

# **CHEMO PHARMA LABORATORIES LIMITED**

**77<sup>TH</sup> ANNUAL REPORT  
2018-2019**

**BOARD OF DIRECTORS**

SHRI. SHREENIWAS SOMANI  
SHRI. ASHOK SOMANI  
SMT. SHANTA SOMANI  
SHRI. BALKISHAN LOHIA  
SHRI. TOBY ANTONY  
SHRI. PRAKASH CHAND JAIN  
(Resigned from the Directorship w.e.f. 28/01/2019)  
SHRI. MATHURA PRASAD SHARMA  
(Appointed as an Additional Director w.e.f. 28/01/2019)

**CHIEF EXECUTIVE OFFICER**

SHRI. SHREENIWAS SOMANI

**CHIEF FINANCIAL OFFICER**

SHRI. ASHOK SOMANI

**COMPANY SECRETARY  
& COMPLIANCE OFFICER**

SMT. NEHA VORA

**BANKERS**

KOTAK MAHINDRA BANK, MUMBAI  
AXIS BANK LTD., MUMBAI  
UNION BANK OF INDIA, MUMBAI

**STATUTORY AUDITORS**

**M/S. VMD & CO.,**  
CHARTERED ACCOUNTANTS, MUMBAI

**INTERNAL AUDITOR**

**M/S. SARDA SONI & ASSOCIATES LLP,**  
CHARTERED ACCOUNTANTS, MUMBAI

**SECRETARIAL AUDITOR**

**S. K. JAIN & CO.**  
PRACTICING COMPANY SECRETERIES

**REGISTERED OFFICE**

5, KUMUD APARTMENT CHS. LTD.,  
KARNIK ROAD, CHIKAN GHAR,  
KALYAN, DIST. THANE - 421301

**CORPORATE OFFICE**

EMPIRE HOUSE, 3<sup>RD</sup> FLOOR,  
214, DR. D. N. ROAD,  
FORT, MUMBAI - 400001

**REGISTRAR AND  
SHARE TRANSFER AGENTS**

**PURVA SHAREGISTRY (INDIA) PRIVATE LIMITED**  
UNIT NO. 9, SHIV SHAKTI IND. ESTATE,  
J. R. BORICHA MARG,  
LOWER PAREL (E), MUMBAI-400011  
E-MAIL ID - support@purvashare.com

**WEBSITE :** [www.thechemopharmalaboratoriesltd.com](http://www.thechemopharmalaboratoriesltd.com)  
**E-MAIL ID :** [chemopharmalab@gmail.com](mailto:chemopharmalab@gmail.com)

**CHEMO PHARMA LABORATORIES LIMITED**

**Registered Office: 5-Kumud Apartment Co. Op. Hsg. Soc. Ltd., Karnik Road,  
Chikan Ghar, Kalyan, Dist. Thane - 421301**

**Tel No. - (022) 22078381/22078382**

**CIN No.- L99999MH1942PLC003556**

**Website: [www.thechemopharmalaboratoriesltd.com](http://www.thechemopharmalaboratoriesltd.com)**

**Email Id: [chemopharmalab@gmail.com](mailto:chemopharmalab@gmail.com)**

**NOTICE CONVENING ANNUAL GENERAL MEETING**

NOTICE is hereby given that the **SEVENTY SEVENTH ANNUAL GENERAL MEETING** of the Shareholders of **CHEMO PHARMA LABORATORIES LIMITED** will be held at the Registered Office of the Company at 5 - Kumud CHS Ltd., Karnik Road, Chikan Ghar, Kalyan, Dist. Thane - 421301 on **Tuesday, 27<sup>th</sup> August, 2019 at 04:00 p.m.** to transact the following business:

**ORDINARY BUSINESS**

1. To consider and adopt the Audited Financial Statements of the Company for the Financial Year ended 31<sup>st</sup> March, 2019 and the Report of Board of Directors and Auditors thereon.
2. To appoint a Director in place of Shri. Ashok Somani (DIN - 03063364), who retires by rotation and being eligible for re-appointment.

**SPECIAL BUSINESS**

3. **APPOINTMENT OF SHRI. MATHURA PRASAD SHARMA (DIN - 00245209) AS A NON-EXECUTIVE INDEPENDENT DIRECTOR FOR A TERM OF FIVE CONSECUTIVE YEARS**

To pass with or without modification(s) the following resolution as a Special Resolution:

"RESOLVED THAT pursuant to the provisions of Section 149 and 152 read with Schedule IV and any other applicable provisions of the Companies Act, 2013 and the rules made there-under (including any statutory modification(s) or re-enactment thereof for the time being in force) and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Shri. Mathura Prasad Sharma (DIN - 00245209) be and is hereby appointed as Director designated as Non-Executive Independent Director for a term of consecutive five years from the conclusion of the Annual General Meeting till the conclusion of Annual General Meeting held for the Financial Year 2023-2024.

RESOLVED FURTHER THAT any one of the Board of Directors of the Company be and is hereby authorized to file e-form DIR-12 with the Registrar of Companies (ROC) and to do all such acts, deeds and things as may be necessary in this regards."

4. **APPOINTMENT OF SMT. SHANTA SOMANI AS DIRECTOR OF THE COMPANY**

To pass with or without modification(s) the following resolution as a Special Resolution:-

"RESOLVED THAT pursuant to Section 149, 152 (1) of the Companies Act, 2013 read with Rule 3 of The Companies (Appointment and Qualification of Directors) Rules, 2014, including any Statutory Modification (s) or re-enactment (s) thereof for the time being in force and the requirement of Circular issued by Securities and Exchange Board of India (SEBI) in its vide Circular No. - CIR/CFD/POLICY CELL/7/2014 dated 15<sup>th</sup> September, 2014, Smt. Shanta Somani (DIN - 06974887) be and is hereby appointed as a Director of the Company and she shall be in category of Non-Executive Women Director.

RESOLVED FURTHER THAT any one of the Board of Directors of the Company be and is hereby authorised to file E-Form DIR-12 with the Registrar of Companies (ROC) and to do all such acts, deeds and things as may be necessary in this regards."

**5. RE-APPOINTMENT OF SHRI. BALKISHAN LOHIA (DIN – 00079120) AS A NON-EXECUTIVE INDEPENDENT DIRECTOR FOR A SECOND TERM OF FIVE YEARS**

To pass with or without modification(s) the following resolution as a Special Resolution:

“RESOLVED THAT pursuant to the provisions of Section 149 and 152 read with Schedule IV and any other applicable provisions of the Companies Act, 2013 and the rules made there under (including any statutory modification(s) or re-enactment thereof for the time being in force) and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and subject to any consent and/or approval as may be applicable, Shri. Balkishan Lohia (DIN – 00 079120), be and is hereby re-appointed as Non-Executive Independent Director for a term of consecutive five years from the conclusion of this Annual General Meeting till the conclusion of Annual General Meeting held for the Financial Year 2023-2024.

RESOLVED FURTHER THAT any one of the Board of Directors of the Company be and is hereby authorised to file E-Form DIR-12 with the Registrar of Companies (ROC) and to do all such acts, deeds and things as may be necessary in this regards.”

**NOTES:**

1. The Company's Statutory Auditors, M/s. VMD & Co., were appointed as Statutory Auditors of the Company for a period of five consecutive years at the Annual General Meeting of the Members held on 30<sup>th</sup> August, 2016 on remuneration to be determined by the Board of Directors. Their appointment was subject to ratification by the Members at every subsequent Annual General Meeting held after the AGM held on 30<sup>th</sup> August, 2016. Pursuant to the amendments made to Section 139 of the Companies Act, 2013 by the Companies (Amendment) Act, 2017 effective from 07<sup>th</sup> May, 2018, the requirement of seeking ratification of the Members for the appointment of the Statutory Auditors has been withdrawn from the Statute. In view of the above, ratification of the Members for continuance of their appointment at this Annual General Meeting is not being sought. The Statutory Auditors have given a confirmation to the effect that they are eligible to continue with their appointment and that they have not been disqualified in any manner from continuing as Statutory Auditors. The remuneration payable to the Statutory Auditors shall be determined by the Board of Directors based on the recommendation of the Audit Committee.
2. Relevant documents referred to in the accompanying Notice and in the Explanatory Statements are open for inspection by the Members at the Company's Registered Office on all working days, during the office hours except Saturdays, Sundays and all public holidays up to the date of the Meeting.
3. In respect of Resolutions bearing item No. 2, 3, 4 and 5, a Statement giving additional information on the Directors seeking appointment / re-appointment is annexed herewith as required as under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
4. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, in respect of the business under Item Nos. 3, 4 and 5 of the accompanying Notice are annexed hereto.
5. A Member entitled to attend and vote at the Annual General Meeting (the "Meeting") is entitled to appoint a proxy to attend and vote on a poll instead of himself and the proxy need not be a Member of the Company. The instrument appointing the proxy should, however, be deposited at the registered office of the Company not less than 48 hours before the commencement of the Meeting i.e. on 25/08/2019 by 04:00 p.m.
6. A person can act as a proxy on behalf of Members not exceeding fifty in number and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A Member holding more than ten percent of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.

7. Corporate Members intending to send their authorised representatives to attend the Meeting pursuant to Section 113 of the Companies Act, 2013, are requested to send to the Company, a certified copy of the relevant Board Resolution together with their respective specimen signature authorizing their representative to attend and vote on their behalf at the Meeting.
8. Members, Proxies and Authorized Representatives are requested to bring to the Meeting, the attendance slips enclosed herewith duly completed and signed mentioning therein details of their DPID and Client ID/Folio No.
9. In case of joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote at the Meeting.
10. The Company has notified closure of Register of Members and Share Transfer Books from 22<sup>nd</sup> August, 2019 to 27<sup>th</sup> August, 2019 (both days inclusive).
11. Members holding shares in electronic form are requested to intimate immediately any change in their address or to their Depository Participants with whom they are maintaining their DEMAT Accounts. Members holding shares in physical form are requested to advise any change in their address or bank mandates immediately to the Company / Purva Shareregistry (India) Private Limited.
12. 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 their Depository Participants with whom they are maintaining their DEMAT Accounts. Members holding shares in physical form can submit their PAN to the Company / Purva Shareregistry (India) Private Limited.
13. 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 send the share certificates to Purva Shareregistry (India) Private Limited for consolidation into a single folio.
14. Members who have not registered their e-mail addresses so far are requested to register their e-mail address for receiving all communication including Annual Report, Notices, Circulars, etc. from the Company electronically.
15. Members holding shares in their single name are advised to make a nomination in respect of their shareholding in the Company. The Nomination Form can be down from the Company's Website - by accessing the icon of Companies Act, 2013 Compliance. Members holding shares in physical form should file their Nomination Form with the Company whilst the Members holding shares in dematerialized form should file their Nomination Form with their DP.
16. SEBI vide its Circular No. SEBI/LAD-NRO/GN/2018/24 dated 08<sup>th</sup> June, 2018, amended Regulation 40 of SEBI Listing Regulations pursuant to which after 05<sup>th</sup> December, 2018 transfer of securities could not be processed unless the securities are held in the dematerialized form with a depository. The said deadline has been extended by SEBI till 31<sup>st</sup> March, 2019. Members holding shares in physical form are requested to dematerialize their holdings at the earliest as it will not be possible to transfer shares held in physical mode as per extension of the deadline announced by SEBI.
17. A Route Map showing directions to reach the venue of the 77<sup>th</sup> Annual General Meeting is given at the end of the notice as per the requirement prescribed in Secretarial Standards - 2, which is based on the Standards pertaining to on "General Meeting".

#### **GENERAL INFORMATION**

1. In Compliance with the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of The Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) as amended from time to time, the Company is pleased to

offer Remote E-Voting Facilities to its members in respect of the business to be transacted at the 77<sup>th</sup> Annual General Meeting. The Company has engaged the services of Central Depository Services Limited (CDSL) as an authorized agency to provide Remote E-Voting Facility. Resolutions passed by the Members through Remote E-Voting or Ballot Form are deemed to have been passed as if they have been passed at the Annual General Meeting (AGM).

2. The Members who have cast their votes by Remote E-Voting or by Ballot Form prior to the AGM may also attend the meeting but they shall not be entitled to cast their vote again.
3. The Remote E-Voting Period will commence on Saturday, 24<sup>th</sup> August, 2019 at 09:00 a.m. and will end on Monday, 26<sup>th</sup> August, 2019 at 05:00 p.m. During this period, Members of the Company holding shares either in physical form or in dematerialized form, as on cut-off date i.e. Tuesday, 20<sup>th</sup> August, 2019, may cast their vote by Remote E-Voting. The Remote E-Voting module will be disabled by CDSL for the voting thereafter.

The voting rights of Members shall be in proportion of the paid up equity share capital of the Company as on the cut-off date i.e. Tuesday, 20<sup>th</sup> August, 2019.

Only those Members whose names are recorded in the Register of Members of the Company as on the cut-off date shall be entitled to vote. If a person was a Member on the date of the Book Closure date as aforesaid but has ceased to be a Member on the cut-off date, he/she shall not be entitled to vote. Such person should treat this notice for information purpose only.

4. Dr. Shubh Karan Jain, Practicing Company Secretary, has been appointed as the Scrutinizer for overseeing the voting and Remote-E-voting in a fair and transparent manner.
5. The Scrutinizer shall submit his report to the Chairman. The results declared along with the report of the Scrutinizer shall be placed on the website of the Company i.e. [www.thechemopharmalaboratoriesltd.com](http://www.thechemopharmalaboratoriesltd.com) and on the website of CDSL i.e. <https://www.evotingindia.com> after the declaration of result by the Chairman or a person authorized by him in his behalf. The Results shall be uploaded on the BSE Listing Portal.
6. Subject to receipt of requisite number of votes, the Resolutions shall be deemed to be passed on the date of Annual General Meeting i.e. Tuesday, 27<sup>th</sup> August, 2019.

#### **PROCESS FOR MEMBERS OPTING FOR REMOTE E-VOTING**

In Compliance with provisions of Amendment Rules, 2015 and Regulation 44(1) of SEBI (Listing Obligations And Disclosure Requirements) Regulations, 2015, the Company will be providing Members facility to exercise their right to vote on resolutions proposed to be considered at the ensuing Annual General Meeting (AGM) by electronic means and the business may be transacted through Remote E-Voting Services. The facility of casting the votes by the Members using an electronic voting system from a place other than venue of the AGM ("Remote E-Voting") will be provided by Central Depository Services Limited (CDSL). The detailed procedure to be followed in this regard has been given in **Annexure-A** to the notice. The Members are requested to go through them carefully.

**BY ORDER OF THE BOARD OF DIRECTORS  
FOR CHEMO PHARMA LABORATORIES LIMITED**

**Place: Mumbai  
Date : 18<sup>th</sup> July, 2019**

**Sd/-  
ASHOK SOMANI  
DIRECTOR & CFO  
(DIN - 03063364)**

**ANNEXURE TO THE ITEM NO. 2.4.5 OF NOTICE****DETAILS OF DIRECTORS SEEKING RE-APPOINTMENT / APPOINTMENT AT THE FORTHCOMING ANNUAL GENERAL MEETING IN PURSUANCE OF SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015**

Sr. No.	1	2	3	4
Name of the Director	Shri. Ashok Somani	Shri. Mathura Prasad Sharma	Smt. Shanta Somani	Shri. Balkishan Lohia
Director Identification Number	03063364	00245209	06974877	00079120
Date of Birth	10-06-1960	02-01-1939	04-01-1939	25-06-1949
Nationality	Indian	Indian	Indian	Indian
Date of Appointment on Board	26-11-2013	-	-	18-10-2012
Shareholding in the Company	3 (0.00%)	Nil	Nil	3 (0.00%)
List of Directorships held in other Companies (excluding foreign, private, and Section 8 Company)	1. M/s. Citric India Limited	Nil	Nil	Nil
Memberships/Chairmanships of Audit Committee Stakeholders Relationship Committee	Nil	Nil	Nil	1. Audit Committee 2. Stakeholders Relationship Committee 3. Nomination and Remuneration Committee

**EXPLANATORY STATEMENT UNDER SECTION 102 OF THE COMPANIES ACT, 2013****ITEM NO. 3**

A Company has received a notice dated 20<sup>th</sup> June, 2019 in writing under Section 160 of the Companies Act, 2013 along with deposit of Rs. 1 Lakh from a Member proposing the candidature of Shri. Mathura Prasad Sharma for the Office of Director of the Company.

The Board of Directors of the Company on the recommendation of the Nomination and Remuneration Committee proposed to recommend appointment of Shri. Mathura Prasad Sharma (DIN - 00245209) as a Non-Executive Independent Director pursuant to the Section 149 (1), 152 and 161 of the Companies Act, 2013 read with Rule 3 of The Companies (Appointment and Qualification of Directors) Rules, 2014 of the Companies Act, 2013 and the Articles of Association of the Company, with effect from the conclusion of this Annual General Meeting.

Shri. Mathura Prasad Sharma is not disqualified from being appointed as a Director in terms of Section 164 of the Companies Act, 2013 and has given his consent to act as a Director.

Shri. Mathura Prasad Sharma has attained the age of more than Seventy Five years. Hence as per Regulation 17 (1A) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) (Amendment) Regulations, 2018 published in SEBI Circular vide Circular No. SEBI/LAD-NRO/GN/2018/10 dated 09<sup>th</sup> May, 2018 which is applicable from 01<sup>st</sup> April, 2019, the resolution set out in the Notice is proposed to be passed as a Special Resolution.

Brief resume of Shri. Mathura Prasad Sharma is given in the Annexure to the Notice of Annual General Meeting forming part of the Annual Report to the Company.

Shri. Mathura Prasad Sharma is being proposed to be appointed as Non-Executive Independent Director for a term of five consecutive years with effect from the conclusion of the Annual General Meeting. Necessary resolutions for his appointment as a Non-Executive Independent Director is set out in Item No. 3 of the Notice.

Except Shri. Mathura Prasad Sharma and his relatives, no other Directors and Key Managerial Personnel and their relatives are concerned or interested or deemed to be concerned or interested in the proposed Resolution. Shri. Mathura Prasad Sharma is not holding any share in Chemo Pharma Laboratories Limited (the "Company").



The Board of Directors recommends the passing of proposed Resolution.

#### **ITEM NO. 4**

A Notice dated 21<sup>st</sup> June, 2019 has been received from a shareholder of the Company along with deposit of Rs. 1 Lakh proposing appointment of Smt. Shanta Somani as Non-Executive Women Director of the Company.

The Board of Directors of the Company on the recommendation of the Nomination and Remuneration Committee proposed to recommend appointment of Smt. Shanta Somani (DIN-06974887) as Non-Executive Women Director of the Company, pursuant to the Section 149 (1) of the Companies Act, 2013 read with Rule 3 of The Companies (Appointment and Qualification of Directors) Rules, 2014 and the requirement of Circular issued by Securities and Exchange Board of India (SEBI) in its vide Circular No. - CIR/CFD/POLICY CELL/7/2014 dated 15<sup>th</sup> September, 2014 and Section 152, 161(1) of the Companies Act, 2013 and the Articles of Association of the Company.

Smt. Shanta Somani is not disqualified from being appointed as a Director in terms of Section 164 of the Companies Act, 2013 and has given his consent to act as a Director.

Smt. Shanta Somani has attained age of more than Seventy Years. Hence as per Schedule V of the Companies Act, 2013 read with relevant rules there-under, the resolution set out in the Notice is proposed to be passed as a Special Resolution.

Smt. Shanta Somani is being proposed to be appointed as Non-Executive Women Director with effect from the conclusion of this Annual General Meeting. Necessary resolutions for her appointment as a Non-Executive Women Director is set out in Item No. 4 of the Notice.

Brief resume of Smt. Shanta Somani is given in the Annexure to the Notice of Annual General Meeting forming part of the Annual Report to the Company.

Except Smt. Shanta Somani and Shri. Shreeniwas Somani, no other Directors and Key Managerial Personnel and their relatives are concerned or interested or deemed to be concerned or interested in the proposed Resolution.

The Board of Directors recommends the passing of proposed Resolution.

#### **ITEM NO. 5**

Shri. Balkishan Lohia was appointed as a Non-Executive Independent Director for a term of five consecutive year w.e.f. 29<sup>th</sup> August, 2014. As per Section 149 (10) of the Companies Act, 2013, Shri. Balkishan Lohia is eligible for re-appointment as Non-Executive Independent Director for a further term of Five Consecutive years by passing a Special Resolution in the General Meeting.

The re-appointment of Shri. Balkishan Lohia as a Non-Executive Independent Director for a second term of five consecutive years has been recommended by Nomination and Remuneration Committee in its meeting held on 28<sup>th</sup> January, 2019. Based on the said recommendation, the Board of Directors in its meeting held on 27<sup>th</sup> May, 2019 has decided to propose the resolution as set out in item no. 5 of the notice for consideration and approval of members of the Company.

Brief resume of Smt. Balkishan Lohia is given in the Annexure to the Notice of Annual General Meeting forming part of the Annual Report to the Company.

The Resolution set out at item no. 5 seeks to re-appoint Shri. Balkishan Lohia as a Non-Executive Independent Director for a further term of five consecutive years subject to passing of the said resolution as a Special Resolution. The Company has received a declaration of independence from Shri. Balkishan Lohia which is available for inspection by the shareholders of the Company during the office hours except Saturdays, Sundays and all public holidays up to the date of the meeting.

Except Shri. Balkishan Lohia and his relatives, no other Directors and Key Managerial Personnel and their relatives are concerned or interested or deemed to be concerned or interested in the proposed Resolution. Shri. Balkishan Lohia (DIN - 00079120) is holding 3 Equity Shares in Chemo Pharma Laboratories Limited (the "Company").

The Board of Directors recommends the passing of proposed Resolution.

**BY ORDER OF THE BOARD OF DIRECTORS  
FOR CHEMO PHARMA LABORATORIES LIMITED**

Sd/-

**ASHOK SOMANI  
DIRECTOR & CFO  
(DIN - 03063364)**

**Place: Mumbai  
Date : 18<sup>th</sup> July, 2019**



**ANNEXURE A TO THE NOTICE****INSTRUCTIONS FOR VOTING THROUGH ELECTRONIC MEANS**

- (i) The Remote E-Voting period begins on Saturday, 24<sup>th</sup> August, 2019 at 09:00 a.m. and will end on Monday, 26<sup>th</sup> August, 2019 at 05:00 p.m. During this period, Shareholders of the Company, holding shares either in physical form or in Dematerialized Form, as on the cut-off date (record date) of Tuesday, 20<sup>th</sup> August, 2019, may cast their vote electronically. The Remote E-Voting module shall be disabled by CDSL for voting thereafter.
- (ii) The Shareholders should log on to the E-Voting website [www.evotingindia.com](http://www.evotingindia.com)
- (iii) Click on Shareholders
- (iv) Now Enter your User ID
  - a. For CDSL: 16 digits beneficiary ID
  - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID
  - c. Members holding shares in Physical Form should enter Folio Number registered with the Company
- (v) Next enter the Image Verification as displayed and Click on Login
- (vi) If you are holding shares in DEMAT Form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any Company, then your existing password is to be used
- (vii) If you are a first time user follow the steps given below:

For Members holding shares in DEMAT Form and Physical Form	
<b>PAN</b>	<p>Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both DEMAT shareholders as well as physical shareholders)</p> <ul style="list-style-type: none"> <li>Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN field.</li> <li>In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field.</li> </ul>
<b>Dividend Bank Details OR Date of Birth (DOB)</b>	Enter the Date of Birth as recorded in your DEMAT Account or in the Company records for the said DEMAT Account or folio in dd/mm/yyyy format.
	<p>Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the Company records in order to login.</p> <ul style="list-style-type: none"> <li>If both the details are not recorded with the depository or Company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (iv).</li> </ul>

- (viii) After entering these details appropriately, click on "SUBMIT" tab.
- (ix) Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in DEMAT Form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the DEMAT holders for voting for resolutions of any other Company on which they are eligible to vote, provided that Company opts for Remote E-Voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

- (x) For Members holding shares in physical form, the details can be used only for Remote E-Voting on the resolutions contained in this Notice.
- (xi) Click on the EVSN for the relevant **CHEMO PHARMA LABORATORIES LIMITED** on which you choose to vote.
- (xii) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xiii) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (xiv) After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- (xv) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xvi) You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- (xvii) If DEMAT account holder has forgotten the same password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xviii) Shareholders can also cast their vote using CDSL's mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.
- (xix) Note for Non - Individual Shareholders and Custodians
- Non-Individual Shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves as Corporates.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - After receiving the login details a compliance user should be created using the admin login and password. The Compliance user would be able to link the account(s) for which they wish to vote on.
  - The list of accounts should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
  - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favor of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- (xix) In case you have any queries or issues regarding Remote E-Voting, you may refer the Frequently Asked Questions ("FAQs") and Remote E-Voting manual available at [www.evotingindia.com](http://www.evotingindia.com), under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).

FOR CHEMO PHARMA LABORATORIES LIMITED

Place: Mumbai  
Date : 18<sup>th</sup> July, 2019

Sd/-  
ASHOK SOMANI  
DIRECTOR & CFO  
(DIN - 03063364)