mumbai - 400 703  
Tel.: 022 6794 6618  
Fax : 022 6794 6666  
E-mail : [legal@alkylamines.com](mailto:legal@alkylamines.com)  
CIN: L99999MH1979PLC021796

**Manufacturing Sites :**
**Patalganga Plant**  
Plot No. A-7 & A-25,  
MIDC Patalganga Industrial Area,  
Dist. Raigad - 410 220  
Maharashtra

**Kurkumbh Plant :**

Plot No. D-6/1 & D-6/2,  
MIDC Kurkumbh Industrial Area,  
Tal. Daund,  
Dist. Pune - 413802  
Maharashtra

**Dahej Plant :**

Plot No. D-2/CH/149/2,  
GIDC Dahej-2 Industrial Area,  
Tal. Vagra,  
Dist. Bharuch - 392110  
Gujarat

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## NOTICE OF ANNUAL GENERAL MEETING

**NOTICE** is hereby given that the 41st Annual General Meeting of **ALKYL AMINES CHEMICALS LIMITED** will be held on Tuesday, July 20, 2021 at 02.30 PM IST through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM"), to transact the following business:

### ORDINARY BUSINESS:

1. To consider and adopt the audited financial statements of the Company for the financial year ended March 31, 2021, together with the reports of the Board of Directors and Auditors thereon; and
2. To confirm interim dividend of ₹10/- per share on the face value of ₹ 5 per share paid in March, 2021 and to declare final dividend of ₹ 6/- per share on the face value of ₹ 2 per share as recommended by the Board of Directors for the year 2020-21.
3. To appoint a Director in place of Mr. Suneet Kothari (DIN 00021421) who retires by rotation at ensuing Annual General Meeting and being eligible, offers himself for re-appointment.

### SPECIAL BUSINESS:

4. To consider and if thought fit, to pass with or without modification(s), the following Resolution as an **Ordinary Resolution**:

Ratification of Remuneration to Cost Auditor

**"RESOLVED THAT** pursuant to the provisions of Section 148 and other applicable provisions, if any, of the Companies Act, 2013, read with the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), remuneration as set out in the Explanatory Statement annexed to this Notice to be paid to M/s. Manish Shukla & Associates, Cost Accountants, (Firm Registration Number 101891) appointed by the Board of Directors of the Company to conduct the audit of the cost records of the Company for the Financial Year ending March 31, 2022, be and is hereby ratified

**RESOLVED FURTHER THAT** the Board of Directors of the Company be and is hereby authorized to do all acts and take all such steps as may be necessary to give effect to this resolution."

### NOTES:

1. In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs ("MCA") has vide its Circular No. 02/2021 dated 13th January 2021 read with Circular No.14/2020 dated 8th April 2020, Circular No.17/2020 dated 13th April 2020 and Circular No. 20/2020 dated 5th May 2020 (collectively referred to as MCA Circulars) and Securities and Exchange Board of India ("SEBI") vide its Circular No. SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated 15th January, 2021 read with Circular SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12th May, 2020 (collectively referred to as "SEBI Circulars") permitted the holding of the Annual General Meeting (AGM) through Video Conferencing (VC) or Other Audio Visual Means (OAVM), without the physical presence of the Members at a common venue. In compliance with the provisions of the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015 ("SEBI Listing Regulations"), MCA Circulars and SEBI Circulars, the AGM of the members of the Company is being held through VC / OAVM. The deemed venue of the AGM will be the Registered Office of the Company.
2. An Explanatory Statement setting out all material facts relating to Special Business to be transacted at AGM at Item No 4 is annexed herewith. The Board of Directors have considered and decided to include Item No. 4 given above, as Special Business in the AGM, being unavoidable
3. Generally, a member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of himself/herself and the proxy need not be a member of the company. Since this AGM is being held pursuant to the MCA Circulars and SEBI Circulars through VC / OAVM, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.
4. Since the AGM will be held through VC/ OAVM, the route map of the venue of the Meeting is not annexed hereto.
5. In compliance with the aforesaid MCA Circulars and SEBI Circulars, Notice of the AGM along with the Annual Report 2020-21 is being sent only through electronic mode to those Members whose email addresses are registered with the Company/ Depositories. Members may note that the Notice and Annual Report 2020-21 will also be available on the Company's website, websites of Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited and on the website of National Securities Depository Limited (NSDL).
6. For receiving all communication (including Annual Report) from the Company electronically: a) Members holding shares in physical mode and who have not registered / updated their email address with the Company are requested to register / update can register / update their email address by clicking on the link [https://linkintime.co.in/emailreg/email\\_register.html](https://linkintime.co.in/emailreg/email_register.html) b) Members holding shares in dematerialised mode are requested to register / update their email addresses with the relevant Depository Participant.
7. Register of members and Share Transfer Books will remain closed from Wednesday, July 14, 2021 to Tuesday, July 20, 2021 (both days inclusive) for the purpose of Annual General Meeting and Dividend.

8. Members seeking any information with regard to the accounts or any matter to be placed at the AGM, are requested to write to the Company on or before Monday, July 12, 2021 through email on **legal@alkylamines.com**. The same will be replied by the Company suitably.
9. (a) Members are requested to note that, dividends if not encashed for a consecutive period of 7 years from the date of transfer to Unpaid Dividend Account of the Company, are liable to be transferred to the Investor Education and Protection Fund ("IEPF"). The shares in respect of such unclaimed dividends are also liable to be transferred to the demat account of the IEPF. Please note that pursuant to provisions of Section 124 and 125 of the Companies Act, 2013 all unclaimed/unpaid dividends up to 2012-13 have been transferred to the IEPF. The Company has uploaded the details of unpaid and unclaimed amounts lying with the Company as on August 14, 2020 (date of last Annual General Meeting) on the website of the Company ([www.alkylamines.com](http://www.alkylamines.com)), as also on the website of the Ministry of Corporate Affairs ([www.mca.gov.in](http://www.mca.gov.in)). In view of this, Members are requested to claim their dividends from the Company, within the stipulated timeline
- (b) Post sub-division of shares, 56,730 (22692 before sub-division of shares) equity shares are lying in the unclaimed suspense account. Concerned shareholders have been reminded to claim their shares.
10. We have been offering the facility of electronic credit of dividend directly to the respective bank accounts of our shareholders, through National Electronic Clearing Service (NECS) and National Automated Clearing House (NACH). Shareholders who would like to avail of the ECS facility (if not done earlier) are requested to communicate with Company's Registrar and Transfer Agents at **rnt.helpdesk@linktime.co.in**. Further, the shareholders holding shares in physical form, for receiving dividend electronically can also temporarily register/ update their bank account details at the earliest by clicking on the link: **[https://linkintime.co.in/emailreg/email\\_register.html](https://linkintime.co.in/emailreg/email_register.html)** provided by the Company's Registrar and Transfer Agent. Kindly note that shareholders holding shares in dematerialised form would receive the final dividend directly to the bank account nominated by them to their Depository Participant, as per SEBI directives. Dividend warrants/ demand drafts will be dispatched to the registered address of the Shareholders who have not registered/updated their bank account details.
11. The members are requested to notify change of address, if any, to the Company's Registrar and Transfer Agent.
12. The members may note that the Company's Equity Shares are listed on the BSE Ltd. and the National Stock Exchange Ltd. and the listing fees to the stock exchanges have been paid.
13. Members attending the AGM through VC / OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.
14. As per Regulation 40 of SEBI Listing Regulations, as amended, securities of listed companies can be transferred only in dematerialized form with effect from, April 1, 2019, except in case of request received for transmission or transposition and redelivered transfers of securities. Further, SEBI vide its circular No. SEBI/HO/MIRSD/ RTAMB/CIR/P/2020/236/dated December 2,2020 had fixed March, 31, 2021, as the cut-off date for re-lodgement of transfer deeds and the shares that are re-lodged for transfer shall be issued only in demat mode. In view of this and to eliminate all risks associated with physical shares and for ease of portfolio management, members holding shares in physical form are requested to consider converting their holdings to dematerialized form.
15. Pursuant to the provisions of Finance Act 2020, dividend income will be taxable in the hands of shareholders w.e.f. April 1, 2020 and the Company is required to deduct tax at source from dividend paid to shareholders at the prescribed rates. For the prescribed rates for various categories, the shareholders are requested to refer to the Finance Act, 2020 and amendments thereof. The shareholders are requested to update their PAN with the Company's Registrar and Transfer Agent (in case of shares held in physical mode) and with relevant depository participant (in case of shares held in demat mode).  
  
A Resident individual shareholder with PAN and who is not liable to pay income tax can submit a yearly declaration in Form No. 15G/15H, to avail the benefit of non-deduction of tax at source by clicking on the link **<https://linkintime.co.in/formsreg/submission-of-form-15g-15h.html>**. on or before Monday, July 5, 2021. Shareholders are requested to note that in case their PAN is not registered, the tax will be deducted at a higher rate of 20%.  
  
Non-resident shareholders can avail beneficial rates under tax treaty between India and their country of residence, subject to providing necessary documents i.e. No Permanent Establishment and Beneficial Ownership Declaration, Tax Residency Certificate, Form 10F, any other document which may be required to avail the tax treaty benefits by submitting these declarations / documents on the link **<https://linkintime.co.in/formsreg/submission-of-form-15g-15h.html>**. The aforesaid declarations and documents need to be submitted by the shareholders latest by Monday, July 05, 2021.
16. Members of the Company had approved the appointment of M/s. N.M. Raiji & Co., Chartered Accountants, Mumbai as Statutory Auditors at the 39th Annual General Meeting of the Company for a balance term of 3 years in their first term of 5 years. Accordingly, M/s. N.M. Raiji & Co., shall be the Statutory Auditors of the Company for the FY 2021-22

## **17. INSTRUCTIONS FOR E-VOTING AND JOINING THE AGM ARE AS FOLLOWS.**

### **A. VOTING THROUGH ELECTRONIC MEANS**

- I. In compliance with the provisions of Section 108 of the Act, read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time, and Regulation 44 of the SEBI Listing Regulations and in terms of SEBI vide circular no. SEBI/HO/CFD/CMD/ CIR/P/2020/242 dated December 9, 2020 in relation to e-Voting Facility Provided by Listed Entities, the Members are provided with the facility to cast their vote electronically, through the e-voting services provided by NSDL, on all the resolutions set forth in this Notice. The instructions for e-voting are given herein below.



- II. The remote e-voting period commences on Friday, July 16, 2021 (9:00 a.m. IST) and ends on Monday, July 19, 2021 (5:00 p.m. IST). During this period, Members holding shares either in physical form or in dematerialized form, as on Tuesday, July 13, 2021 i.e. cut-off date, may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter.
- III. Those Members, who will be present in the AGM through VC / OAVM facility and have not cast their vote on the Resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through e-voting system during the AGM. Members who have voted on some of the resolutions during the above voting period are also eligible to vote on the remaining resolutions during the AGM. The Members who have cast their vote by remote e-voting prior to the AGM may also attend/ participate in the AGM through VC / OAVM but shall not be entitled to cast their vote again. 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 i.e. July 13, 2021.
- IV. Any person holding shares in physical form and non-individual shareholders who acquires shares of the Company and becomes a Member of the Company after sending of the Notice and holding shares as of the cut-off date, may obtain the login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in). However, if he/she is already registered with NSDL for remote e-voting then he/she can use his/her existing User ID and password for casting the vote.

In case of Individual Shareholders holding shares in demat mode and who acquires shares of the Company and becomes a Member of the Company after sending of the Notice and holding shares as of the cut-off date may follow steps mentioned below under "Login method for remote e-Voting and joining virtual meeting for Individual shareholders holding securities in demat mode."

- V. The Company has appointed Mr. Prashant S. Mehta, Practising Company Secretary (Membership No. A5814), as the Scrutinizer to scrutinize the voting during AGM and remote e-voting process in a fair and transparent manner.
- VI. The details of the process and manner for remote e-voting are explained herein below:

Step 1: Access to NSDL e-Voting system

Step 2: Cast your vote electronically and join virtual meeting on NSDL e-Voting system.

**Details on Step 1 are mentioned below:**

- I) Login method for remote e-Voting and joining virtual meeting for Individual shareholders holding securities in demat mode.

Pursuant to SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020 on "e-Voting facility provided by Listed Companies", e-Voting process has been enabled to all the individual demat account holders, by way of single login credential, through their demat accounts / websites of Depositories / DPs in order to increase the efficiency of the voting process. Individual demat account holders would be able to cast their vote without having to register again with the e-Voting service provider (ESP) thereby not only facilitating seamless authentication but also ease and convenience of participating in e-Voting process.

Shareholders are advised to update their mobile number and e-mail ID with their DPs in order to access e-Voting facility.

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL.	1. Existing IDeAS user can visit the e-Services website of NSDL Viz. <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a Personal Computer or on a mobile. On the e-Services home page click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section, this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider i.e. NSDL and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.
	2. If you are 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>
	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 i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

Individual Shareholders holding securities in demat mode with CDSL	1. Existing users who have opted for Easi / Easiest, they can login through their 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 <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on New System Myeasi.
	2. After successful login of Easi/Easiest the user will be also able to see the E Voting Menu. The Menu will have links of e-Voting service provider i.e. NSDL. Click on NSDL to cast your vote.
	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>
	4. Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a link in <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile and Email as recorded in the demat Account. After successful authentication, user will be provided links for the respective ESP i.e. NSDL where the e-Voting is in progress.
Individual Shareholders (holding securities in demat mode) login through their depository participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. Upon logging in, you will be able to see e-Voting option. 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 i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

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

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

Login type	Helpdesk details
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
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 or 022-23058542-43

B) Login Method for e-Voting and joining virtual meeting for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.

#### How to Log-in to NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

4. Your User ID details are given below:

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Password details for shareholders other than Individual shareholders are given below:

- If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
  - If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
  - How to retrieve your 'initial password'?
    - If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
    - If your email ID is not registered, please follow steps mentioned below in process for those shareholders whose email ids are not registered.
6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
- Click on "Forgot User Details/Password?" (If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - Physical User Reset Password? (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
  - Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

## **Step 2: Cast your vote electronically and join General Meeting on NSDL e-Voting system.**

### **How to cast your vote electronically and join General Meeting on NSDL e-Voting system?**

- After successful login at Step 1, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle and General Meeting is in active status.
- Select "EVEN" of company for which you wish to cast your vote during the remote e-Voting period and casting your vote during the General Meeting. For joining virtual meeting, you need to click on "VC/OAVM" link placed under "Join General Meeting". "EVEN" of the Company is 116209.
- Now you are ready for e-Voting as the Voting page opens.
- Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
- Upon confirmation, the message "Vote cast successfully" will be displayed.
- You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
- Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

THE PROCEDURE FOR E-VOTING ON THE DAY OF THE AGM IS SAME AS THE INSTRUCTIONS MENTIONED ABOVE FOR REMOTE E-VOTING.



**B. INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE AGM THROUGH VC / OAVM ARE AS UNDER:**

1. Members will be able to attend the AGM through VC / OAVM or view the live webcast of AGM provided by NSDL at <https://www.evoting.nsdl.com> following the steps mentioned above for access to NSDL e-Voting system. After successful login, you can see link of "VC/OAVM link" placed under "Join General meeting" menu against company name. You are requested to click on VC/OAVM link placed under Join General Meeting menu. The link for VC/OAVM will be available in Shareholder/Member login where the EVEN of Company will be displayed.

Members who do not have the User ID and Password for e-voting or have forgotten the User ID and Password may retrieve the same by following the remote e-voting instructions mentioned in the Notice. Further Members can also use the OTP based login for logging into the e-voting system of NSDL.

2. Facility of joining the AGM through VC / OAVM shall open 30 minutes before the time scheduled for the AGM and will be available for Members on first come first served basis.
3. Members who need assistance before or during the AGM, can contact NSDL on [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) / toll free number 1800-222-990 or contact Mr. Sanjeev Yadav, Assistant Manager- NSDL at [sanjeevy@nsdl.co.in](mailto:sanjeevy@nsdl.co.in) / 022-42165335
4. Members who would like to express their views or ask questions during the AGM may register themselves as a speaker by sending their request from their registered email address mentioning their name, DP ID and Client ID/folio number, PAN, mobile number at [legal@alkylamines.com](mailto:legal@alkylamines.com) from Tuesday, July 13, 2021 (9:00 a.m. IST) to Friday, July 16, 2021 (5:00 p.m. IST). Those Members who have registered themselves as a speaker will only be allowed to express their views/ask questions during the AGM. The Company reserves the right to restrict the number of speakers depending on the availability of time for the AGM for smooth conduct of the AGM

**C. GENERAL GUIDELINES FOR SHAREHOLDERS**

1. Institutional / Corporate shareholders (i.e. other than individuals, HUF, NRI, etc.) are required to send a scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc., with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by email to [acs.pmehta@gmail.com](mailto:acs.pmehta@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on <https://www.evoting.nsdl.com> to reset the password.
3. In case of any difficulty or queries connected with attending the AGM through VC/OAVM or e-voting, Members may refer the Frequently Asked Questions (FAQs) for Members or e-voting User Manual for Members available at the "Downloads" section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or may also contact NSDL At its toll free no.(1800 1020 990/1800 22 44 30) or contact Ms. Pallavi Mhatre, Manager, NSDL at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).
18. The Scrutinizer shall, immediately after the conclusion of voting at the AGM, first count the votes cast during the AGM, thereafter unblock the votes cast through remote e-voting and make, not later than 48 hours of conclusion of the AGM, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman or a person authorised by him in writing, who shall countersign the same. The results declared along with the Scrutinizer's Report shall be placed on the Company's website [www.alkylamines.com](http://www.alkylamines.com) and on the website of NSDL immediately and communicated to the BSE Limited and National Stock Exchange of India Limited.

By order of the Board

**CS CHINTAMANI D. THATTE**  
General Manager (Legal)  
& Company Secretary

**Registered Office:**

401-407, Nirman Vyapar Kendra,  
Plot No. 10, Sector 17, DBC  
Vashi, Navi Mumbai 400 703.  
CIN: L99999MH1979PLC021796

Date: May 27, 2021



## ANNEXURE TO THE NOTICE

### EXPLANATORY STATEMENT IN RESPECT OF THE SPECIAL BUSINESS PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013

#### ITEM NO. 4

The Board of Directors at their meeting held on May 27, 2021 has appointed M/s Manish Shukla & Associates, Cost Accountants, (Regn No. 101891) as Cost Auditors, in place of Messrs. Hemant Shah & Associates, to conduct cost audit for the year ending March 31, 2022. The remuneration as recommended by the Audit Committee and approved by the Board of Directors is Rs. 1,50,000/- plus taxes as applicable plus out-of-pocket expenses. The members are requested to pass the resolution for ratification of remuneration payable to M/s. Manish Shukla & Associates, as set out at item no.4 of the Notice.

None of the Directors/Key Managerial Personnel of the Company/their relatives, is, in any way, concerned or interested, financially or otherwise, in the Resolution. The Board recommends the ordinary resolution set out at Item No. 4 of the Notice for approval by the Members.

By order of the Board

**CS CHINTAMANI D. THATTE**  
General Manager (Legal)  
& Company Secretary

#### Registered Office:

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Plot No. 10, Sector 17, DBC  
Vashi, Navi Mumbai 400 703.  
CIN: L99999MH1979PLC021796

Date: May 27, 2021