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2021-22 ANNUAL REPORT

ALKYL

Alkyl Amines Chemicals Limited

FINANCIAL HIGHLIGHTS

₹ in lakhs

Year Ending	31.03.2018	31.03.2019	31.03.2020	31.03.2021	**31.03.2022**
Gross Revenue	69,576.86	95,557.04	114,943.68	139,030.14	**171,043.22**
Revenue Growth %	24.88%	37.34%	20.29%	20.96%	**23.03%**
Net Sales	60,500.14	83,221.85	97,304.95	122,311.86	**152,360.60**
EBIDTA*	11,959.45	16,720.97	26,403.14	43,608.57	**34,069.20**
% EBIDTA to Gross Revenue	17.19%	17.50%	22.97%	31.37%	**19.92%**
EBIDTA Growth (%)	24.22%	39.81%	57.90%	65.16%	**(21.87%)**
Profit before Tax(₹)	9,577.36	13,019.49	25,970.93	40,069.29	**30,211.47**
PBT Growth (%)	29.54%	35.94%	99.48%	54.29%	**(24.60%)**
Profit After Tax (₹)	6,428.90	8,374.45	21,528.12	29,534.11	**22,489.65**
PAT Growth (%)	27.66%	30.26%	157.07%	37.19%	**(23.85%)**
Net Fixed Assets	37,357.13	41,957.92	46,835.95	59,566.35	**77,159.27**
Net Current Assets	5,882.65	6,318.11	14,032.33	24,612.25	**20,966.22**
Equity Share Capital	1,020.61	1,020.61	1,020.61	1,021.42	**1,022.23**
Reserve & Surplus (excl. Deffered Tax) / Other Equity	28,694.75	35,478.71	52,639.06	78,224.39	**97,958.36**
Book Value (₹)	58.28	71.58	105.23	155.29	**193.80**
Earning per Share - Basic (₹)	12.61	16.42	42.22	57.90	**44.04**
Earning per Share - Diluted (₹)	12.61	16.38	42.11	57.75	**43.95**
Equity Dividend (%)***	140.00	160.00	400.00	500.00	**500.00**
Net Sales to Gross Fixed Assets (%)**	117.12	148.64	154.89	177.72	**170.97**
Return on Capital Employed (%)	22.00	27.45	35.81	46.20	**28.85**
Return on Net worth (%)	21.63	22.94	40.12	37.27	**22.72**
PAT to Net Sales (%) *	10.63	10.06	18.75	24.15	**14.76**

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

** For ratio of Net Sales to Gross Fixed Asset, Capital Work-in-Progress and Intangible Assets under development has not been considered

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

BOARD OF DIRECTORS

Yogesh M. Kothari	*Chairman & Managing Director*
Dilip G. Piramal	*Independent Director*
Shyam B. Ghia	*Independent Director*
Shobhan M. Thakore	*Independent Director*
Premal N. Kapadia	*Non-Executive Director*
Leja S. Hattiangadi	*Independent Director*
Chandrashekhar R. Gupte	*Independent Director*
Kirat M. Patel	*Executive Director (and Chief Financial Officer - Up to May 19, 2022)*
Suneet Y. Kothari	*Executive Director*
Rakesh S. Goyal	*Whole-time Director - Operations (w.e.f. June 1, 2022)*

Chintamani D. Thatte	*General Manager (Legal)* & Company Secretary
Kanchan A. Shinde	*Chief Financial Officer (w.e.f. May 19, 2022)*

Statutory Auditors
N. M. Raiji & Co.
Chartered Accountants
Mumbai

Bankers
State Bank of India
Axis Bank
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** | Website: **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**
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 42nd Annual General Meeting of **ALKYL AMINES CHEMICALS LIMITED** will be held on Monday, August 1, 2022 at 3:00 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, 2022, together with the reports of the Board of Directors and Auditors thereon;

2. To declare dividend of ₹ 10/- per share on the face value of ₹ 2/- per share as recommended by the Board of Directors for the financial year ended March 31, 2022;

3. To appoint a Director in place of Mr. Premal N. Kapadia (DIN 00042090) who retires by rotation at ensuing Annual General Meeting and being eligible, offers himself for re-appointment;

4. To re-appoint Statutory Auditors and fix their remuneration and in this regard, to consider and if thought fit, to pass the following Resolution as an **Ordinary Resolution**:

   "**RESOLVED THAT** pursuant to the provisions of Sections 139, 141, 142 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) and pursuant to the recommendation of Audit Committee and Board of Directors of the Company, M/s. N. M. Raiji & Co., Chartered Accountants, Mumbai (Firm Registration No. 108296W), be and are hereby re-appointed as Statutory Auditors of the Company for second term of five consecutive years, to hold office from the conclusion of this 42nd Annual General Meeting till the conclusion of the 47th Annual General Meeting of the Company, at such remuneration as shall be fixed by the Board of Directors of the Company based on the recommendation of Audit Committee.

   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."

SPECIAL BUSINESS:

5. 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 No. 101891) appointed by the Board of Directors of the Company to conduct audit of the cost records of the Company for the financial year ending March 31, 2023, 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."

6. To consider and, if thought fit, to pass with or without modification(s), the following Resolution as a **Special Resolution**:

   Authorization for payment of Commission to Non-Executive Directors

   "**RESOLVED THAT** pursuant to the provisions of section 197 and other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), the Company in the General Meeting do hereby authorise the payment of commission at the rate not exceeding 1% of the net profits of the Company computed in the manner as laid down under sections 197 and 198 of the Companies Act, 2013, in each year to the Directors of the Company other than the Managing Director and Executive Directors / Whole-time Director of the Company (apart from sitting fees and expenses incurred for attending the meeting of the Board or the Committee(s) thereof) for a further period of five years commencing from the accounting year beginning on April 1, 2022 and that such commission be divided by the Board of Directors of the Company amongst such Directors and / or any Directors who have ceased to be Directors of the Company during the financial year in such manner or proportion and on such basis as may be decided by the Board of Directors in that behalf.

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

7. To consider and, if thought fit, to pass with or without modification(s), the following Resolution as a **Special Resolution**:

   Appointment of Mr. Rakesh Goyal (DIN: 07977008), as Director designated as Whole-time Director - Operations

   "**RESOLVED THAT** Mr. Rakesh Goyal (DIN 07977008), who was appointed by the Board of Directors as an additional Director of the Company at their meeting held on May 19, 2022 under Section 161 of the Companies Act, 2013, the Companies (Appointment and Qualification of Directors) Rules 2014 and the relevant provisions of SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015 (SEBI Listing Regulations) whose term of office expires at the ensuing Annual General Meeting and is eligible for appointment and whose appointment has been recommended by the Nomination and Remuneration Committee and by the Board of Directors, be and is hereby appointed as a Director of the Company, liable to retire by rotation.

RESOLVED FURTHER THAT pursuant to the provisions of Sections 196, 197, 198 and 203 read with Schedule V and other applicable provisions, if any, of the Companies Act, 2013, the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, (including any statutory modification(s) or re-enactment thereof, for the time being in force), the relevant provisions of the SEBI Listing Regulations and subject to any approval as may be necessary, the Company hereby approves the terms of appointment and remuneration of Mr. Rakesh Goyal as Director designated as Whole-time Director - Operations of the Company for a period of five years with effect from June 1, 2022 to May 31, 2027, on terms and conditions as set out in the Explanatory Statement annexed hereto including the remuneration to be paid in the event of inadequacy of profits in any financial year, which are hereby specifically approved and sanctioned with liberty to the Board of Directors to alter and vary the terms and conditions of the said appointment and remuneration as may be agreed between the Board and Mr. Rakesh Goyal.

RESOLVED FURTHER THAT Mr. Rakesh Goyal shall be responsible for all manufacturing, operations and EHS (Environment, Health & Safety) functions and activities of the Company and responsible for the supervision and day-to-day affairs and operations, including responsibility as Occupier under Factories Act, 1948 and rules thereunder, of the factories / manufacturing units of the Company located at Patalganga, Kurkumbh, and Hadapsar Research & Developement (R&D) Centre in Maharashtra, at Dahej in Gujarat and Company's solar power plants at Bhoom, Dist. Osmanabad and at Manwath, Dist. Parbhani in Maharashtra.

RESOLVED FURTHER THAT approval of the Company be accorded to the Board of Directors of the Company (including any Committee thereof) to do all such acts, deeds, matters, to enter into such agreement(s), deed(s) of amendment(s) or any such document(s), and to take all such steps as may be required in this connection including seeking all necessary approvals to give effect to this resolution and to settle any questions, difficulties or doubts that may arise in this regard.

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. 02/2022 dated May 5, 2022 read with Circular No.14/2020 dated April 8, 2020, Circular No.17/2020 dated April 13, 2020, Circular No. 20/2020 dated May 5, 2020 and Circular No. 02/2021 dated January 13, 2021 (collectively referred to as MCA Circulars) and Securities and Exchange Board of India ("SEBI") vide its Circular No. SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 13, 2022 read with Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 and Circular No. SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021 (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 business to be transacted at AGM at Item Nos 4 to 7 is annexed herewith. The Board of Directors have considered and decided to include Item Nos. 5, 6 and 7 given above, as Special Business in the AGM, being unavoidable.
3. Pursuant to provisions of Companies Act, 2013, 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 AGM is not annexed hereto.
5. In compliance with the aforesaid MCA Circulars and SEBI Circulars, Notice of the AGM along with the Annual Report 2021-22 is being sent through electronic mode to those Members whose email addresses are registered with the Company / Depositories. Members may note that the Notice and Annual Report 2021- 22 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**
   b Members holding shares in dematerialised mode are requested to register / update their email addresses with the relevant Depository Participant.
7. The Company has fixed Monday, July 25, 2022 as the "Record Date" for determining entitlement of Members to dividend for the financial year ended March 31, 2022, if approved at the AGM. Register of members and Share Transfer Books will remain closed from Tuesday, July 26, 2022 to Monday, August 1, 2022 (both days inclusive) for the purpose of AGM and dividend.

8. If the dividend, as recommended by the Board of Directors, is approved at the AGM, payment of such dividend subject to deduction of tax at source will be made on or after Monday, August 8, 2022 as under:

   a. To all Beneficial Owners in respect of shares held in dematerialized form as per the data as may be made available by th National Securities Depository Limited ("NSDL") and the Central Depository Services (India) Limited ("CDSL"), collectively "Depositories", as of end of day on Monday, July 25, 2022;

   b. To all Members in respect of shares held in physical form after giving effect to valid transmission / transposition / name deletion requests lodged with the Company as of the close of business hours on Monday, July 25, 2022.

9. 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 Wednesdy, July 27, 2022 through email on **legal@alkylamines.com**. The same will be replied by the Company suitably.

10. Investor Education and Protection Fund / Dividend

   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 A/c 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 A/c of the IEPF. Please note that pursuant to provisions of Section 124, 125 of the Companies Act, 2013, all unclaimed/unpaid dividends up to 2013-14 have been transferred to the Account of Central Government. The Company has uploaded the details of unpaid and unclaimed amounts lying with the Company as on July 20, 2021 (date of last AGM) on the website of the Company at **www.alkylamines.com**, as also on the website of the Ministry of Corporate Affairs at **www.mca.gov.in**. In view of this, Members are requested to claim their dividends from the Company, within the stipulated timeline.

   b. 56,380 equity shares which were lying in the unclaimed suspense A/c, were transferred to IEPF during the financial year 2021-22, in compliance with section 124 of the Companies Act, 2013 read with IEPF Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended from time to time.

11. We have been offering the facility of electronic credit of dividend directly to the respective Bank A/c 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 (RTA) at **rnt.helpdesk@linkintime.co.in**. Further, the shareholders holding shares in physical form, for receiving dividend electronically can also temporarily register/ update their Bank A/c details at the earliest by clicking on the link: **https://linkintime.co.in/emailreg/email_register.html** provided by the Company's RTA. Kindly note that shareholders holding shares in dematerialized form would receive their dividend directly to the Bank A/c 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 A/c details.

12. Members are requested to intimate changes, if any, pertaining to their name, postal address, e-mail address, telephone/mobile numbers, Permanent Account Number (PAN), mandates, nominations, power of attorney, Bank details such as, name of the Bank and branch details, bank account number, MICR code, IFSC code, etc.,:

   a. For shares held in electronic form: to their Depository Participants (DPs)

   b. For shares held in physical form: to the Company/RTA in prescribed Form ISR-1 and other forms pursuant to SEBI Circular No. SEBI/HO/ MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021. The relevant forms are available on the website of the Company at **www.alkylamines.com**

13. Members may please note that SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 has mandated the listed companies to issue securities in dematerialized form only while processing service requests viz. Issue of duplicate securities certificate; claim from unclaimed suspense account; renewal/exchange of securities certificate; endorsement; sub-division/splitting of securities certificate; consolidation of securities certificates/folios; transmission and transposition. Accordingly, Members are requested to make service requests by submitting a duly filled and signed Form ISR – 4, the format of which is available on the Company's website at **www.alkylamines.com**. It may be noted that any service request can be processed only after the folio is KYC Compliant.

14. SEBI vide its notification dated January 24, 2022 has mandated that all requests for transfer of securities including transmission and transposition requests shall be processed only in dematerialized form. In view of the same and to eliminate all risks associated with physical shares and avail various benefits of dematerialisation. Members are advised to dematerialise the shares held by them in physical form.

15. Members holding shares in physical form, in identical order of names, in more than one folio are requested to send to the Company / RTA, the details of such folios together with the share certificates along with the requisite KYC documents for consolidating their holdings in one folio. Requests for consolidation of share certificates shall be processed in dematerialized form.

16. As per the provisions of Section 72 of the Companies Act, 2013 and SEBI Circular, the facility for making nomination is available for the members in respect of the shares held by them. Members who have not yet registered their nomination are requested to register the same by submitting Form No. SH-13. If a Member desires to opt out or cancel the earlier nomination and record a fresh nomination, he/she may submit the same in Form ISR-3 or SH-14 as the case may be. The said forms can be downloaded from the Company's website at **www.alkylamines.com**. Members are requested to submit the said details to their DP in case the shares are held by them in dematerialized form and to Company / RTA in case the shares are held in physical form.

17. In case of joint holders, the member whose name appears as the first holder in the order of names as per the Register of Members of the Company will be entitled to vote during the AGM.

18. The members may note that the Company's Equity Shares are listed on the BSE Limited and the National Stock Exchange of India Limited and the listing fees to the stock exchanges have been paid.

19. Members attending the AGM through VC / OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.

20. 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 RTA (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 July 25, 2022. Shareholders are requested to note that in case their PAN is not registered, the tax will be deducted at a higher rate prescribed under relevant sections of Income Tax Act, 1961 as applicable..

    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 July 25, 2022.

21. Your attention is invited on the Companies (Significant Beneficial Ownership) amendment Rules, 2019 as amended from time to time, issued by the Ministry of Corporate Affairs dated February 8, 2019. As per said amended rules, a person is considered as a Significant Beneficial Owner if he/she, whether acting alone, together or through one or more individuals or trust holds a beneficial interest of at least 10%. The beneficial interest could be in the form of a company's shares or the right to exercise significant influence or control over the company. If any Shareholders holding shares in the Company on behalf of other or fulfilling the criteria, is required to give a declaration specifying the nature of his/her interest and other essential particulars in the prescribed manner and within the permitted time frame.

22. 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 Companies Act, 2013 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, 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 Thursday, July 28, 2022 (9:00 a.m. IST) and ends on Sunday, July 31, 2022 (5:00 p.m. IST). During this period, Members holding shares either in physical form or in dematerialized form, as on Monday, July 25, 2022 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. 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 25, 2022

IV. Any person, who acquires shares and becomes a member of the Company after sending the Notice of AGM 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**. 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 and becomes a member of the Company after sending the Notice of AGM 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 General Meeting on NSDL e-Voting system.

Step 1: Access to NSDL e-Voting system

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

In terms of SEBI circular 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.

Login method for Individual shareholders holding securities in demat mode is given below

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. **https://eservices.nsdl.com** 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 **https://eservices.nsdl.com**. Select "Register Online for IDeAS Portal" or click at **https://eservices. nsdl.com/SecureWeb/IdeasDirectReg.jsp** 3. 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. 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. 4. Shareholders/Members can also download NSDL Mobile App "NSDL Speede" facility by scanning the QR code mentioned below for seamless voting experience. NSDL Mobile App is available on App Store Google Play
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 **https://web.cdslindia.com/ myeasi/home/login** or **www.cdslindia.com** 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 **https://web.cdslindia.com/myeasi/Registration/EasiRegistration**

	4. Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a link on **www.cdslindia.com** home page. The system will authenticate the user by sending OTP on registered Mobile & 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 abovementioned 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 **evoting@nsdl.co.in** or call at toll free no.: 1800 1020 990 and 1800 244 430
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 **helpdesk.evoting@cdslindia.com** 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:

   a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.

   b) 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.

   c) How to retrieve your 'initial password'?

      (i) 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'.

      (ii) 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:

   a) 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.**

   b) Physical User Reset Password? (If you are holding shares in physical mode) option available on **www.evoting.nsdl.com**.

   c) If you are still unable to get the password by aforesaid two options, you can send a request at **evoting@nsdl.co.in** mentioning your demat account number/folio number, your PAN, your name and your registered address etc.

   d) 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?

1. 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.
2. 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 Meeting". "EVEN" of the Company is 120211.
3. Now you are ready for e-Voting as the Voting page opens.
4. 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.
5. Upon confirmation, the message "Vote cast successfully" will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. 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.

General Guidelines for shareholders

1. 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. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to **acs.pmehta@gmail.com** with a copy marked to **evoting@nsdl.co.in**. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "Upload Board Resolution / Authority Letter" displayed under "e-Voting" tab in their login.