



# **COASTAL CORPORATION LIMITED**

**39<sup>TH</sup> ANNUAL REPORT  
2019-2020**







सत्यमेव जयते

भारत सरकार  
GOVERNMENT OF INDIA  
वाणिज्य एवं उद्योग मंत्रालय  
MINISTRY OF COMMERCE & INDUSTRY  
विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF FOREIGN TRADE

मान्यता प्रमाण पत्र  
Certificate of Recognition  
तीन सितारा निर्यात सदन  
THREE STAR EXPORT HOUSE

मैसर्स.....

(आई ई सी ..... और आयकर पैन .....)

को विदेश व्यापार नीति, 2015-2020 के प्रावधानों के अनुसार तीन सितारा निर्यात सदन का स्तर प्रदान किया जाता है। यह प्रमाण पत्र, प्रक्रिया पुस्तक (2015-2020) के पैरा 3.20 (बी) में दी गयी शर्तों के निहित..... वर्षों की अवधि के लिए दिनांक ..... से ..... तक वैध होगा।

M/s COASTAL CORPORATION LTD.,  
No.15-1-37/3, NOWROJI ROAD, MAHARANIPETA, VISAKHAPATNAM -AP-530002  
(IEC 2690000458 and Income Tax PAN AACCC6045J)

are hereby accorded the status of Three Star Export House in accordance with the provisions of the Foreign Trade Policy, 2015-2020. This Certificate is valid for a period of ..... 05 ..... years effective from 29.05.2020 to 28.05.2025 subject to the conditions prescribed in Para 3.20(b) of the Hand Book of Procedures (2015-2020).

सं./No. CI/ 1688

तारीख/Date: 21.07.2020

स्थान/Place: VISAKHAPATNAM

26/21/058/50003/AM21

(फाइल सं./File No.) ..... तारीख/Date 29.05.2020



23.07.2020  
(DR. RAMESH BN)

अपर/संयुक्त/उप महानिदेशक,  
विदेश व्यापार/विकास आयुक्त (एस.ई.जेड.)  
Additional/ Joint/ Deputy  
Director General of Foreign Trade/  
Development Commissioner (SEZ)

**39<sup>th</sup> Annual General Meeting**  
**on Tuesday, 29th September, 2020 at 10.00 A.M.**  
**through Video Conferencing / Other Audio Visual Means**

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## COMPANY INFORMATION

<b>BOARD OF DIRECTORS:</b> 1. <b>Mr. T. Valsaraj</b> , Managing Director 2. <b>Mr. G.V.V. Satyanarayana</b> , Director – Finance & CFO 3. <b>Mrs. Jeeja Valsaraj</b> , Non-Executive Director 4. <b>Mr. Kamireddi Venkateswara Rao</b> , Independent Director 5. <b>Mr. M.V.Suryanarayana</b> , Independent Director 6. <b>Mr. Kalyanaraman P.R.</b> , Independent Director  <b>COMPANY SECRETARY &amp; COMPLIANCE OFFICER:</b>  <b>Ms. Swaroopa Meruva</b>  <b>REGISTRAR &amp; TRANSFER AGENT:</b>  <b>Bigshare Services Private Limited</b> 306, Right wing, Amrutha Ville, Opp: Yashodha Hospital, Somajiguda, Raj Bhavan Road Hyderabad – 500 082 Telephone No : 040 – 2337 4967 Fax : 040 – 2337 0295 Email : <a href="mailto:bsshyd@bigshareonline.com">bsshyd@bigshareonline.com</a>	<b>STATUTORY AUDITORS:</b>  <b>M/s. Brahmayya &amp; Co.</b> Chartered Accountants Visakhapatnam.  <b>SECRETARIAL AUDITORS:</b>  <b>M/s. Sambhu Prasad M &amp; Associates</b> Company Secretaries Visakhapatnam  <b>INTERNAL AUDITORS:</b>  <b>Jaya &amp; Lakshmi</b> Chartered Accountants Visakhapatnam  <b>BANKERS:</b>  Bank of India Main Branch Visakhapatnam Andhra Pradesh
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## BOARD COMMITTEES

### AUDIT COMMITTEE:

S.No.	Name of the Director	Nature of Directorship	Designation in Committee
1	Kalyanaraman P R	Non-Executive & Independent Director	Chairman
2	Jeeja Valsaraj	Non Executive Director	Member
3	M.V.Suryanarayana	Non- Executive & Independent Director	Member

### NOMINATION & REMUNERATION COMMITTEE:

S.No.	Name of the Director	Nature of Directorship	Designation in Committee
1	M.V.Suryanarayana	Non- Executive & Independent Director	Chairman
2	Jeeja Valsaraj	Non Executive Director	Member
3	Kalyanaraman P R	Non- Executive & Independent Director	Member

### STAKEHOLDERS RELATIONSHIP COMMITTEE:

S.No.	Name of the Director	Nature of Directorship	Designation in Committee
1	Jeeja Valsaraj	Non Executive Director	Chairperson
2	K. Venkateswara Rao	Non- Executive & Independent Director	Member
3	G.V.V.Satyanarayana	Executive Director	Member

### CORPORATE SOCIAL RESOPNSIBILITY COMMITTEE:

S.No.	Name of the Director	Nature of Directorship	Designation in Committee
1	G.V.V.Satyanarayana	Executive Director	Chairman
2	Jeeja Valsaraj	Non Executive Director	Member
3	K. Venkateswara Rao	Non- Executive & Independent Director	Member



## NOTICE OF ANNUAL GENERAL MEETING

**NOTICE** is hereby given that the **THIRTY NINTH** Annual General Meeting of the Members of **COASTAL CORPORATION LIMITED** will be held on Tuesday, the 29th day of September, 2020 at 10.00 A.M. through Video Conferencing ("VC")/ Other Audio Visual Means ("OAVM"), to transact the following business. The venue of the meeting shall deemed to be the Registered Office of the Company at 15-1-37/3, Jayapradha Apartments, Nowroji Road, Maharanipeta, Visakhapatnam - 530002, Andhra Pradesh, India.

### **ORDINARY BUSINESS :**

1. To receive, consider and adopt the Financial Statements of the Company for the year ended 31<sup>st</sup> March, 2020 including audited Balance Sheet as at 31<sup>st</sup> March, 2020 and Statement of Profit and Loss for the year ended on that date and the Reports of the Directors and the Auditors thereon.
2. To confirm the interim dividend of Rs. 1.50/- per Equity Share of Rs. 10/- each (i.e., 15%) for the financial year 2019-20 as final dividend and pass the following resolution:  
  
"RESOLVED THAT the interim dividend of Rs. 1.50/- per Equity Share of Rs. 10/- each (i.e., 15%) declared by the Board of Directors of the Company on 24<sup>th</sup> February, 2020 on 1,01,68,800 Equity Shares of Rs. 10/- each paid to the shareholders is be and hereby approved and confirmed as the Final Dividend for the Financial Year 2019-20."
3. To appoint a Director in place of Smt. Jeeja Valsaraj (DIN: 01064411), who retires by rotation and being eligible, offer herself for re-appointment.

### **SPECIAL BUSINESS:**

4. **Appointment of Mr. Venkata Suryanarayana Malakapalli as an Independent Director**

To consider and if thought fit, to pass with or without modification, the following resolution as a **Special Resolution**:

"RESOLVED THAT pursuant to the provisions of Sections 149, 150, 152 and all other applicable provisions of the Companies Act, 2013 and the rules made thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force) read with Schedule IV to the Companies Act, 2013, Regulation 16(1)(b) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Mr. Venkata Suryanarayana Malakapalli (holding DIN: 0372812), who was appointed as an Independent Director of the Company by the Members at their Meeting held on 14<sup>th</sup> September, 2015, as per Section 161(1) of the Companies Act, 2013 and who holds office only upto the date of this Annual General Meeting, and who has submitted a declaration that he meets the criteria for independence as provided in Section 149(6) of the Act and who is eligible for re-appointment be and is hereby appointed as an Independent Director of the Company, for a period of five consecutive years commencing from the this Annual General Meeting, as per recommendation of the Board and Nomination and Remuneration Committee.

**RESOLVED FURTHER THAT** the approval for continuation for his appointment as an Independent Director of the Company is also accorded under Regulation (17)(1A) of SEBI (Listing Obligations and Disclosure Requirements) (Amendment) Regulations 2018 as he will be attaining the age of 75 years on 05.04.2021, for the remaining term of his Directorship as Independent Director of the Company."

5. **Re-appointment of Mr. Valsaraj Thottoli as a Managing Director of the Company**

To consider, and if thought fit, to pass the following resolution as a **Special Resolution**:

"RESOLVED THAT pursuant to the provisions of sections 196, 197, 203 and other applicable provisions, if any, of the Companies Act, 2013, (hereinafter referred to as the 'Act') read along with Schedule V to the Act (including any amendment thereto or re-enactment thereof for the time being in force) and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, as amended from time to time and based on the recommendation of Nomination & Remuneration Committee and subject to such sanctions as may be necessary, the consent of the members be and is hereby accorded to the re-appointment of Mr. Valsaraj Thottoli (DIN 0057558) as the Managing Director ('MD') of the Company for a five year term w.e.f. 29th September, 2020 not liable to retire by rotation, upon the terms and conditions as to the payment of remuneration as hereunder:

Salary: Rs. 2,75,000/- per month

In addition to the salary, he shall be provided with the following perquisites:

(i)	Medical Reimbursement:	Actual Expenses incurred for the MD and his family Explanation: 'Family' means the spouse, dependent parents and dependent children
(ii)	Gratuity:	Gratuity payable shall be in accordance with the provisions of the payment of Gratuity Act, 1972
(iii)	As % of Net Profits	at the rate of 2.5% of the net profits

**RESOLVED FURTHER THAT** in the event of loss or inadequacy of profits in any financial year during his said tenure, the remuneration be paid within the overall limits of Section 197 of the Act with liberty to the Board of Directors, to alter or vary the terms and conditions and remuneration including minimum remuneration as it may deem fit and in such manner as may be agreed to between the Board and MD.

**RESOLVED FURTHER THAT** the Board of Directors be and is hereby authorized to revise the remuneration of MD from time to time to the extent the Board of Directors may deem appropriate, provided that such revision is within the overall limits of the managerial remuneration as prescribed under the Act read with Schedule V thereto, and/or any guidelines prescribed by the Government from time to time and the said agreement between the Company and MD be suitably amended to give effect to such modification, relaxation or variation without any further reference to the members of the Company in general meeting.

**RESOLVED FURTHER THAT** the Board of Directors and the Company Secretary of the Company be and are hereby severally authorized to do all such acts, deeds, matters and things and execute all such documents, instruments and writings as may be required and delegate all or any of its powers herein conferred to any committee of director(s) to give effect to the above resolution."

#### 6. Approval to deliver document through a particular mode as may be sought by the member

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

**"RESOLVED THAT** pursuant to the provisions of Section 20 of the Companies Act, 2013 and relevant rules framed thereunder and other applicable provisions, if any, whereby, a document may be served on any member by the Company by sending it to him/her by post, by registered post, by speed post, by electronic mode, or any other modes as may be prescribed, consent of the members be and is hereby accorded to charge from the member such fees in advance equivalent to estimated actual expenses of delivery of the documents delivered through registered post or speed post or by courier service or such other mode of delivery of documents pursuant to any request by the shareholder for delivery of documents, through a particular mode of service mentioned above provided such request along with requisite fees has been duly received by the Company at least 10 days in advance of dispatch of documents by the Company to the shareholder;

**RESOLVED FURTHER THAT** upon request of Member(s) for delivery of any document(s) through a particular mode, the Company do serve the same to the Member(s) through that particular mode and/ or charge such fees which shall not be more than the amount charged to the Company by the Department of Post or the Service Provider(s) including related handling charges, if any, to deliver the documents in a particular mode.

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

#### 7. Approval for entering into Related Party Transactions

To consider and if thought fit, to pass with or without modification, the following resolution as an **Ordinary Resolution**:

**“RESOLVED THAT** pursuant to the provisions of Section 188 of the Companies Act, 2013 (“Act”) and other applicable provisions, *if any*, read with Rule 15 of the Companies (Meetings of Board and its Powers) Rules, 2014, as amended till date, Regulation 23(4) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, (“Listing Regulations”) and the Company’s policy on Related Party transaction(s), approval of Shareholders be and is hereby accorded to the Board of Directors of the Company to enter into contract(s)/ arrangement(s)/ transaction(s) with related parties within the meaning of Section 2(76) of the Act and Regulation 2(1)(zb) of the Listing Regulations, for one year on such terms and conditions as the Board of Directors may deem fit, for the financial year 2020-21, provided that the said contract(s)/ arrangement(s)/ transaction(s) so carried out shall be at arm’s length basis and in the ordinary course of business of the Company.

**RESOLVED FURTHER THAT** the Board of Directors be and is hereby authorised to determine the actual sums to be involved in the transactions and to finalise terms and conditions including the period of transactions and all other matters arising out of or incidental to the proposed transactions and generally to do all acts, deeds and things that may be necessary, proper, desirable or expedient and to execute all documents, agreements and writings as may be necessary, proper, desirable or expedient to give effect to this resolution.

**RESOLVED FURTHER THAT** the Board of Directors be and is hereby authorised to delegate all or any of the powers conferred on it by or under this resolution to any Committee of Directors of the Company and to do all acts and take such steps as may be necessary in this regard.”

Regd. Office:  
15-1-37/3,  
Jayaprada Apartments,  
Nowroji Road, Maharanipeta,  
Visakhapatnam-530 002

For and on behalf of the Board  
**For COASTAL CORPORATION LIMITED**

**Sd/-**  
**T. Valsaraj**  
**Managing Director**

Place : Visakhapatnam  
Date : 01.09.2020

**Notes:**

1. In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs (‘MCA’) has vide its circular dated 23<sup>rd</sup> June 2020, read with circulars dated 5 May 2020, 8 April 2020 and 13 April 2020 (collectively referred to as ‘MCA Circulars’) and SEBI circular dated 12 May 2020 permitted the holding of the Annual General Meeting (‘AGM’) through VC/OAVM facility, without the physical presence of the members at a common venue. In compliance with the provisions of the Companies Act, 2013 (the ‘Act’), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (‘Listing Regulations’) and MCA Circulars, the AGM of the Company is being conducted through VC/OAVM, hereinafter called as ‘e-AGM’.
2. The deemed venue for thirty-ninth e-AGM shall be the registered office of the Company.
3. Pursuant to the provisions of the Act, 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. Since this e-AGM is being held pursuant to the MCA Circulars through VC/OAVM facility, physical attendance of members has been dispensed with. Accordingly, the facility for appointment of proxies by the members will not be available for the e-AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.
4. Statement pursuant to section 102 of the Act forms part of this Notice. The Board of Directors at its meeting held on 1st September, 2020 has decided that the special businesses set out under item no. 4 to 7, being considered ‘unavoidable’, be transacted at the thirty-ninth e-AGM of the Company.
5. Brief details of the directors, who are seeking appointment/re-appointment, are annexed hereto as per requirements of regulation 36(3) of the Listing Regulations and as per provisions of the Act.

6. The facility of joining the e-AGM through VC/OAVM will be opened 15 minutes before and will be open upto 15 minutes after the scheduled start time of the e-AGM, i.e. from 9.45am to 10.15am and will be available for 1,000 members on a first-come first-served basis. This rule would however not apply to participation of shareholders holding 2% or more shareholding, promoters, institutional investors, directors, key and senior managerial personnel, auditors etc.
7. An interim dividend at the rate of Rs. 1.50/- per equity share of Rs. 10/- each declared by the Board at its meeting held on 24 February, 2020 has been paid to all the eligible members as on 5<sup>th</sup> March 2020, being the record date for the purpose of dividend. The directors recommend for consideration of the shareholders the above referred interim dividend as final dividend for the financial year ended 31st March 2020.
8. As per the Listing Regulations and pursuant to SEBI Circular dated 20 April 2018, the Company shall use any electronic mode of payment approved by the Reserve Bank of India for making payment to the members. Accordingly, the interim dividend, which was declared on 24<sup>th</sup> February 2020 was paid through electronic mode, where the bank account details of the shareholders were available. In case where the dividend could not be paid through electronic mode, payment has been made through Dividend Warrants in the name such shareholders.
9. To ensure timely credit of dividend through electronic mode or dividend warrants members are requested to notify change of address or particulars of their bank account, if changed, to Share transfer agent M/s. Bigshare Services Pvt. Ltd, 06, 3rd Floor, Right Wing, Amrutha Ville Opp: Yashoda Hospital, Raj Bhavan Road Somajiguda, Hyderabad – 500082 and to their respective depository participants.
10. To avoid fraudulent transactions, the identity/signature of the members holding shares in electronic/demat form is verified with the specimen signatures furnished by NSDL/CDSL and that of members holding shares in physical form is verified as per the records of the share transfer agent of the Company. Members are requested to keep the same updated.
11. The Register of Members and Share Transfer Books of the Company will remain closed from 23.09.2020 to 29.09.2020 (both days inclusive).
12. In case you are holding the Company's shares in dematerialized form, please contact your depository participant and give suitable instructions to update your bank details in your demat account and to notify any changes with respect to their addresses, email id, ECS mandate.
13. In case you are holding Company's shares in physical form, please inform Company's RTA viz. M/s. Bigshare Services Private Limited, 06, 3rd Floor, Right Wing, Amrutha Ville Opp: Yashoda Hospital, Raj Bhavan Road Somajiguda, Hyderabad – 500082 by enclosing a photocopy of blank cancelled cheque of your bank account to update your bank details in our records.
14. With reference to SEBI circular, the amendment to Regulation 40 of Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 has mandated that transfer of securities would be carried out only in dematerialized form w.e.f. 01<sup>st</sup> April, 2019. Therefore we request all the holders of physical certificates to get them dematerialized.
15. M/s. Bigshare Services Pvt. Ltd, 06, 3rd Floor, Right Wing, Amrutha Ville Opp: Yashoda Hospital, Raj Bhavan Road Somajiguda, Hyderabad – 500082 is the Share Transfer Agent (STA) of the Company. All communications in respect of share transfers and change in the address of the members may be communicated to them.
16. Members holding shares in the same name under different Ledger Folios are requested to apply for consolidation of such Folios and send the relevant share certificates to the Share Transfer Agent/ Company.
17. Institutional / Corporate Shareholders (i.e., other than individuals / HUF, NRI, etc.) are required to send a scanned copy (PDF / JPG Format) of its Board or governing body Resolution / Authorization etc., authorizing its representative to attend the AGM through VC / OAVM on its behalf and to vote through e-voting. The said Resolution / Authorization shall be sent to the Scrutinizer by email through its registered email address to [pcs.acs@gmail.com](mailto:pcs.acs@gmail.com) with a copy marked to [cclinvestors@gmail.com](mailto:cclinvestors@gmail.com).
18. The Registers required to be maintained under the Companies Act, 2013 and all documents referred to in the Notice will be available for inspection by the members at the Registered Office of the Company on all working



days, between 11.00am to 1.00pm upto the date of the meeting. Members seeking to inspect such documents can send an email to [cclinvestors@gmail.com](mailto:cclinvestors@gmail.com).

19. Members who hold shares in physical form can nominate a person in respect of all the shares held by them singly or jointly. Members who hold shares in single name are advised, in their own interest to avail of the nomination facility. Members holding shares in dematerialized form may contact their respective depository participant(s) for recording nomination in respect of their shares.
20. In case of Joint holders attending the meeting, 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.
21. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to the Depository Participants with whom they maintain their demat accounts. Members holding shares in physical form are required to submit their PAN details to registrar and share transfer agents.
22. Details under Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations"), with the Stock Exchanges in respect of the Directors seeking appointment / re-appointment at the Annual General Meeting, the Director have furnished the requisite declarations for their appointment/ re-appointment.
23. In compliance with the MCA Circulars and SEBI Circular dated 12<sup>th</sup> May, 2020, Notice of the AGM along with the Annual Report 2019-20 is being sent only through electronic mode to those Members whose email addresses are registered with the Company / Depositories. Members may note that the Notice and Annual Report 2019-20 will also be available on the Company's website [www.coastalcorp.co.in](http://www.coastalcorp.co.in), website of the Stock Exchange, i.e., BSE Limited at [www.bseindia.com](http://www.bseindia.com) and on the website of Company's Registrar and Transfer Agents, M/s Big share Services Pvt. Ltd ("www.bigshareonline.com").
24. 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 the same by writing to the RTA / Company with details of folio number and attaching a self-attested copy of PAN card to Big Share Services Private Ltd at [bsshyd1@bigshareonline.com](mailto:bsshyd1@bigshareonline.com) and [bsshyd@bigshareonline.com](mailto:bsshyd@bigshareonline.com) or to the Company at [cclinvestors@gmail.com](mailto:cclinvestors@gmail.com).
  - b) Members holding shares in dematerialised mode are requested to register / update their email addresses with the relevant Depository Participant.
  - c) Shareholders who have not registered their e-mail address or registered an incorrect email address and in consequence the Annual Report, Notice of AGM and e-voting notice could not be serviced, may send signed copy of the request letter providing the e-mail address, mobile number, self-attested PAN copy along with client master copy (in case of electronic folio) / copy of share certificate (in case of physical folio) via e-mail at the e-mail id [cclinvestors@gmail.com](mailto:cclinvestors@gmail.com). for obtaining the Annual Report and Notice of e-AGM.
25. In case a person has become a member of the Company after dispatch of AGM Notice, but on or before the cut-off date for e-voting, i.e., Tuesday 22<sup>nd</sup> September, 2020, such person may obtain the User ID and Password from the Company's RTA by sending an email request on the above mentioned mail ids.
26. Members are requested to kindly register their e-mail-id with the company as you are aware that the Ministry of Corporate Affairs has taken a "Green Initiative with regard to "Corporate Governance" by allowing paperless compliances by the companies and clarified that the service of documents by Companies to shareholders can be made through electronic mode. In compliance thereof, your company proposes to implement the same by sending the Annual report, Notice of Meetings and other communications to share holders in electronic mode to the e-mail address provided by them through company email id: [cclinvestors@gmail.com](mailto:cclinvestors@gmail.com)
27. In compliance with the provisions of Section 108 of the Act and the Rules framed thereunder, as amended from time to time, and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015,

the Members are provided with the facility to cast their vote electronically, through the e-voting services provided by CDSL, on all the resolutions set forth in this Notice. The instructions for e-voting are given herein below. Resolution(s) passed by Members through e-voting is/are deemed to have been passed as if they have been passed at the AGM.

**28. Transfer of Unclaimed/Unpaid amounts to the Investor Education and Protection Fund (IEPF):**

Members are requested to note that dividends not encashed or remaining unclaimed for a period of 7 (seven) years from the date of transfer to the Company's Unpaid Dividend Account, shall be transferred to the Investor Education and Protection Fund ("IEPF") established by the Central Government. Further, pursuant to the provisions of Section 124 of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ('IEPF Rules') as amended from time to time, all shares on which dividend has not been paid or claimed for seven consecutive years or more shall be transferred to IEPF Authority as notified by the Ministry of Corporate Affairs.

Members who have not yet encashed the dividend warrants from the financial year ended 31st March 2015 onwards are requested to forward their claims to the Company's Registrar and Share Transfer Agent without any further delay. It is in Members' interest to claim any un-encashed dividends and for future, opt for Electronic Clearing Service, so that dividends paid by the Company are credited to the Members' account on time.

29. Shareholders who would like to express their views/ask questions during the meeting may register themselves as a speaker by sending their request in advance at least **72 hours before the date of AGM** mentioning their name, demat account number/folio number, email id, mobile number at RTA email id: agmparticipant@bigshareonline.com. The shareholders who do not wish to speak during the AGM but have queries may send their queries in advance **7 days prior to meeting** mentioning their name, demat account number/folio number, email id, mobile number at company email id: ccinvestors@gmail.com. These queries will be replied to by the company at the meeting/suitably by email.
30. Members attending the AGM through VC / OAVM shall be counted for the purpose of reckoning the quorum under Sec.103 of the Act
31. Since the meeting will be conducted through VC/OAVM facility, the Route Map is not annexed in this Notice.

**E-VOTING:**

The business as set out in the Notice may be transacted through electronic voting system and the Company is providing facility for voting by electronic means. Pursuant to the provisions of Section 108 of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014, the Company is pleased to offer e-voting facility as an alternate to its members to cast their votes electronically on all resolutions set forth in the Notice convening the 39th Annual General Meeting. The Company has engaged the services of Central Depository Services India Limited (CDSL) to provide the e voting facility.

The Members whose names appear in the Register of Members / List of Beneficial Owners as on 22<sup>nd</sup> September, 2020 (cut-off date), are entitled to vote on the resolutions set forth in this Notice. The e-voting period will commence on Saturday, 26<sup>th</sup> September, 2020 (09:00 hrs) and will end on Monday, 28<sup>th</sup> September, 2020 (17:00 hrs). During this period, shareholders of the Company holding shares either in physical form or in dematerialized form, as on the cut-off date may cast their vote electronically.

The e-voting module shall be disabled by CDSL for voting thereafter. Members will not be able to cast their votes electronically beyond the date & time mentioned above. The Company has appointed Mr. Sambhu Prasad, Practicing Company Secretary (CP No. 11723) Mem. No. F8795 to act as Scrutinizer to conduct and scrutinize the electronic voting process and poll at the Annual General Meeting in a fair and transparent manner. The members desiring to vote through electronic mode may refer to the detailed procedure on e-voting given hereunder.