

COMSYN

COMMERCIAL SYN BAGS LIMITED

"Weaving strength thread by thread for better world"

35th Annual Report 2018-19





◀ CHAIRMAN'S MESSAGE

Dear Shareholders,

It gives me immense pleasure to present you the 36th Annual Report of your Company for the Financial Year 2018-2019. This year has been a landmark year in the history of the Company, as we crossed the annual turnover of Rs. 200 crores with improved profitability. Ours is one of the fastest growing economy in the world and this creates immense opportunity for us to grow, expand and multiply. The GDP of the country has grown at 6.8% during the Financial Year 2018-2019. Growth rate for GDP in H2 was lower, causing overall growth to dip below 7%. The growth momentum of the economy is expected to improve with several initiatives taken by government. The stability and continuity of the Government should provide greater positivity to the Indian Economy in the times to come.

Your Company has climbed new heights of business and financial excellence in Financial Year 2018-2019. During the current financial year, total revenue has grown to ₹. 20775.21 Lakhs from ₹. 16156.62 Lakhs in previous year, registering growth of 28.59%. Profit before tax also recorded impressive growth to ₹. 1486.45 Lakhs from Rs. 898.20 Lakhs in previous year, an increase of 65.49% and Net Profit after Tax stood at ₹. 1120.79 Lakhs as compared to ₹. 616.25 Lakhs in previous year with a growth of 81.87%. The export sales continue to contribute more than 75% of total sales from manufacturing segment and company's customer base is spread in all the continents except Antarctica.

We have also initiated the expansion of the existing manufacturing facilities with the capacity addition of 3540 MT by setting up of manufacturing facilities by installation of Multifilament plant for production of Yarn, Lamination plant for manufacturing of Tarpaulin, Tuber and Automatic Bag cutting and stitching Machine for manufacturing of Small Bags and FIBC Bags. The proposed capacity is expected to be operational by 1st April, 2020. The company's total capacity will be 20540 MTPA and then your Company will have adequate production capacity to meet the increased demand of the customers. The financial arrangement for the said expansion was done from HDFC Bank Limited. We have also shifted our banking operation from Bank of India to Kotak Mahindra Bank Limited for reduced pricing and operational ease.

Further, the Company has been allotted a Leasehold Land from MPIDC, Bhopal admeasuring 40000 sq meters in Industrial Area Pithampur for further expansion. The details of upcoming project with the cost and means of finance will be informed in due course of time.

I am also pleased to inform that the Company has been migrated from BSE SME platform to the Main Board of BSE Limited w.e.f. 13th May, 2019 and after completing two successful years of listing at BSE SME platform and we welcome new members to our family.

Your Company always focuses on operational efficiency and reduction in cost for which it has also taken some initiatives in previous years. During the year under review 18.51 Lakhs units of Electricity were generated through 1.0 MW (1.2 MW peak (p) Solar Power Generating System at Ujaas Solar Park, Sitamau (MP) and used as captive consumption at Company's manufacturing units at Pithampur. Further that during the year under review your Company has achieved turnover of 22755.00 MT vis a vis 11,989 MT in financial year 2017-2018 under trading operations as DCA cum CS of ONGC Petro additions Limited (OPaL), and strengthened its presence in domestic market.

Company had declared and paid interim dividend of 7% i.e. of ₹. 0.70 per equity share of face value of ₹. 10 each for financial year 2018-2019 and in addition, your directors are pleased to recommend a Final Dividend of 8% i.e. ₹. 0.80 per equity share of face value of ₹. 10 each for financial year 2018-2019, subject to approval of shareholders.

Growth and execution is inherent in our philosophy, and with a continued clear vision and strategy, we might be able to create/enter the new vistas even faster. With our expertise, proximity to customers, production efficiency and a harmonious industrial relationship, we believe we have established an organization which is well geared to deliver high shareholders value in time to come. Management of your Company believes in adhering to highest standards of Corporate Governance in all its operations.

Going ahead, we continue to remain optimistic about the global and domestic opportunities and are confident of capturing the same with the help of our manufacturing capabilities and long standing vendor and customer relationship

To conclude, I would like to thank the entire team at COMSYN for their untiring efforts and unflinching commitments towards the Company.

I would like to convey my sincere appreciation to the Board of Directors for their continued guidance. I would also like to acknowledge the trust, respect and support of our customers, business associates, suppliers, Bankers and authorities of the BSE, SEBI, NSDL, CDSL and RTA. Lastly, I would like to extend my gratitude towards all our Shareholders for their continuing faith and confidence in the management of the Company; we look forward to create more milestones going ahead.

*With best wishes,
Sincerely,*

*Anil Choudhary
Chairman & Managing Director*

CORPORATE INFORMATION

Board of Directors

Name	Designation
Mr. Anil Choudhary	Chairman & Managing Director
Mrs. Ranjana Choudhary	Whole-time Director
Mr. Virendra Singh Pamecha	Whole-time Director
Mr. Hitesh Mehta	Independent Director
Mr. Milind Mahajan	Independent Director
Mr. Chintan Pushpraj Singhvi	Independent Director

Other Key Managerial Personnel

Name	Designation
Mr. Ravindra Choudhary	Chief Executive Officer
Mr. Abhishek Jain	Chief Financial Officer
CS Anamika Gupta	Company Secretary & Compliance Officer

Other Management Personnel

Name	Designation
Mr. Pramal Choudhary	Chief Operating Officer

Committees of the Board *Audit Committee*

Name	Status	Position in the Committee
Mr. Hitesh Mehta	Independent Director	Chairman
Mr. Milind Mahajan	Independent Director	Member
Mr. Virendra Singh Pamecha	Whole-time Director	Member

Stakeholders' Relationship Committee

Name	Status	Position in the Committee
Mr. Milind Mahajan	Independent Director	Chairman
Mr. Hitesh Mehta	Independent Director	Member
Mr. Anil Choudhary	Chairman and Managing Director	Member

Nomination and Remuneration Committee

Name	Status	Position in the Committee
Mr. Hitesh Mehta	Independent Director	Chairman
Mr. Milind Mahajan	Independent Director	Member
Mr. Chintan Pushpraj Singhvi	Independent Director	Member

Corporate Social Responsibility Committee

Name	Status	Position in the Committee
Mr. Anil Choudhary	Chairman and Managing Director	Chairman
Mrs. Ranjana Choudhary	Whole-time Director	Member
Mr. Hitesh Mehta	Independent Director	Member

Statutory Auditor:

M/s Gupta & Ashok, Chartered Accountants
203, Sunrise Tower, 579, M.G. Road, Indore (MP)-452001

Secretarial Auditor:

M/s Ishan Jain & Co., Company Secretaries
Indore (M.P.) 452001

Internal Auditor:

M/s Dilip Rathor & Co., Chartered Accountants
Dhamnod (M.P.) 454552

Name of Stock Exchange, Script Code & ISIN No.:

BSE Limited, Scrip Code: 539986
ISIN:INE073V01015

Bankers:

State Bank of India
Bank of Baroda
HDFC Bank Limited
Kotak Mahindra Bank Ltd.

Registered Office:

Commercial House, 3-4, Jaora Compound M.Y.H. Road, Indore-452001 (M.P.)
CIN: L25202MP1984PLC002669 Email: investors@comsyn.com
Tel : 91 731- 4279525/26, Website: www.comsyn.com

WORKS:

Unit I: Plot No. S-4/1, S-4/2, S-4/3, S-4/3A Sector 1, Pithampur (M.P.)
Unit II: Plot No. S-2/1, S-3/1, S-3/2, Sector-1, Pithampur (MP)
Unit III: Plot No. 309, Sector-1, Pithampur (MP)
Unit SEZ: Indore Special Economic Zone, Plot No. 15 to 18, Phase-1, Sector-III, Pithampur (MP)
SOLAR POWER DIVISION: PH No. 36, Village Galihara, Tehsil, Sitamau. District Mandsaur (M.P.)
TRADING DIVISION WAREHOUSE : 61/2, Sector-F, Sanwer Road, Indore-452015 (M.P.)

Share Transfer Agent:

Bigshare Services Private Limited
1st Floor, Bharat Tin Works Building
Opp. Vasant Oasis, Makwana Road,
Marol, Andheri East, Mumbai 400059, (M.H.)
Tel : + 91-22-6263 8200

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NOTICE

Notice is hereby given that 35th Annual General Meeting of the members of **COMMERCIAL SYN BAGS LIMITED** will be held on **Wednesday the 18th day of September, 2019** at 12:15 P.M. at Hotel Shreemaya Residency, A.B. Road, Near Press Complex, Indore, (M.P.) 452008 to transact the following businesses:

ORDINARY BUSINESS

1. To receive, consider, approve and adopt the Financial Statements of the Company including the audited Balance Sheet as at 31st March 2019, the statement of Profit & Loss and Cash Flow for the year ended 31st March 2019 and the Report of the Boards' and Auditors thereon.
2. To declare dividend on the equity shares of ₹. 10/- each of the Company for the financial year ended 31st March, 2019
3. To appoint a director in place of **Mrs. Ranjana Choudhary (DIN: 03349699)**, who is liable to retire by rotation and being eligible offers herself for re-appointment.
4. To appoint as the Statutory Auditors of the Company for a term of five years and to fix their remuneration and to consider and, if thought fit, pass the following resolution as an **Ordinary Resolution**:

“RESOLVED THAT pursuant to the provisions of Section 139 and 142 and other applicable provisions, if any, of the Companies Act, 2013 (“the Act”) read with Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force), **M/s. Avinash Agrawal & Co., Chartered Accountants (F.R. No. 022666C)** be and is hereby appointed as the Statutory Auditors of the Company in place of the retiring auditors M/s Gupta & Ashok, Chartered Accountants, (whose term will be completed on the conclusion of the ensuing Annual General Meeting), to hold office for a term of 5 (five) consecutive years from the conclusion of this Annual General Meeting until the conclusion of the 40th Annual General Meeting of the Company to be held in the calendar year 2024 at such remuneration as may be approved by the Audit Committee and the Board of Directors in consultation with the Auditors, plus applicable taxes and reimbursement of travel and out-of-pocket expenses.”

SPECIAL BUSINESS:

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

“RESOLVED THAT in supersession of all earlier resolutions passed on the matter and pursuant to the provisions of Section 180(1)(c) and other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modifications or re-enactment thereof, for the time being in force), and the relevant regulations/directions as may be prescribed by the Reserve Bank of India from time to time (including any amendment(s), modification(s) thereof) and the Articles of Association of the Company, consent of the members of the Company be and is hereby accorded to the Board of Directors or to such person/s or such committee (by whatever name called), as may be authorized by the Board in this regard, to borrow at any time or from time to time by obtaining loans, overdraft facilities, lines of credit, commercial papers, external commercial borrowings (loans/bonds), INR denominated offshore bonds or in any other forms from the directors, Banks, Financial Institutions, Insurance Companies, Mutual Funds or other Corporate or other eligible investors, including by way of availing credit limits through Non-Fund based limits i.e. Bank Guarantee, Letter of Credit, etc. or by any other means as deemed fit by it, against the security of term deposits, movables, immovable or such other assets as may be required or as unsecured, at any time or from time to time, any sum or sums of money(ies) which together with monies already borrowed by the Company (apart from temporary loans obtained or to be obtained from the Company's bankers in the ordinary course of business), exceeding the aggregate of paid-up share capital of the Company, its free reserves and Securities Premium, provided that the total amount so borrowed by the Board shall not at any time exceed ₹ 200.00 Crores (Rupees Two Hundred Crores only);

RESOLVED FURTHER THAT the Board of Directors or such person/s or such committee (by whatever name called), as may be authorized by the Board in this regards, be and are hereby authorized to arrange or settle the terms and conditions on which all such monies are to be borrowed from time to time as to interest, repayment, security or otherwise howsoever as it may think fit and to do all other acts, deeds, matters and things as may be deemed necessary and incidental for giving effect to the above, including execution of all such documents, instruments and writings, as may be required.”

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

"RESOLVED THAT in super session of the earlier resolutions passed by the Company in this regard and subject to the approval of the members, pursuant to the provisions of Section 180(1)(a) of the Companies Act, 2013, rules made thereunder (including any statutory modification or re-enactment thereof) and other applicable provisions, if any, consent of the members be and is hereby accorded for creation of such mortgages, charges and hypothecations as may be necessary, in addition to the existing charges, mortgages and hypothecation created by the Company, on the moveable or immovable properties of the Company, both present and future, in such manner as the Board of Directors or to such person/s or such committee (by whatever name called), as may be authorized by the Board in this regards may deem fit, in favour of financial institutions, investment institutions, banks, mutual funds, trusts, other bodies corporate (hereinafter referred to as the "Lending Agencies") and/or other instruments to secure borrowings of the Company availed/to be availed by way of rupee term loans/INR denominated offshore bonds/foreign currency loans, debentures, bonds and other instruments.

RESOLVED FURTHER THAT for the purpose of giving effect to this resolution, the Board or such person/s or such committee (by whatever name called), as may be authorized by the Board in this regards, be and are hereby authorized to finalize and settle and further to execute such documents/ deeds/ writings/ papers/ agreements as may be required and to do all such acts, deeds, matters and things, as they may, in their absolute discretion deem necessary, proper or desirable and to settle any question, difficulty or doubt that may arise with respect to creation of mortgage/ charge as aforesaid.”

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

“RESOLVED THAT pursuant to the provisions of Section 188(1)(f) of the Companies Act, 2013, read with Companies (Meetings of Board and its powers) Rules, 2014 and other applicable provisions, if any, of the Companies Act, 2013 (Act), SEBI (LODR) Regulation, 2015 and regulations as may be framed by the SEBI from time to time including any statutory modification(s) or re-enactment thereof for the time being in force and as may be enacted from time to time and upon the recommendation of the Nomination and Remuneration Committee and Audit Committee, the consent of the members be and is hereby accorded to pay the remuneration to **Mr. Ravindra Choudhary, Chief Executive Officer** and categorized as the Key Managerial Personnel of the Company who is also relative of the directors of the Company upto ₹. 3,50,000/-per month w.e.f., 1st September, 2019 upon such break thereof as may be decided by the Nomination and Remuneration Committee of the Board from time to time.

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

“RESOLVED THAT pursuant to the provisions of Section 188(1)(f) of the Companies Act, 2013, read with Companies (Meetings of Board and its powers) Rules, 2014 and other applicable provisions, if any, of the Companies Act, 2013 (Act), SEBI (LODR) Regulation, 2015 and regulations as may be framed by the SEBI from time to time including any statutory modification(s) or re-enactment thereof for the time being in force and as may be enacted from time to time and upon the recommendation of the Nomination and Remuneration Committee, the consent of the members be and is hereby accorded to pay the remuneration to **Mr. Pramal Choudhary, Chief Operating Officer** of the Company who is also relative of the directors of the Company upto ₹. 3,50,000/- per month w.e.f., 1st September, 2019 upon such break thereof as may be decided by the Nomination and Remuneration Committee of the Board from time to time.

9. 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 sections 149 and 152 read with Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 and the Companies (Appointment and Qualification of Directors) Rules, 2014 and the applicable provisions of the SEBI (LODR) Regulations, 2015 (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), **Shri Hitesh Mehta (DIN-00427646)**, who was appointed as an Independent Director for the 1st term of 5 years ending on 19th June, 2020 and being eligible for re-appointment for a second term of 5 (Five) Consecutive years, and has submitted a declaration for his independence and upon recommendation of the Nomination and Remuneration Committee and the Board of directors, Shri Hitesh Mehta, be and is hereby re-appointed as an Independent Director of the Company, not liable to retire by rotation and to hold office for a second term of 5 (five) consecutive years, w.e.f. 20th June, 2020 to 19th June, 2025.”

Date: 22nd August, 2019

Commercial Syn Bags Limited

CIN: L25202MP1984PLC002669

Regd. Office: Commercial House,
3-4, Jaora Compound, M.Y.H. Road,
Indore-452001 (MP)

By Orders of the Board of Director

Anamika Gupta

Company Secretary & Compliance Officer

ACS 48148

NOTES:

1. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY/IES TO ATTEND AND VOTE INSTEAD OF HIMSELF/ HERSELF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY.**
2. A person can act as a proxy on behalf of members not exceeding 50 in number and holding in aggregating not more than 10% of the total share capital of the Company carrying voting rights may appoint a single person as a proxy and such person shall not act as a proxy for any other person or Shareholder.

The instrument of proxy in order to be effective should be deposited at the Registered Office of the Company duly completed and signed not less than 48 hours before the time fixed for the Meeting. A Proxy form is enclosed herewith.
3. In terms of the Articles 164A as amended by the Members of the Company by way of Postal Ballot Process including Remote-E-voting and the result of the same were declared by the Chairman on 1st Nov., 2018. The Members of the Company can waive/forgo, if he/they so desire(s), his/their right to receive the dividend (interim or final) for any financial year on a year to year basis, as per the rules framed by the Board of Directors of the Company from time to time for this purpose. Therefore, the Shareholder, if so wishes exercise their rights to waive/forgo the rights to receive the Dividend for the year 2018-19 needs to fill up the form as available on the website of the company www.comsyn.com copy of the same is also enclosed with Annual Report and send it to the Company Secretary of the company by way of email at cs@comsyn.com or investors@comsyn.com or investor@bigshareonline.com or at the Registered Post or by hand.
4. The Explanatory Statement pursuant to section 102 of the Companies Act, 2013, which sets out details relating to special business at the meeting, is annexed hereto.
5. The company has notified closure of Register of Members and Share Transfer Books from **Thursday, the 12th September 2019 to Wednesday 18th September, 2019**, (both days inclusive) for the purpose of 35th Annual General Meeting.
6. The Management Discussion and Analysis Report also forms part of this Annual Report.
7. Members seeking any information are requested to write to the Company by email at investors@comsyn.com at least 7 days before the date of the AGM to enable the management to reply appropriately at the AGM.
8. Members are requested to immediately notify any change in their address and also intimate their active E-Mail ID to their respective Depository Participants (DPs) and to the Registrar and Share Transfer Agent of the Company viz. Bigshare Services Pvt. Ltd., 1st Floor, Bharat Tin Works Building, Opp. Vasant Oasis, Makwana Road, Marol, Andheri East, Mumbai 400059, Maharashtra having email Id investor@bigshareonline.com to receive the soft copy of the annual report and all other communication and notice of the meetings etc., of the Company.
9. Electronic copy of the Annual report for the year 2018-19 is being sent to the members whose email IDs are registered with the Share Transfer Agent /Depository Participants unless any member has requested for a hard copy of the same. For members who have not registered their email address, physical copies of the Annual reports being sent in the permitted mode. Members may also note that the Annual Report for the year 2018-19 is also available on Company's website www.comsyn.com.
10. Corporate Members intending to send their authorized representatives to attend the Annual General Meeting pursuant to section 113 of Companies Act, 2013 are requested to send a duly certified copy of the relevant Board Resolution together with the respective specimen signatures of those representatives authorized under the said resolution to attend and vote on their behalf at the Meeting.
11. Relevant documents referred to in the accompanying Notice are open for inspection by the members at the Registered Office of the company on all working days, except Saturday, between 11:00 A.M to 1:00 P.M. up to the date of the Annual General Meeting.
12. Members/proxies/ authorized representatives are requested to bring the duly filled and signed attendance slip attached with this report and copy of Annual Report with them to attend the Meeting.
13. The Register of Directors, Key Managerial Personnel and the Register of Contracts or Arrangements, in which the directors are interested and their shareholding, maintained under the Companies Act, 2013 will be available for inspection by the Members at the Annual General Meeting.

14. Members may also note that the Notice of 35th Annual General Meeting, Attendance Slip, Proxy Form, Route Map, Ballot Paper and the Annual Report for the year 2018-19 are also available on the website of Company www.comsyn.com for their download.
15. The Brief profile of the director seeking re-appointment at the ensuing annual general meeting is annexed herewith the Notice.
16. The Route Map of the venue of AGM is given at the last page of Annual Report.

17. **Voting through electronic means**

- I. In compliance with provisions of section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of SEBI (LODR), Regulations, 2015, the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at the Annual General Meeting (AGM) by electronic means and the business may be transacted through 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 (I) Ltd. (CDSL).
- II. The facility for voting through ballot paper shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right to vote at the meeting through ballot paper.
- III. The members who have casted their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again at the AGM.

Members are requested to carefully read the below mentioned instructions for remote e-voting before casting their vote.

The instructions for shareholders voting electronically are as under:

- (i) The voting period begins on **15th September, 2019, Sunday (9.00 A.M. IST) and ends on 17th September, 2019, Tuesday (5.00 P.M. IST)**. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date i.e. **11th September 2019, Wednesday** may cast their vote electronically. The 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.
- (iii) Click on Shareholders / Members
- (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 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
PAN	<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"> 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. 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.
Dividend Bank Details OR Date of Birth (DOB)	<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"> 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).

- (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 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 e-voting on the resolutions contained in this Notice.
- (xi) Click on the **EVSN for COMMERCIAL SYN BAGS LTD.**
- (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 a print of the votes cast by clicking on “Click here to print” option on the Voting page.
- (xvii) If a demat account holder has forgotten the changed login 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 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.
 - 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 linked in the login should be mailed to 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 favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- (xx) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at www.evotingindia.com, under help section or write an email to helpdesk.evoting@cdslindia.com.