



**Balmer Lawrie & Co. Ltd.**

CIN: L15492WB1924GOI004835

(A Government of India Enterprise)

Registered Office: 21, Netaji Subhas Road,  
Kolkata - 700 001

Telephone No: 033 2222 5314,

E-mail: bhavsar.k@balmerlawrie.com

Website: www.balmerlawrie.com

## Notice of the 104<sup>th</sup> Annual General Meeting

**Notice** is hereby given that the 104<sup>th</sup> Annual General Meeting (AGM) of the Members of Balmer Lawrie & Co. Ltd. will be held on **Tuesday 28<sup>th</sup> September, 2021, at 12 Noon IST** through Two-way Video Conferencing ("VC") or Other Audio-Visual Means ("OAVM") to transact the following businesses:

### ORDINARY BUSINESS:

1. To consider and adopt the Audited Financial Statements of the Company, both Standalone and Consolidated, for the Financial Year ended 31<sup>st</sup> March, 2021 and the Reports of the Board of Directors and Auditors thereon for the Financial Year ended 31<sup>st</sup> March, 2021 and other statements attached thereto along with the comments of Comptroller & Auditor General of India thereon and in this connection to pass the following Ordinary Resolution:

**"RESOLVED THAT** the Audited Financial Statements of the Company, both Standalone and Consolidated, for the Financial Year ended 31<sup>st</sup> March, 2021 together with Reports of the Board of Directors and Auditors thereon for the Financial Year ended 31<sup>st</sup> March, 2021 and other statements attached thereto along with the comments of the Comptroller & Auditor General of India thereon, be and are hereby considered and adopted."

2. To declare dividend for the Financial Year ended 31<sup>st</sup> March, 2021 and in this connection, to pass the following Ordinary Resolution:

**"RESOLVED THAT** in accordance with the recommendation of the Board of Directors, dividend at the rate of Rs.6.00 (Rupees Six only) per Equity Share for the Financial Year ended 31<sup>st</sup> March, 2021 be and is hereby declared on 17,10,03,846 Equity Shares of the paid-up value of Rs. 10/- (Rupees Ten) each of the Company and the same be paid out of the profits of the Company for the Financial Year ended 31<sup>st</sup> March, 2021."

3. To appoint a director in place of Shri Adhip Nath Palchaudhuri (DIN 08695322), a director who retires by rotation and being eligible, offers himself for reappointment and in this connection to pass the following Ordinary Resolution:

**"RESOLVED THAT** Shri Adhip Nath Palchaudhuri (DIN 08695322), a Director retiring by rotation, be and is hereby reappointed as a Director of the Company whose period of office shall be subject to retirement by rotation."

4. To fix remuneration of the Statutory Auditors (including Branch Auditors) for the Financial Year 2021-22 and in this connection to pass the following Ordinary Resolution:

**"RESOLVED THAT** pursuant to Section 142 and other applicable provisions of the Companies Act, 2013, the Board of Directors be and is hereby authorized to determine the amount of remuneration payable to the Statutory Auditors (including Branch Auditors) as and when appointed under Section 139(5) and other applicable provisions of the Companies Act, 2013 by the Comptroller & Auditor General of India including reimbursement of out-of-pocket expenses, if any, incurred by the said Auditors in connection with the audit of annual accounts of the Company for the Financial Year 2021-22."

### SPECIAL BUSINESS:

The Special Business as appearing at Item Nos. 5, 6, 7 & 8 as under, are considered to be unavoidable by the Board and hence the members are requested to consider and if thought fit, to pass the following Ordinary Resolutions:

**5. Appointment of Shri Adika Ratna Sekhar (DIN 08053637) as Chairman and Managing Director (additional charge)**

**“RESOLVED THAT** pursuant to the provisions of the Companies Act, 2013 and allied Rules, appointment of Shri Adika Ratna Sekhar (DIN 08053637) as the Chairman & Managing Director (Additional charge) of the Company with effect from 1<sup>st</sup> November, 2020 to 31<sup>st</sup> January, 2021 pursuant to the letter No.CA-31024/1/2020-PNG (35641) dated 6<sup>th</sup> January, 2021 received from the Ministry of Petroleum & Natural Gas (MOP&NG), Government of India, and for a further period of one year w.e.f. 1<sup>st</sup> February, 2021, or till the appointment of a regular incumbent to the post, or until further orders, whichever is the earliest, pursuant to the letter bearing reference no. CA-31024/1/2020-PNG (35641) dated 20<sup>th</sup> April, 2021 from MOP&NG be and is hereby approved on such terms and conditions as stated in the aforesaid letters from the administrative ministry.”

**6. Appointment of Shri Kushagra Mittal (DIN 09026246) as Government Nominee Director**

**“RESOLVED THAT** Shri Kushagra Mittal (DIN 09026246), who was appointed as an Additional Director as per the provisions of the Companies Act, 2013 and allied Rules, by the Board of Directors on 20<sup>th</sup> January, 2021 and who holds office upto the 104<sup>th</sup> Annual General Meeting of the Company and the Company having received a notice in writing, from a member proposing his candidature for the office of Director, be and is hereby appointed as a Government Nominee Director for a period of three years from 10<sup>th</sup> December, 2020 on co-terminus basis or until further orders from the administrative ministry, whichever is earlier and his office shall be subject to retirement of directors by rotation and other terms and conditions as contained in letter No.C-31033/1/2016-CA/ FTS:42979 dated 11<sup>th</sup> December, 2020 received from the Ministry of Petroleum & Natural Gas, Government of India.”

**7. Appointment of Smt. Perin Devi Rao (DIN 07145051) as Government Nominee Director**

**“RESOLVED THAT** Smt. Perin Devi Rao (DIN 07145051), who was appointed as an Additional Director as per the provisions of the Companies Act, 2013 and allied Rules, by the Board of Directors on 6<sup>th</sup> August, 2021 and who holds office upto the 104<sup>th</sup> Annual General Meeting of the Company and the Company having received a notice in writing, from a member proposing her candidature for the office of Director, be and is hereby appointed as a Government Nominee Director for a period of three years from 5<sup>th</sup> August, 2021 on co-terminus basis or until further orders from the administrative ministry, whichever is earlier and her office shall be subject to retirement of directors by rotation and other terms and conditions as contained in letter No.C-31033/1/2016-CA/ FTS:42979 dated 5<sup>th</sup> August, 2021 received from the Ministry of Petroleum & Natural Gas, Government of India.”

**8. Ratification of remuneration of Cost Auditor for the Financial Year 2021-22.**

**“RESOLVED THAT** pursuant to the provisions of Section 148(3) and other applicable provisions, if any, of the Companies Act, 2013 read with Rule 14(a)(ii) of the Companies (Audit and Auditors) Rules, 2014 (as amended), the remuneration of M/s.S.B. & Associates, Cost Accountants in Practice, (Firm Registration No.000109) whose appointment and remuneration was recommended by the Audit Committee and approved by the Board, as Cost Auditor to conduct the audit of the Cost Records maintained by the Company for the Financial Year ending on 31<sup>st</sup> March, 2022, at Rs.1,25,999/- (Rupees one lakh twenty five thousand nine hundred and ninety nine only) plus taxes, as applicable, and reimbursement of out-of-pocket expenses, at actuals, if incurred by the said Cost auditor in connection with the Cost Audit, as aforesaid, be and is hereby ratified.

**RESOLVED FURTHER THAT** the Board of Directors of the Company (including Audit Committee) be and is hereby authorised to do all acts and take all such steps as may be necessary, proper or expedient to give effect to this resolution.”

**Registered Office:**

Balmer Lawrie & Co. Ltd.  
Balmer Lawrie House  
21, Netaji Subhas Road,  
Kolkata - 700 001.  
Date: 6<sup>th</sup> August, 2021  
Place: Kolkata

**By Order of the Board of Directors**

**Kavita Bhavsar**  
Company Secretary  
FCS No: 4767

**NOTES****A. Annual General Meeting to be held through video conferencing or other audio visual means:**

1. In view of the massive outbreak of the COVID-19 pandemic, social distancing is a new norm to be followed. As per Ministry of Corporate Affairs (“MCA”) General Circular No. 20/2020 dated 5th May, 2020 read with General Circular No.02/2021 dated 13<sup>th</sup> January, 2021 (“the MCA Circulars”) this AGM is scheduled to be held through VC/OAVM and voting for items to be transacted in the Notice to this AGM shall be only through remote electronic voting process or electronic voting during the AGM. Hence, physical attendance of the Members at the AGM venue is not required at the 104<sup>th</sup> AGM.
2. Further, as per the MCA Circulars and SEBI Circular no. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12<sup>th</sup> May, 2020 read with SEBI circular No. SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated 15<sup>th</sup> January, 2021 (referred to as “the SEBI Circulars”) the requirement in respect of sending physical copies of annual report to shareholders and of proxy for general meetings held through electronic mode, are relaxed for listed entities till 31<sup>st</sup> December, 2021. Accordingly, notice of the 104<sup>th</sup> AGM alongwith the Annual Report for FY 2020-21 is being sent only through electronic mode to the members whose email addresses are registered with the Registrar and Share Transfer Agent (RTA) of the Company or with the depositories. The Notice calling the AGM and the Annual Report shall be uploaded on the website of the Company. The Notice shall be accessible on the websites of the Stock Exchanges i.e. BSE Ltd. at [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Ltd. at [www.nseindia.com](http://www.nseindia.com) and the Notice of AGM shall also be available on the website of NSDL (agency for providing the e-Voting facility) i.e. [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
3. The cut-off date for ascertaining members who would be entitled to cast their vote electronically is **Tuesday, 21<sup>st</sup> September, 2021 (End of Day)**.
4. Pursuant to the provisions of the Companies Act, 2013, a Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a Member of the Company. However, vide Circular No. 14/2020 dated 8<sup>th</sup> April, 2020, issued by the Ministry of Corporate Affairs, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. Accordingly, **the facility for appointment of proxies by the Members will not be available for the 104<sup>th</sup> AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.**
5. The Body Corporates are entitled to appoint authorised representatives to attend the AGM through VC/OAVM and participate thereat and cast their votes through remote e-Voting as per Circular No. 14/2020 dated 8<sup>th</sup> April, 2020 issued by the Ministry of Corporate Affairs and the SEBI Circular no. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12<sup>th</sup> May, 2020. Pursuant to Sections 112 and 113 of the Companies Act, 2013, corporate members are requested to send a certified copy of the Board Resolution/Authority Letter to the Scrutinizer by email at [tchatterjeeassociates@gmail.com](mailto:tchatterjeeassociates@gmail.com) or [csbinita.tca@gmail.com](mailto:csbinita.tca@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) authorising their representative to attend and vote on their behalf.
6. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.
7. The Members can join the AGM through VC/OAVM 45 minutes before the scheduled time of the commencement of the Meeting by following the procedure mentioned in this Notice. The facility of participation at the AGM through VC/OAVM will be made available on first come first serve basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the AGM without restriction on account of first come first serve basis.
8. The recorded transcript of the forthcoming AGM on Tuesday, 28<sup>th</sup> September, 2021 shall also be made available on the website of the Company at [www.balmerlawrie.com](http://www.balmerlawrie.com) as soon as possible after the meeting is over.
9. Those members who register themselves as speaker will only be allowed to express views/ask questions during the AGM. 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 [blagm2021@balmerlawrie.com](mailto:blagm2021@balmerlawrie.com).

10. Members seeking any information with regard to any items provided in the AGM Notice including the Annual Accounts and any queries relating to the business/operations of the Company, are requested to write to the Company mentioning their name, DP ID and Client ID number/folio number and mobile number, at least seventy-two hours prior to the AGM i.e., on or before 12.00 Noon IST on 25<sup>th</sup> September, 2021 at [blagm2021@balmerlawrie.com](mailto:blagm2021@balmerlawrie.com) and responses to such queries will be appropriately addressed by the Chairman of the meeting. Due to technical reasons, the length of a question may possibly be limited to a certain number of characters. However, the number of questions a Member or its authorized representative can submit will not be affected thereby. The Management, at its due discretion, will decide, whether and how it will answer the questions. It can summarize questions and select, in the interest of the other Members, meaningful questions.
11. To prevent fraudulent transactions, Members are advised to exercise due diligence and notify the Company of any change in address or demise of any Member as soon as possible. Members are also advised not to leave their demat account(s) dormant for long. Periodic statement of holdings should be obtained from the concerned Depository Participant and holdings should be verified from time to time.
12. In terms of Sections 139, 142 and other applicable provisions of the Companies Act, 2013, though the Statutory Auditors of a Government Company are appointed by the Comptroller & Auditor General of India, the remuneration of the Statutory Auditors is fixed at the General Meeting or in such manner as may be determined therein. Therefore, item on fixation of remuneration of the Statutory Auditors has been included in the Notice of the 104<sup>th</sup> AGM under item no. 4 of the Ordinary Business which requires passing of Resolution by simple majority.
13. As per the provisions of Clause 3.A.II. of the General Circular No. 20/2020 dated 5<sup>th</sup> May, 2020 read with circular no 02/2021 dated 13<sup>th</sup> January, 2021 of MCA, the matters of Special Business as appearing at Item Nos. 5, 6, 7 & 8 of the accompanying Notice, are considered to be unavoidable by the Board and hence, form part of this Notice.
14. The Explanatory Statement pursuant to Section 102(1) of the Companies Act, 2013 relating to the Special Business in respect of Item Nos. 5, 6, 7 and 8 to be transacted at the AGM of the Company are annexed hereto. All documents referred in the notice of the AGM and the explanatory statement including Statutory Registers shall be available electronically for inspection by the Members during AGM upon Login-in to NSDL e-voting system at <https://www.evoting.nsdl.com>.
15. Brief particulars of the Directors, proposed to be re-appointed / appointed, as mandated under Regulation 36(3) of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 and in terms of Para 1.2.5 of Secretarial Standard on General Meetings (SS-2), is annexed hereto and forms part of this Notice.
16. 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 shall be entitled to vote at the AGM. Several executors or administrators of a deceased member in whose name any share is registered shall for the purpose of Article 65 of Articles of Association of the Company, be deemed to be members registered jointly in respect thereof.
17. The Board of Directors at its meeting held on 25<sup>th</sup> June, 2021, had recommended a dividend of Rs. 6.00 (Rupees Six Only) per Equity Share of the face value of Rs.10/- each, fully paid-up. If the dividend as recommended by the Board of Directors is declared at the AGM, dividend shall be paid, subject to deduction of income-tax at source wherever applicable, to those Members of the Company who are holding shares of the Company as on Tuesday, 21<sup>st</sup> September, 2021 (End of Day) within the statutory time limit of 30 days from the date of such declaration.

### Instructions on Tax Deductible at Source on Dividend:

18. As per provisions of the Income Tax Act, 1961 as amended by and read with the provisions of the Finance Act, 2020, with effect from 1<sup>st</sup> April, 2020, dividend declared and paid by the Company is taxable in the hands of shareholders and the Company is required to deduct tax at source (TDS) from dividend paid to the shareholders at the applicable rates specified u/s 194 of the Income Tax Act, 1961.

#### For Resident Shareholders:

- a. Where, the Permanent Account Number (PAN) is available and is valid,
  - i. Tax shall be deducted at source in accordance with the provisions of the Income Tax Act, 1961 at 10% (subject to change) on the amount of dividend payable.

- ii. No tax shall be deducted in the case of a resident individual shareholder, if:
  - a. the amount of such dividend in aggregate paid or likely to be paid during the Financial Year does not exceed Rs. 5,000; OR
  - b. the shareholder provides duly signed Form 15G or Form 15H (as applicable) not later than 18<sup>th</sup> September, 2021, (End of Day) to the RTA of the Company, provided that all the prescribed eligibility conditions are met.

Where the PAN is either not available or is invalid, tax shall be deducted at the prescribed rate of 20% (subject to change), whichever is higher.

**For Non-Resident Shareholders:**

1. Tax is required to be deducted in accordance with the provisions of the Income Tax Act, 1961 at applicable rates in force. As per relevant provisions, tax shall be deducted at the rate of 20% (plus applicable surcharge and cess) on the amount of dividend payable.
  2. As per the provisions of the Income Tax Act, 1961, the non-resident shareholder may have an option to be governed by the provisions of the Double Tax Avoidance Treaty (DTAA) between India and the country of tax residence of the shareholder, if such DTAA provisions are more beneficial to them. To avail the DTAA benefits, the non-resident shareholder shall furnish the following documents by not later than 18<sup>th</sup> September, 2021 (End of Day) to the RTA of the Company:
    - a. Self-attested copy of Permanent Account Number (PAN), if allotted by the Indian Income Tax Authorities;
    - b. Self-attested Tax Residency Certificate (TRC) issued by the tax authorities of the country of which shareholder is a resident, evidencing and certifying shareholder's tax residency status during the Financial Year 2021-22;
    - c. Completed and duly signed Self-Declaration in Form 10F
    - d. Self-declaration in the prescribed format certifying on the following points:
      - i. Shareholder is and will continue to remain a tax resident of the country of its residence during the Financial Year 2021-22;
      - ii. Shareholder is eligible to claim the beneficial DTAA rate for the purposes of tax withholding on dividend declared by the Company;
      - iii. Shareholder has no reason to believe that its claim for the benefits of the DTAA is impaired in any manner;
      - iv. Shareholder is the ultimate beneficial owner of its shareholding in the Company and dividend receivable from the Company and
      - v. Shareholder does not have a taxable presence or a permanent establishment in India during the Financial Year 2021-22.
  3. The Company is not obligated to apply the beneficial DTAA rates at the time of tax deduction/withholding on dividend amounts. Application of beneficial DTAA Rate shall depend upon the completeness and satisfactory review by the Company, of the documents submitted by Non- Resident shareholder.
  4. Notwithstanding Paragraph 2 above, tax shall be deducted at source @20% (plus applicable surcharge and cess) on dividend paid to Foreign Institutional Investors ("FI") and Foreign Portfolio Investors ("FPI"). Such TDS rate shall not be reduced on account of the application of the lower DTAA rate or lower tax deduction order, if any.
19. The Members are requested to update their PAN with the Company's RTA: KFin Technologies Private Limited (in case of shares held in physical mode) and with the depositories (in case of shares held in demat mode).

**Unpaid/Unclaimed dividend:**

20. Pursuant to the provisions of the Companies Act, 2013 read with Rules made thereunder (as amended), any money transferred to the Unpaid Dividend Account of a Company which remains unpaid/ unclaimed for a period of seven years from the date of such transfer shall be transferred by the Company along with interest accrued (if any) thereon to 'Investor Education & Protection Fund' (IEPF) constituted by the Central Government. Accordingly, the Company had transferred Rs. 45,48,738/- to IEPF which were belonging to



the Members whose dividend were unpaid/ unclaimed for the Financial Year 2012-13.

21. Members are requested to note that the unclaimed dividend amount for the Financial Year ended 31<sup>st</sup> March, 2014 (declared and paid in 2014) will be due for transfer to IEPF on 1<sup>st</sup> November, 2021.
22. Further, pursuant to provisions of the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 (as amended), the Company has uploaded details of unpaid and unclaimed dividend amounts lying with the Company as on 25<sup>th</sup> September, 2020 (date of last Annual General Meeting) on its website at [www.balmerlawrie.com](http://www.balmerlawrie.com) and also on the website of the IEPF.

### **Compulsory transfer of Equity Shares to the Investor Education & Protection Fund (IEPF)**

23. Pursuant to the provisions of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 (as amended), all shares on which dividend has been unpaid or unclaimed for seven consecutive years or more are required to be transferred to IEPF. Accordingly, the Company had transferred 2,98,690 Equity Shares of the Paid-up Value of Rs.10/- each belonging to 466 Members to IEPF on 19<sup>th</sup> December, 2020.
24. Further, members are requested to note that in respect of dividend and shares transferred to IEPF, members are entitled to claim the same from IEPF authority by submitting an online application in the prescribed Form IEPF- 5 available on the website [www.iepf.gov.in](http://www.iepf.gov.in) and sending a physical copy of the same duly signed by the claimant along with the requisite documents enumerated in Form IEPF-5 to the Nodal Officer of the Company at the Registered Office of the Company for verification of his/her claim.

The details of the Nodal Officer of the Company for IEPF are as under :

- i. Name of Nodal Officer :- Ms. Kavita Bhavsar, Company Secretary
  - ii. Address: Balmer Lawrie & Co. Ltd., 21, Netaji Subhas Road, Kolkata-700 001
  - iii. E-mail ID: [bhavsar.k@balmerlawrie.com](mailto:bhavsar.k@balmerlawrie.com)
25. **Book Closure** - The Register of Members and the Share Transfer Books of the Company will remain closed from **Wednesday 22<sup>nd</sup> September, 2021 to Tuesday 28<sup>th</sup> September, 2021 (both days inclusive)**.
  26. SEBI has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Further, with effect from 1<sup>st</sup> April, 2019 SEBI has also mandated that requests for effecting transfer of Securities shall not be processed unless the Securities are held in dematerialised form with depository. In view of above, members are requested to consider dematerializing their shares held in physical form. Members are requested to notify on or before 18<sup>th</sup> September, 2021 (applicable for Members holding shares in physical mode) the following to KFin Technologies Private Limited, Unit - Balmer Lawrie & Co. Ltd., the Registrar & Share Transfer Agent (RTA) of the Company at:
    - i. Apeejay House, 15, Park Street, C-Block, 3rd Floor, Kolkata – 700 016; OR
    - ii. Selenium Building, Tower-B, Plot No. – 31 & 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad, Telangana–500032,
    - iii. Toll free No. 18003094001
    - iv. email: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com)
      - a. Any Change of address (including pin code), mandate, etc.
      - b. Particulars of bank account number, IFSC and MICR code, name and address of the bank alongwith original cancelled cheque which shall bear the name of the securities holder failing which securities holder shall submit copy of bank passbook/statement attested by the bank.
      - c. Copy of self-attested PAN Card, if not already provided.
      - d. Members who are holding Shares in electronic form may note that bank particulars registered with their respective Depository Participants (DPs) will be used by the Company for electronic credit / dispatch of dividend. The Company or its RTA cannot act on any request received directly from the Members holding Shares in electronic form for any change of bank particulars or bank mandates. Such changes are to be advised by the Members concerned to their respective DPs. Any such changes effected by the DPs will automatically reflect in the Company's subsequent records;

- e. To quote the ledger Folio or client ID and DP ID numbers in all communications addressed either to the Company or to RTA.

**27. Nomination by Securities holders:**

Pursuant to Section 72 of the Companies Act, 2013, any holder of securities of the Company may, at any time, nominate, in **Form No. SH.13**, any person as his/her nominee upon whom the securities shall vest in the event of his/ her death. A nomination may be cancelled, or varied by nominating any other person in place of the present nominee, by the holder of securities who has made the nomination, by giving a notice of such cancellation or variation, to the Company in **Form No. SH.14**. The cancellation or variation shall take effect from the date on which the notice of such variation or cancellation is received by the Company. The said form can be downloaded from the Company's website [www.balmerlawrie.com](http://www.balmerlawrie.com). Members holding the shares in physical form may submit the same to RTA, of the Company KFin Technologies Private Limited, Unit - Balmer Lawrie & Co. Ltd. Members holding shares in electronic form may submit the same to their respective depository participant.

28. Members who hold Shares in physical form in multiple folios in identical names or joint holding in the same order of names are requested to write to the Company's RTA, enclosing their Share Certificates to enable the Company to consolidate their holdings into a single folio.
29. In accordance with the provisions of Section 136 of the Companies Act, 2013, the Audited Accounts of each of its subsidiaries are placed on the website of the Company- [www.balmerlawrie.com](http://www.balmerlawrie.com). Additionally, the Company will provide a copy of separate Audited Financial Statements in respect of its subsidiary Companies, to any shareholder of the Company on making requisition in writing to the Company Secretary at the Registered Office of the Company or at the office of Company's RTA.
30. **Green initiative:** The Members of the Company who have not registered their e-mail address / mobile number with the Company are requested to register their e-mail address / mobile number by accessing the link of our Registrar & Share Transfer Agent M/s KFin Technologies Private Limited; <https://ris.kfintech.com/clientservices/mobileereg/mobileemailreg.aspx> for receiving all communications including Annual Report, Notices etc. from the Company electronically.
31. Any person who is not a member as on the cut-off date should treat this Notice for information only.
32. Any person, who becomes a member of the Company after the dispatch of the Notice and holding shares as on cut-off day i.e, 21<sup>st</sup> September, 2021 (end of day) 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, may kindly follow the instructions for e-Voting stated in subsequent paras.
33. Ms. Binita Pandey, partner of M/s. T. Chatterjee & Associates, Practicing Company Secretaries (Membership No. A41594 & CP no. 19730) has been appointed as the Scrutinizer by the Board to scrutinize remote e-voting process before the AGM as well as e-voting at the AGM in a fair and transparent manner.
34. The Chairman shall, at the AGM, after the end of discussion on the resolutions on which voting is to be held, allow voting by use of e-voting system for all those members who are present at the AGM through VC/OAVM but have not cast their votes by availing the remote e-voting facility.
35. The Scrutinizer shall immediately after the conclusion of voting at the AGM, will unblock the votes cast through remote e-Voting in the presence of at least two witnesses not in the employment of the Company and shall submit, not later than two working days of the 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 authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.
36. The Results will be declared within two working days of the conclusion of 104<sup>th</sup> AGM. The results declared alongwith the Report of the Scrutinizer shall be placed on the website of the Company [www.balmerlawrie.com](http://www.balmerlawrie.com) under the section 'Investor Relations' and on the website of NSDL immediately after the declaration of result by the Chairman or a person authorized by him in writing. The results shall also be immediately forwarded to the National Stock Exchange of India Limited and BSE Limited, where the Equity shares of the Company are listed.

37. Since the AGM will be held through VC/OAVM, the route Map is not annexed to this Notice.

**THE INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING ARE AS UNDER:-**

The remote e-voting period begins on Friday, 24<sup>th</sup> September, 2021 at 09:00 A.M. and ends on Monday, 27<sup>th</sup> September, 2021 at 5:00 P.M. The remote e-voting module shall be disabled by NSDL for voting thereafter. The Members, whose names appear in the Register of Members / Beneficial Owners as on 21<sup>st</sup> September 2021 (End of Day) (cut-off date), may cast their vote electronically. The voting right of Members shall be in proportion to their share in the paid-up equity share capital of the Company as on the cut-off date, being 21<sup>st</sup> September, 2021 (End of Day).

**How do I vote electronically using NSDL e-Voting system?**

*The way to vote electronically on NSDL e-Voting system consists of “Two Steps” which are mentioned below:*

**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
<b>Individual Shareholders holding securities in demat mode with NSDL.</b>	<ol style="list-style-type: none"> <li>1. If you are already registered for <b>NSDL IDeAS facility</b>, please visit the e-Services website of NSDL. Open web browser by typing the following URL: <a href="https://eservices.nsdl.com/">https://eservices.nsdl.com/</a> either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the “<b>Beneficial Owner</b>” icon under “Login” which is available under “<b>IDeAS</b>” section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on “Access to e-Voting” under e-Voting services and you will be able to see e-Voting page. Click on options available against company name or <b>e-Voting service provider - NSDL</b> and you will be re-directed to NSDL e-Voting website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</li> <li>2. If the user is not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsdl.com/">https://eservices.nsdl.com/</a>. Select “<b>Register Online for IDeAS</b>” Portal or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a></li> <li>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 held 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 options available against company name or <b>e-Voting service provider - NSDL</b> 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 &amp; voting during the meeting.</li> </ol>



<b>Individual Shareholders holding securities in demat mode with CDSL</b>	<ol style="list-style-type: none"> <li>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.</li> <li>After successful login of Easi/Easiest the user will be also able to see the E Voting Menu. The Menu will have links of <b>e-Voting service provider i.e., NSDL</b>. Click on <b>NSDL</b> to cast your vote.</li> <li>If the user is not registered for Easi/Easiest, option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></li> <li>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 &amp; Email as recorded in the demat Account. After successful authentication, user will be provided links for the respective ESP i.e., <b>NSDL</b> where the e-Voting is in progress.</li> </ol>
<b>Individual Shareholders (holding securities in demat mode) login through their depository participants</b>	<p>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. Once login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on options available against company name or <b>e-Voting service provider-NSDL</b> 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 &amp; voting during the meeting.</p>

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

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

<b>Login type</b>	<b>Helpdesk details</b>
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 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?**

- 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, your Password/OTP and a Verification Code as shown on the screen.  
*Alternatively, if you are registered for NSDL e-services 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".
- 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.