

BOARD OF DIRECTORS

NAME	DIN
Mr.Puneet Yogiraj Makar	00364000
Ms.Archana Makar Soi	02215664
Mr.Hudson Jospeh D'Costa	07893177
Mr.Sunil Kewalkishan Aggarwal	00005385
Mr.Ajit Pandurang Walwaikar	00022123
Mr.Sanjay Rajni Patel	02421964
Mr.Navin Chandramani Sharma	09555459
Mr.Sanjay Rajaram Posam	09542601

COMMITTEES	
AUDIT	
Mr.Sunil Kewalkishan Aggarwal	Chairman
Mr.Ajit Pandurang Walwaikar	Member
Mr.Sanjay Rajaram Posam	Member
Mr.Navin Chandramani Sharma	Member

NOMINATION & REMUNERATION	
Mr.Sunil Kewalkishan Aggarwal	Chairman
Mr.Ajit Pandurang Walwaikar	Member
Mr.Sanjay Rajaram Posam	Member
Mr.Navin Chandramani Sharma	Member

STAKEHOLDERS' RELATIONSHIPMr.Sunil Kewalkishan AggarwalChairmanMr.Ajit Pandurang WalwaikarMemberMr.Sanjay Rajaram PosamMemberMr.Navin Chandramani SharmaMember

REGISTERED OFFICE

Amforge Industries Limited
1118, Dalamal Tower, 11 th Floor
Free Press Journal Marg,
Nariman Point, Mumbai – 400 021
Tel 022-49637707 / 49635404
Mail/E-mail - secretarial@amforgeindustries.com
Web - <u>www.amforgeindia.in</u>
CIN - L28910MH1971PLC015119
Scrip - 513117 BSE Limited
ISIN - INE991A01020 (CDSL & NDSL)
GST - 27AAACA8756A1ZV
TAN - MUMA19936A
REGISTRAR & TRANSFER AGENTS
Link Intime India Private Limited
C-101, 247 Park, L.B.S. Marg,
Vikhroli (West), Mumbai-400083.
Tele- 022-49186000, Fax- 022- 49186060
e-Mail - <u>rnt.helpdesk@linkintime.co.in</u>
Web - www.linkintime.co.in
STATUTORY AUDITORS
I Singh and Associates

J Singh and Associates 505-507, Hub Town Viva, W.E. Highway Shankar Wadi, Andheri (West) Mumbai-400060

Punjab National Bank, Raheja Chambers, Free Press Journal Marg, Nariman Point, Mumbai-400021.

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NOTICE

NOTICE IS HEREBY GIVEN THAT THE 51^{ST} ANNUAL GENERAL MEETING OF AMFORGE INDUSTRIES LIMITED WILL BE HELD ON THURSDAY, 14^{TH} SEPTEMBER, 2023 AT 2.30 P.M., THROUGH VIDEO CONFERENCING (VC) / OTHER AUDIO-VISUAL MEANS (OVAM) TO TRANSACT THE FOLLOWING BUSINESS:

ORDINARY BUSINESS:

- 1. To receive, consider and adopt the Audited Financial Statements for the Financial Year that ended on 31st March 2023 together with the Reports of the Board of Directors and the Auditors thereon.
- 2. To appoint a director in place of Mr. Puneet Yogiraj Makar (DIN-00364000), who retires by rotation and being eligible, offers himself for re-appointment.

SPECIAL BUSINESS:

3. To consider and if thought fit, to pass, with or without modification(s), the following resolution as a Special Resolution for Re-Appointment of Mr. Hudson Josepth D'Costa as Managing Director and CEO.

"RESOLVED THAT pursuant to the provisions of Sections 196, 197, 203 and Schedule V and other applicable provisions, if any, of the Companies Act, 2013 (**"the Act"**) (including any statutory modification or re-enactment thereof for the time being in force) read along with Schedule V to the Act and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, as amended from time to time, the Board be and is hereby appointed Mr. Hudson Joseph D' Costa (Age-70 years) (**DIN- 07893177**), as Managing Director and CEO of the Company for Five (5) years, with effect from 1st August 2023 to 31st July 2028, as recommended by the Nomination and Remuneration Committee, at the following remuneration, terms, and conditions subject to approval of the Members of the Company in their 51st Annual General meeting:

Particulars	Rs. Per month
Salary	47,700.00
Consolidated Allowances	1,200.00
Total	48,900.00

The following payments shall not be included in the computation of the said ceiling:

- (a) Gratuity payable at a rate not exceeding half a month's salary for each completed year of service; and encashment of leave at the end of the tenure.
- (b) Provident Fund Contribution as per the Rules.
- (c) Minimum Remuneration Notwithstanding anything to the contrary herein contained, where, in any, financial year during the tenure as Managing Director, the Company made no profits or its profits are inadequate, the Company shall pay to the Managing Director. The above salary and perquisites except for commission, not exceeding the ceiling limits prescribed in Schedule V of the Companies Act, 2013, as minimum remuneration.

OTHER BENEFITS:

- Apart from the aforesaid remuneration, Mr. Hudson Joseph D' Costa shall be entitled to reimbursement of expenses incurred in connection with the business of the Company.
- No sitting fees shall be paid for attending meetings of the Board and Committees.
- Mr. Hudson Joseph D'Costa will be entitled to such increment and alter or vary from time to time the amount of remuneration and type of perquisites so as not to exceed the remuneration limit as specified in the Companies Act, 2013, or any amendments thereof. The appointment is liable to termination by giving three months' notice on either side."

By Order of the Board For AMFORGE INDUSTRIES LIMITED

> Hudson Joseph D 'Costa Managing Director

Place: Mumbai Date: 28/07/2023

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NOTES:

- In view of the current extraordinary circumstances due to the COVID-19 pandemic, social distancing is a norm to be followed and pursuant the Circular No. 14/2020 (dated April 8, 2020), Circular No.17/2020 (dated April 13, 2020) Circular No. 20/2020 (dated May 5, 2020), Circular No. 02/2021 (dated January 13, 2021), Circular No. 19/2021 (dated December 8, 2021), Circular No. 21/2021 (dated December 14, 2021) and Circular No.2/2022 (dated May 5, 2022) (Collectively referred to as MCA Circulars), issued by the Ministry of Corporate Affairs (MCA) physical attendance of the Members to the Annual General Meeting (AGM) venue is not required and AGM be held through Video Conferencing (VC) or Other Audio Visual Means (OAVM). Hence, Members can attend the AGM through VC, and Members of the Company joining through VC shall be reckoned for a quorum under Section 103 of the Companies Act, 2013.
- 2. In line with the MCA Circulars, the Notice of the AGM along with the Integrated Annual Report 2022-23, is being sent by electronic mode to those Members whose email addresses are registered with the Company/ Depository Participants ('DP'), unless any Member has requested for a physical copy of the same. The Company shall send a physical copy of the Integrated Annual Report 2022-2023 to those Members who request the same at secretarial@amforgeindustries.com mentioning their Folio No./DP ID and Client ID. The Notice convening the 51st AGM has been uploaded on the websites of the Company at <u>www.amforgeindia.in</u> under the Investors section and at <u>www.bseindia.com</u> of BSE Limited.
- 3. The Explanatory Statement pursuant to Section 102(1) of the Companies Act, 2013, in respect of the business as per Item No. 3 herein above, is annexed.
- 4. The Register of Members and Share Transfer Books of the Company shall remain closed from Friday, 8th September, 2023 to Thursday 14th September, 2023 (*both days inclusive*).
- Members seeking any information with regard to the accounts are requested to write to the Company on or before the 8th of September 2023 (Friday) through email (mentioning their name, DEMAT account number/ folio number, contact details, etc.).
- 6. The Company has availed the services of Link Intime India Private Limited (**"the LLIPL"**) for conducting the AGM through VC/OAVM and providing an e-voting facility during the AGM as well as a remote e-voting facility.
- 7. The remote e-voting commences on Monday, 11th September, 2023 at 9.00 A.M. and ends on Wednesday, 13th September, 2023 at 5.00 P.M. The remote e-voting module will be disabled by the LLIPL for voting thereafter.
- 8. Those Members, who will be present in the AGM through VC/OAVM and have not cast their vote on the Resolutions through remote e-voting, shall be eligible to vote through the e-voting system during the AGM and the Members who have cast their vote by remote e-voting prior to the AGM, may also attend the AGM but shall not be entitled to cast their vote again.
- 9. A member's voting rights shall be in proportion to his/her share of the paid-up equity share capital of the Company as of Thursday, 7th September, 2023. A person whose name is recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the depositories as on the 'cut-off date' shall be entitled to avail of the facility of remote e-voting as well as voting in the AGM. A person who is not a member, as on the cut-off date should treat this Notice for information purposes only.
- 10. M/s. Sandeep Dubey and Associates, Practising Company Secretary (email: cs.sandeepdueby@gmail.com) is appointed as a Scrutinizer to conduct the e-voting process. The results of the voting will be announced on/or before Friday, 15th September, 2023, and shall upload on the websites of the BSE Limited, Company, and the LLIPL.
- 11. The shares of the Company are under the compulsory demat list of the Securities & Exchange Board of India. The trading in equity shares can now only be done in demat In case you do not hold shares in demat you may do so by opening an account with a depository participant and completing dematerialization
- 12. Members holding shares in dematerialized mode are requested to intimate all changes with respect to their bank details, mandate, nomination, power of attorney, change of address, e-mail address, change in name, etc. to their depository participant. These changes will be automatically reflected in the Company's records, which will help the Company to provide efficient and better service to its members.

- 13. Members holding shares in physical form are requested to intimate changes with respect to their bank account (name and address of the branch of the bank, MICR code of branch, type of account, and account number), mandate, nomination, power of attorney, change of address, e-mail address, change in name, etc. immediately to the Company's Registrar & Share Transfer Agent.
- 14. SEBI vide its Circular dated March 16, 2023, mandated furnishing of PAN, KYC details (i.e. postal address with pin code, email address, mobile number, bank account details), and Nomination details by holders of physical securities through Form ISR-1. It may be noted that any service request or complaint can be processed only after the folio is KYC compliant. In terms of the above Circular, Folios of Physical shareholders wherein any one of the above said details such as PAN, email address, mobile number, bank account details, and nomination are not available, are required to be frozen with effect from October 1, 2023 and such physical shareholders will not be eligible to lodge grievance or avail service request from the RTA of the Company and will not be eligible for receipt of dividend in physical mode. Shareholders holding shares in physical form are requested to ensure that their PAN is linked to Aadhaar to avoid freezing of folios. As per the above SEBI Circular, the frozen folios shall be referred by RTA/ Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988, and or Prevention of Money Laundering Act, 2002, after December 31, 2025. Accordingly, individual letters were sent to all the Members holding shares of the Company in physical form for furnishing their PAN, KYC, and Nomination details.
- 15. In accordance with Regulation 40 of the SEBI Listing Regulations, as amended, the Company had stopped accepting any fresh transfer requests for securities held in physical form. Members holding shares of the Company in physical form are requested to kindly get their shares converted into demat/electronic form to get the inherent benefits of dematerialisation.

Further, Members may please note that SEBI has, vide its Circular dated January 25, 2022, mandated Listed Companies to issue securities in demat form only while processing any 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.

The format of the Register of Members prescribed by the MCA under the Act requires the Company/Registrar to record additional details of Members, including their PAN details, email address, bank details for payment of dividends if any, etc. This request should be submitted in Form ISR-1. Members holding shares in physical form are requested to submit the filled-in form to the Company or to the Registrar in physical mode as per instructions mentioned in the form. Members holding shares in electronic form are requested to submit the details to their respective DPs only.

As per the provisions of Section 72 of the Act and the aforementioned SEBI Circular, the facility for making nominations is available for the Members in respect of the shares held by them. Members who have not Opt-out 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 Members are requested to submit the said form to their DP in case the shares are held in electronic form and to the Registrar in case the shares are held in physical form, quoting their folio number.

EXPLANATORY STATEMENT (PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013)

ITEM - 3

Mr. Hudson Joseph D'Costa having DIN 07893177 was appointed as Managing Director and CEO of the Company by the Members of the Company at the 48th Annual General Meeting held on 28/09/2020, for a period of three (3) years commencing from 1st August 2020 up to 31st July 2023. He is 70 years of age.

Based on the recommendation of the Nomination and Remuneration Committee ("the NRC") in their meeting held on 28/07/2023 and considering Mr. Hudson Joseph D' Costa (70 Years of age) experience as Managing Director, to avail his service, the Board in their meeting held on 28th July, 2023, re-appointed him as Managing Director and CEO of the Company for a period of five (5) years from 1st August 2023 to 31st July 2028 subject to approval of the shareholders.

The Company has, in terms of Section 160(1) of the Act received in writing a notice from a Member, proposing his candidature.

The Company has received consent from Mr. Hudson Joseph D'Costa to act as a Director & Key Managerial Personnel (KMP) in Form DIR-2 pursuant to Rule 8 of the Companies (Appointment and Qualifications of Directors) Rules, 2014.

Intimation in Form DIR-8 in terms of the Rules to the effect that he is not disqualified under the provisions of Section 164(2) of the Act.

The Statement of disclosures pursuant to Secretarial Standard-2 on General Meetings and Regulation 36 (3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, is as under:

Name of Director	Mr. Hudson Joseph D 'Costa	
DIN	07893177	
Date of Birth	12/07/1953	
Nationality	Indian	
Date of appointment on the Board of Directors of the Company.	01/08/2017	
Qualifications and Experience (including nature of expertise	B.Sc., MBA (Finance)	
in specific functions) Brief resume	Expertise in administration and Human Recourse.	
Number of shares held in the Company.	None	
List of Directorships Held in Other Companies	M/s. Viniyog Investment and Trading Company	
	Private Limited	
Chairperson / Membership of the Committees of the Board of	None	
the Companies in which he is Director.		
Relationship with other Directors, Managers, and key	Not Applicable	
Managerial Personnel of the Company		
Number of Meetings of the Board of Directors attended during	Four Meetings	
the year.		
Terms and conditions of re-appointment	For the period of 5 years	
Sitting Fee Paid during the year	Not Applicable	

The Board recommends the Special Resolution outlined in Item No. 3 of the Notice for approval of the Members.

None of the directors is interested in the proposed resolution except to the extent of their shareholdings in the Company, if any.

REMOTE E-VOTING INSTRUCTIONS FOR SHAREHOLDERS:

As per the SEBI circular dated December 9, 2020, individual shareholders holding securities in demat mode can register directly with the depository or will have the option of accessing various ESP portals directly from their demat accounts.

The login method for Individual shareholders holding securities in demat mode is given below:

1. Individual Shareholders holding securities in demat mode with NSDL:

- 1. Existing IDeAS users can visit the e-Services website of NSDL viz... <u>https://eservices.nsdl.com</u> 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 the '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 the e-Voting page. Click on the company name or e-Voting service provider name i.e. LINKINTIME and you will be redirected to the "InstaVote" website for casting your vote during the remote e-Voting period.
- 2. If you are not registered for IDeAS e-Services, the option to register is available at <u>https://eservices.</u> <u>nsdl.com</u> Select "Register Online for IDeAS Portal" or click at <u>https://eservices.nsdl.com/SecureWeb/</u> <u>IdeasDirectReg.jsp</u>
- 3. Visit the e-Voting website of NSDL. Open a web browser by typing the following URL: <u>https://www.evoting.nsdl.com/</u> either on a personal computer or on a mobile. Once the home page of the e-Voting system is launched, click on the icon "Login" which is available under the 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen-digit demat account number

held with NSDL), Password/OTP, and a Verification Code as shown on the screen. After successful authentication, you will be redirected to the NSDL Depository site wherein you can see the e-Voting page. Click on the company name or e-Voting service provider name i.e. LINKINTIME and you will be redirected to the "InstaVote" website for casting your vote during the remote e-Voting period.

2. Individual Shareholders holding securities in demat mode with CDSL:

- Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. The option will be made available to reach the e-Voting page without any further authentication. The users to log in to Easi / Easiest are requested to visit the CDSL website <u>www.cdslindia.com</u> and click on the login icon & New System Myeasi Tab and then use your existing My easi username & password.
- 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 the company. On clicking the evoting option, the user will be able to see the e-Voting page of the e-Voting service provider i.e. LINKINTIME for casting your vote during the remote e-Voting period. Additionally, there are also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly.
- 3. If the user is not registered for Easi/Easiest, the option to register is available at the CDSL website <u>www.</u> <u>cdslindia.com</u> and click on the login & New System Myeasi Tab and then click on the registration option.
- 4. Alternatively, the user can directly access the e-Voting page by providing Demat Account Number and PAN No. from an e-Voting link available on the <u>www.cdslindia.com</u> home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, the 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.

3. Individual Shareholders (holding securities in demat mode) login through their depository participants:

You can also log in using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for the e-Voting facility. After Successful login, you will be able to see the e-Voting option. Once you click on the e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see the e-Voting feature. Click on the company name or e-Voting service provider name i.e. LinkIntime and you will be redirected to the e-Voting service provider website for casting your vote during the remote e-Voting period.

The login method for Individual shareholders holding securities in physical form/ Non-Individual Shareholders holding securities in demat mode is given below:

Individual Shareholders of the company, holding shares in physical form / Non-Individual Shareholders holding securities in demat mode as on the cut-off date for e-voting may register for the e-Voting facility of Link Intime as under:

- 1. Open the internet browser and launch the URL: <u>https://instavote.linkintime.co.in</u>
- 2. Click on "Sign Up" under the 'SHARE HOLDER' tab and register with the following details: -
 - A. User ID: Shareholders holding shares in physical form shall provide Event No + Folio Number registered with the Company. Shareholders holding shares in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID; Shareholders holding shares in CDSL demat account shall provide 16 Digit Beneficiary ID.
 - **B. PAN:** Enter your 10-digit Permanent Account Number (PAN) (Shareholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.
 - **C. DOB/DOI:** Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP / Company in DD/MM/YYYY format)
 - **D. Bank Account Number:** Enter your Bank Account Number (last four digits), as recorded with your DP/Company.

- ^t Shareholders holding shares in *physical form* but have not recorded 'C' and 'D', shall provide their Folio number in 'D' above
- Shareholders holding shares in NSDL form, shall provide 'D' above
 - ► Set the password of your choice (The password should contain a minimum of 8 characters, at least one special character (@!#\$&*), at least one numeral, at least one alphabet, and at least one capital letter).
 - ► Click "confirm" (Your password is now generated).
- 3. Click on 'Login' under the 'SHARE HOLDER' tab.
- 4. Enter your User ID, Password and Image Verification (CAPTCHA) Code and click on 'Submit'.

Cast your vote electronically:

- 1. After successful login, you will be able to see the notification for e-voting. Select the 'View' icon.
- 2. E-voting page will appear.
- 3. Refer to the Resolution description and cast your vote by selecting your desired option **'Favour / Against'** (If you wish to view the entire Resolution details, click on the **'View Resolution'** file link).
- 4. After selecting the desired option i.e. Favour / Against, click on 'Submit'. A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote.

Guidelines for Institutional shareholders:

Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to the e-voting system of the LIIPL at <u>https://instavote.linkintime.co.in</u> and register themselves as **'Custodian / Mutual Fund** / **Corporate Body'**. They are also required to upload a scanned certified true copy of the board resolution /authority letter/power of attorney etc. together with the attested specimen signature of the duly authorised representative(s) in PDF format in the **'Custodian / Mutual Fund / Corporate Body'** login for the Scrutinizer to verify the same.

Helpdesk for Individual Shareholders holding securities in physical mode/ Institutional shareholders:

Shareholders facing any technical issue in login may contact Link Intime INSTAVOTE helpdesk by sending a request to <u>enotices@linkintime.co.in</u> or contact on: - Tel: 022 – 4918 6000.

Helpdesk for Individual Shareholders holding securities in demat mode:

Individual Shareholders holding securities in demat mode may contact the respective helpdesk for any technical issues related to logging in through Depository i.e. NSDL and CDSL.

Login type	Helpdesk details
Individual Shareholders holding securities in	Members facing any technical issue in login can contact the NSDL
demat mode with NSDL	helpdesk by sending a request to evoting@nsdl.co.in or call at : 022
	- 4886 7000 and 022 - 2499 7000
Individual Shareholders holding securities in	Members facing any technical issue in login can contact the CDSL
demat mode with CDSL	helpdesk by sending a request to <u>helpdesk.evoting@cdslindia.com</u>
	or contacting toll-free no. 1800 22 55 33

Individual Shareholders holding securities in Physical mode have forgotten the password:

If an Individual Shareholders holding securities in Physical mode has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the "Forgot Password" option available on the e-Voting website of Link Intime: https://instavote.linkintime.co.in

- Click on 'Login' under the 'SHARE HOLDER' tab and further Click 'forgot password?'
- Enter your User ID, select Mode, and Enter the Image Verification code (CAPTCHA). Click on "SUBMIT".

In case shareholders is having a valid email address, a Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits), etc. as mentioned above. The

password should contain a minimum of 8 characters, at least one special character (@!#\$&*), at least one numeral, at least one alphabet, and at least one capital letter.

<u>User ID for Shareholders holding shares in Physical Form (i.e. Share Certificate)</u>: Your User ID is Event No + Folio Number registered with the Company

Individual Shareholders holding securities in demat mode with NSDL/ CDSL have forgotten the password:

Shareholders who are unable to retrieve their User ID/ Password are advised to use Forget User ID and Forget Password option available at the abovementioned depository/ depository participants' website.

- It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- For shareholders/ members holding shares in physical form, the details can be used only for voting on the resolutions contained in this Notice.
- During the voting period, shareholders/ members can log in any number of times till they have voted on the resolution(s) for a particular "Event".

Process and manner for attending the Annual General Meeting through InstaMeet:

Open the internet browser and launch the URL: https://instameet.linkintime.co.in & Click on "Login".

- Select the "Company" and 'Event Date' and register with your following details: -
 - A. Demat Account No. or Folio No: Enter your 16 digit Demat Account No. or Folio No.
 - Shareholders/ members holding shares in CDSL demat account shall provide 16 Digit Beneficiary ID
 - Shareholders/ members holding shares in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID.
 - Shareholders/ members holding shares in **physical form shall provide** Folio Number registered with the Company
 - **B. PAN:** Enter your 10-digit Permanent Account Number (PAN) (Members who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.
 - C. Mobile No.: Enter your mobile number.
 - D. Email ID: Enter your email id, as recorded with your DP/Company.
- ► Click "Go to Meeting" (You are now registered for Insta Meet and your attendance is marked for the meeting).

Instructions for Shareholders/ Members to Speak during the Annual General Meeting through InstaMeet:

- 1. Shareholders who would like to speak during the meeting must register their request with the company.
- 2. Shareholders will get confirmation on first cum first basis depending upon the provision made by the client.
- 3. Shareholders will receive "speaking serial number" once they mark attendance for the meeting.
- 4. Other shareholder may ask questions to the panel list, via active chat-board during the meeting.
- 5. Please remember speaking serial number and start your conversation with panel list by switching on video mode and audio of your device.

<u>Shareholders are requested to speak only when moderator of the meeting/ management will announce the name and serial number for speaking.</u>



Instructions for Shareholders/ Members to Vote during the Annual General Meeting through InstaMeet:

Once the electronic voting is activated by the scrutinizer during the meeting, shareholders/ members who have not exercised their vote through the remote e-voting can cast the vote as under:

- 1. On the Shareholders VC page, click on the link for e-Voting "Cast your vote"
- Enter your 16 digit Demat Account No. / Folio No. and OTP (received on the registered mobile number/ 2. registered email Id) received during registration for InstaMEET and click on 'Submit'.
- After successful login, you will see "Resolution Description" and against the same the option "Favour/ Against" 3. for voting.
- 4. Cast your vote by selecting appropriate option i.e. "Favour/Against" as desired. Enter the number of shares (which represents no. of votes) as on the cut-off date under 'Favour/Against'.
- After selecting the appropriate option i.e. Favour/Against as desired and you have decided to vote, click on 5. "Save". A confirmation box will be displayed. If you wish to confirm your vote, click on "Confirm", else to change your vote, click on "Back" and accordingly modify your vote.
- Once you confirm your vote on the resolution, you will not be allowed to modify or change your vote 6. subsequently.

Note:

Shareholders/ Members, who will be present in the Annual General Meeting through InstaMeet facility and have not casted 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 facility during the meeting. Shareholders/ Members who have voted through Remote e-Voting prior to the Annual General Meeting will be eligible to attend/ participate in the Annual General Meeting through InstaMeet. However, they will not be eligible to vote again during the meeting

Shareholders/ Members are encouraged to join the Meeting through Tablets/ Laptops connected through broadband for better experience.

Shareholders/ Members are required to use Internet with a good speed (preferably 2 MBPS download stream) to avoid any disturbance during the meeting.

Please note that Shareholders/ Members connecting from Mobile Devices or Tablets or through Laptops connecting via Mobile Hotspot may experience Audio/Visual loss due to fluctuation in their network. It is therefore recommended to use stable Wi-FI or LAN connection to mitigate any kind of aforesaid glitches.

In case shareholders/ members have any queries regarding login/ e-voting, they may send an email to instameet@ linkintime.co.in or contact on: - Tel: 022-49186175.

