

36th Annual Report 2019-20

opportunities goals career focus
boldness objectives passion hardwork commitment
motivation courage leadership perseverance
fame creativity life positivity win confidence
education persistence graft self-gratification targets attitude
wealth advance climb aims time change finance
vision growth organisation purpose
inspiration analysis attainment marketing



AATMA-NIRBHAR
BHARAT

COMSYN

COMMERCIAL SYN BAGS LIMITED

"Weaving strength thread by thread for better world"



CHAIRMAN'S MESSAGE

Dear Esteemed Shareowners,

We are pleased to present you detailed account of events that have transpired in 2019-2020, through our Annual Report for the year. We hope you all are keeping safe and are in the best of health. The world is enveloped by Covid – 19 and no country is free from this pandemic and the resultant economic crisis has aggravated the global community's hardship. However, I have no doubt India and the world economy will emerge stronger and bounce back quickly and I also strongly believe that every adversity presents multiple new opportunities.

Your Company has registered a marginal growth in net profit in this financial year. Total revenue and revenue from operation is lower due to disruption caused in the last week of March, 2020 barring this period the performance of your Company tracked the defined plans. The export sales continue to contribute more than 70% of total sales from manufacturing segment and Company's customer base is spread in all the continents except Antarctica.

The outbreak of novel Coronavirus (Covid – 19) has impacted the business operations of the Company by way of interruption in production activities, supply chain and availability of manpower. The nation wide lockdown was effective from midnight of 24th March, 2020. This lockdown was preceded by imposition of Janta Curfew on 22nd March, 2020. The Company continue to operate its manufacturing facilities and distribute its products which are covered under the essential commodities category and resumed partial operation w.e.f. 28th March, 2020 after getting requisite permission from the MPIDC, Regional Office, Indore after adhering to the guideline issued by Government/Local authority. Your Company had made contribution to CM Relief Fund, PM-CARES and also distributed food and essential items to migrant workers.

The financial statements for this financial year are prepared under Ind AS and detailed explanation on how the transition from previous GAAP to Ind AS has affected the Company's financial position, financial performance and cash flows are given in the notes to financial statement.

The announced expansion of at Unit – II is delayed due to Covid – 19 pandemic. The commercial production is expected to commence during September, 2020 and trial run of the project is in process. The Company has been appointed as Implementing Partner for undertaking upskilling/reskilling of persons under Samarth Programme of Ministry of Textiles.

Your directors are pleased to recommend a Final Dividend of 15% i.e. Rs. 1.50 per equity share of face value of Rs. 10 each for financial year 2019-2020, subject to approval of shareholders.

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 18.03 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 48066.98 MT vis a vis 22,755 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.

I would like to inform the members that the Company has incorporated a wholly owned subsidiary in the name and style of Comsyn India Private Limited which will enhance the working capacity of 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 Bankers and authorities of the BSE, SEBI, NSDL, CDSL and RTA. 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.

It is equally important to acknowledge the resolute faith and support of our clients, business associates, suppliers and all other stakeholders who have been a constant source of inspiration in providing value-added products. Their continued support has helped us to consistently improve our financial performance over the years.

I would like to extend my deepest appreciation for COMSYN team and their valuable contribution in bringing sustainable track record and reputation to the Company. Powered by the talent of our people and vesting reaffirmed faith in the resilience of our business model, we look forward to overcoming any challenges that may lie ahead.

*With best wishes,
Sincerely,*

*Anil Choudhary
Chairman & Managing Director*

CORPORATE INFORMATION

Name Shri Anil Choudhary Smt Ranjana Choudhary Shri Virendra Singh Pamecha Shri Hitesh Mehta Shri Milind Mahajan Shri Chintan Pushpraj Singhvi			Board of Directors Designation Chairman & Managing Director Whole-time Director Whole-time Director Independent Director Independent Director Independent Director		
Name Shri Ravindra Choudhary Shri Abhishek Jain CS Sandeep Patel			Other Key Managerial Personnel Designation Chief Executive Officer Chief Financial Officer Company Secretary & Compliance Officer		
Name Shri Pramal Choudhary			Other Management Personnel Designation Chief Operating Officer		
			Committees of the Board Audit Committee Status Independent Director Independent Director Whole-time Director		
Name Shri Hitesh Mehta Shri Milind Mahajan Shri Virendra Singh Pamecha			Position in the Committee Chairman Member Member		
Name Shri Milind Mahajan Shri Hitesh Mehta Shri Anil Choudhary			Stakeholders' Relationship Committee Status Independent Director Independent Director Chairman and Managing Director		
			Position in the Committee Chairman Member Member		
Name Shri Hitesh Mehta Shri Milind Mahajan Shri Chintan Pushpraj Singhvi			Nomination and Remuneration Committee Status Independent Director Independent Director Independent Director		
			Position in the Committee Chairman Member Member		
Name Shri Anil Choudhary Smt Ranjana Choudhary Shri Hitesh Mehta			Corporate Social Responsibility Committee Status Chairman and Managing Director Whole-time Director Independent Director		
			Position in the Committee Chairman Member Member		
Statutory Auditors: M/s Avinash Agrawal & Co. Chartered Accountants 33, Ravi Nagar, Shrinagar Ext., Indore (M.P.)-452018			Secretarial Auditor: M/s Ishan Jain & Co., Company Secretaries Indore (M.P.)-452001		
Internal Auditors: 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 Limited Axis Bank Limited Bank of India Yes Bank Limited			Registered Office: Commercial House, 3-4, Jaora Compound, M.Y.H. Road, Indore (M.P.)-452001 CIN: L25202MP1984PLC002669 Email: investors@comsyn.com Tel : 91 731- 4279525/26 Website: www.comsyn.com		
Share Transfer Agent: Bigshare Services Private Limited 1st Floor, Bharat Tin Works Building Opp. Vasant Oasis, Makwana Road, Marol, Andheri East, Mumbai (M.H.)-400059 Tel : + 91-22-6263 8200 Email: investor@bigshareonline.com Website:www.bigshareonline.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 (M.P.) Unit III: Plot No. 309, Sector-1, Pithampur (M.P.) Unit SEZ: Indore Special Economic Zone, Plot No. 15 to 18, Phase-1, Sector-III, Pithampur (M.P.) SOLAR POWER DIVISION: PH No. 36, VillageGalihara, Tehsil, Sitamau. District Mandsaur (M.P.) TRADING DIVISION WAREHOUSE : 61/2, Sector-F, Sanwer Road, Indore (M.P.)		

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NOTICE

Notice is hereby given that 36th Annual General Meeting of the members of **COMMERCIAL SYN BAGS LIMITED** will be held on **Tuesday the 29th day of September, 2020** at 2:00 P.M. through Video Conferencing (VC)/Other Audio Visual Means (OAVM) for which purposes registered office of the company situated at Commercial House, 3-4, Jaora Compound, M.Y.H. Road Indore (M.P.) 452001 shall be deemed as the venue for the Meeting and the proceedings of the AGM shall be deemed to be made thereat, to transact the following businesses:

ORDINARY BUSINESS

1. To receive, consider, approve and adopt the Audited Financial Statements containing the Balance Sheet as at 31st March 2020, the statement of Profit & Loss, Cash Flow, Changes in Equity and notes thereto of the company for the financial year ended 31st March 2020 and the Report of the Board's and Auditors thereon as on that date.
2. To declare dividend on the 1,18,17,400 equity shares of Rs. 10/- each of the Company for the financial year ended 31st March, 2020.
3. To appoint a director in place of **Shri Anil Choudhary** (DIN: 00017913) Chairman and Managing Director, who is liable to retire by rotation and being eligible offers him self for re-appointment.

SPECIAL BUSINESS:

4. To consider and approve re-appointment of **Shri Virendra Singh Pamecha** (DIN: 07456367) as Whole-time Director & KMP for a further period of 5 (Five) Years w.e.f. 26th March, 2021 and in this regard to consider and, if thought fit to pass with or without modification(s), the following resolution as an Special Resolution:

“RESOLVED THAT pursuant to recommendation of the Nomination and Remuneration Committee and Board of Directors pursuant to the provisions of section 196, 197, 198, 203 and 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), read with Schedule V to the Companies Act, 2013 and Articles of Association of the Company the approval of the Members be and is hereby accorded for re-appointment of **Shri Virendra Singh Pamecha** (DIN: 07456367) as Whole-time Director of the Company for a further period of 5 years with effect from 26th March, 2021 on the remuneration not exceeding Rs. 1,75,000/- (Rupees One Lakh Seventy Five Thousand only) per month.

RESOLVED FURTHER THAT in addition of aforesaid remuneration, **Shri Virendra Singh Pamecha**, Whole-time Director shall also be entitled for the following benefits and shall not be considered for the purpose of calculation of the maximum permissible remuneration as it covers under the exempted category.

1. Employers Contribution to PF: As per the Rules of the Company.
2. Gratuity: As per the rules of the Company, subject to the maximum ceiling as may be prescribed under the Payment of Gratuity Act from time to time.
3. Earned Privilege Leave: As per the rules of the Company subject to the condition that the leave accumulated but not availed of will be allowed to be encashed for 15 days' salary for every year of completed services at the end of the tenure.

FACILITIES TO PERFORM THE COMPANY'S WORK:

1. Car: The Company shall provide a car with driver for the Company's business and if no car is provided, reimbursement of the conveyance/car expenses shall be made as per actual on the basis of claims submitted by him.
2. Telephone, Internet & Cell: Free use of telephone, internet at his residence and Cell phone, provided that the personal long

distance calls on the telephone shall be billed by the Company to the Whole-time Director.

RESOLVED FURTHER THAT in the event of there being any loss or inadequacy of profit for any financial year, the aforesaid remuneration payable to Shri Virendra Singh Pamecha shall be minimum remuneration payable by the Company as per the requirement of Schedule V of the Companies Act, 2013.

RESOLVED FURTHER THAT there shall be clear relation of the Company with Shri Virendra Singh Pamecha as “the Employer-Employee” and each party may terminate the above said appointment with six months’ notice in writing or salary in lieu thereof.

RESOLVED FURTHER THAT Shri Virendra Singh Pamecha, Whole-time Director shall also be entitled to reimbursement of actual entertainment, travelling time to time to perform his duties as per rules of the Company.

RESOLVED FURTHER THAT the Board of directors of the Company be and is hereby authorized to do all such acts, deeds, matters and things and to decide breakup of his remuneration within the permissible limits in its absolute discretion as may be considered necessary, expedient or desirable and to vary, modify the terms and conditions and to settle any question, or doubt that may arise in relation thereto in order to give effect to the foregoing resolution, or as may be otherwise considered by it to be in the best interest of the Company without any requirement to seek further approval of the members of the Company.”

5. To approve re-appointment of Shri Anil Choudhary (DIN:00017913) as the Chairman and Managing Director & Chairman for a further period of 5 (Five) Years w.e.f. 20th February, 2021 and in this regard to consider and, if thought fit to pass with or without modification(s), the following resolution as an Special Resolution:

“RESOLVED THAT pursuant to recommendation of the Nomination and Remuneration Committee and Board of Directors and subject to the provisions of Section 196,197,198,203 and other applicable provisions of the Companies Act, 2013 and the rules made thereunder (including any statutory modification or re-enactment thereof) read with Schedule V of the Companies Act, 2013 and Articles of Association of the company, approval of the members of the Company be and is hereby accorded for re-appointment of Shri Anil Choudhary as the Chairman & Managing Director of the Company for a further period of five years w.e.f. 20th February, 2021 on remuneration upto Rs. 7,00,000/- (Rupees Seven Lakhs) per month, whose period of office is liable to retirement by rotation.

FURTHER RESOLVED THAT in addition of his aforesaid remuneration, Shri Anil Choudhary, the Chairman & Managing Director shall also be entitled for the following benefits and shall not be considered for the purpose of calculation of the maximum permissible remuneration as it covers under the exempted category.

1. Employers Contribution to PF: As per the Rules of the Company.
2. Gratuity: As per the rules of the Company, subject to the maximum ceiling as may be prescribed under the Payment of Gratuity Act from time to time.
3. Earned Privilege Leave: As per the rules of the Company subject to the condition that the leave accumulated but not availed of will be allowed to be encashed for 15 days salary for every year of completed services at the end of the tenure.
4. Commission @ 2% of the net Profits of the Company.
5. Medici claim and accidental insurance, the annual premium of which shall not exceed Rs. 50,000.
6. Leave Travel Concession for self and family once in a year upto Rs. 2,00,000
7. Other perquisites as may be allowed under Income Tax.

FACILITIES TO PERFORM THE COMPANY’S WORK:

1. Car: The Company shall provide car with driver for the Company's business and if no car is provided, reimbursement of the

conveyance/car expenses shall be made as per actual on the basis of claims submitted by him.

2. Telephone, Internet and Cell: Free use of telephone, internet at his residence and Cell phone, provided that the personal long distance calls on the telephone shall be billed by the Company to the Chairman and Managing Director.

FURTHER RESOLVED THAT in the event of there being any loss or inadequacy of profit for any financial year, the aforesaid remuneration payable to Shri Anil Choudhary shall be minimum remuneration payable by the Company.

FURTHER RESOLVED THAT there shall be clear relation of the Company with Shri Anil Choudhary as “the Employer-Employee” and each party may terminate the above said appointment with six months’ notice in writing or salary in lieu thereof.

RESOLVED FURTHER THAT Shri Anil Choudhary, the Chairman & Managing Director shall also be entitled to reimbursement of actual entertainment, travelling time to time to perform his duties as per rules of the Company.

RESOLVED FURTHER THAT the Board of Directors be and is hereby authorized to do all such acts, deeds, matters and things and to decide breakup of his remuneration within the permissible limits in its absolute discretion as may considered necessary, expedient or desirable and to vary, modify the terms and conditions and to settle any question, or doubt that may arise in relation thereto in order to give effect to the foregoing resolution, or as may be otherwise considered by it to be in the best interest of the Company without any requirement to seek further approval of the members of the company.

6. To approve re-appointment of **Shri Chintan Pushpraj Singhvi (DIN:07334755)** as the Independent Director for a further period of 5 (Five) consecutive years w.e.f. 30th November, 2020 and in this regard to consider and, if thought fit to pass with or without modification(s), the following resolution as an 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 Chintan Pushpraj Singhvi (DIN:07334755)**, who was appointed as an Independent Director upto the 1st term of 5 years ending on 29th Nov., 2020 and being eligible, and has submitted a declaration for his independence and upon recommendation of the Nomination and Remuneration Committee and the Board of directors, 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. 30th Nov., 2020 to 29th Nov., 2025.”

Date: 2nd September, 2020

Commercial Syn Bags Limited

CIN: L25202MP1984PLC002669

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

By Orders of the Board of Director

Sandeep Patel
Company Secretary
ACS 54908

NOTES:

1. In view of the massive outbreak of the COVID-19 pandemic, social distancing is a norm to be followed and pursuant to the Circular No. 14/2020 dated 8th April, 2020, Circular No.17/2020 dated 13th April, 2020 issued by the Ministry of Corporate Affairs (MCA) followed by Circular No. 20/2020 dated 5th May, 2020, physical attendance of the Members to the AGM venue is not required and Annual General Meeting (AGM) be held through Video Conferencing (VC) or Other Audio Visual Means (OAVM). Hence, Members can attend and participate in the ensuing AGM through VC/OAVM only and no physical presence at the meeting is required.
2. In terms of the Articles 164A as amended by the Members of the Company by way of Postal Ballot Process including Remote-E-voting. 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 2019-20 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 on or before 22nd Sept., 2020.
3. Pursuant to the Circular No. 14/2020 dated 8th April, 2020, issued by the MCA, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. However, the Body Corporates are entitled to appoint authorised representatives to attend the AGM through VC/OAVM and participate thereat and cast their votes through e-voting. Therefore, Proxy Form and Attendance Slip is not attached with this notice.
4. 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.
5. Pursuant to the provisions of section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (as amended), and the Circulars issued by the MCA dated 8th April, 2020, 13th April, 2020 and 5th May, 2020 the Company is providing facility of remote e-voting to its Members in respect of the business to be transacted at the AGM. For this purpose, the Company has made an arrangement with Central Depository Services (India) Limited (CDSL) for facilitating voting through electronic means, and independent agency for providing necessary platform for Video Conference/OAVM and necessary technical support as may be required. Therefore, the facility of casting votes by a member using remote e-voting system as well as e-voting on the day of the AGM will be provided by CDSL.
6. The Notice calling the AGM along with complete Annual Report has been uploaded on the website of the Company. The Notice can also be accessed from the websites of the Stock Exchanges i.e. BSE Ltd. at www.bseindia.com and the AGM Notice is also available on the website of CDSL (agency for providing the Remote e-voting facility and providing necessary platform for Video Conference/OAVM) i.e. www.evotingindia.com
7. This AGM has been convened through VC/OAVM in compliance with applicable provisions of the Companies Act, 2013 read with MCA Circular No.14/2020 dated 8th April, 2020 and MCA Circular No. 17/2020 dated 13th April, 2020 and MCA Circular No. 20/2020 dated 5th May, 2020.
8. The recorded transcript of the forthcoming AGM shall also be made available on the website of the Company www.comsyn.com as soon as possible after the Meeting is over.
9. In compliance with the aforesaid MCA Circulars dated 5th May, 2020 and SEBI Circular dated May 12th, 2020, Notice of the AGM along with the Annual Report 2019-20 is being sent only through electronic mode to those Members whose e-mail 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.comsyn.com, websites of the Stock Exchanges i.e. BSE Limited at www.bseindia.com, and on the website of CDSL <https://www.evotingindia.com>. However, if any specific request received from the members for demanding of the physical copy of the Annual Report will be provided by the company but subject to time taken by the courier and Postal Department looking to the Covid-19.
10. Members joining the meeting through VC, who have not already cast their vote by means of remote e-voting, shall be able to exercise

their right to vote through e-voting at the AGM. The Members who have cast their vote by remote e-voting prior to the AGM may also join the AGM through VC but shall not be entitled to cast their vote again.

11. Pursuant to Finance Act, 2020, dividend income if any declared by the Company will be taxable in the hands of shareholders w.e.f. April 1, 2020 and the Company shall be required to deduct tax at source from dividend paid to shareholders at the prescribed rates. For the prescribed rates for various categories, the shareholders are requested to refer to the Finance Act, 2020 and amendments thereof. The shareholders are requested to update their PAN with the Bigshare Services Private Limited, the Share Transfer Agent (in case of shares held in physical mode) and to the concerned depositories. (in case of shares held in demat mode) A Resident individual shareholder with PAN and who is not liable to pay income tax can submit a yearly declaration in Form No. 15G/15H, to avail the benefit of non-deduction of tax at source by email to investors@comsyn.com by 11:59 p.m. IST on September 22nd, 2020. Shareholders are requested to note that in case their PAN is not registered, the tax will be deducted at a higher rate of 20%.
12. Non-resident shareholders can avail beneficial rates under tax treaty between India and their country of residence, subject to providing necessary documents i.e. No Permanent Establishment and Beneficial Ownership Declaration, Tax Residency Certificate, Form 10F, any other document which may be required to avail the tax treaty benefits by sending an email to investors@comsyn.com. The aforesaid declarations and documents need to be submitted by the shareholders by 11:59 p.m. IST on September 22nd, 2020.
13. 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 and forms part of the Notice.
14. Register of Members and Share Transfer Books of the Company will remain closed from **Tuesday, 22nd September, 2020 to Tuesday, 29th September, 2020 (both days inclusive)** for the Annual General Meeting and ascertainment for entitlement of payment of dividend to the members whose names appear in the Register of members and the records of the beneficiaries of the CDSL and NSDL on the date of the Annual General Meeting.
15. The voting rights of members shall be in proportion to their shares of the paid-up equity share capital of the Company as on the cut-off date **22nd September, 2020 (Monday)**.
16. CS Ishan Jain, Practicing Company Secretary (F.R.No. I2014MP1139600, M.No.FCS 9978 & C.P. No. 13032) and Proprietor of M/s. Ishan Jain & Co., Company Secretaries, Indore has been appointed as the Scrutinizer for providing facility to the members of the Company to scrutinize the voting at the AGM and remote e-voting process in a fair and transparent manner.
17. Members desirous of obtaining any information concerning Accounts and Operations of the Company are requested to address their questions in writing to the Company at least 7 days before the date of the Meeting at its email ID investors@comsyn.com so that the information required may be made available at the Meeting.
18. The Members are requested to:
 - a) Quote their ledger folio / DP and Client ID number in all their correspondence.
 - b) Send their Email address to us for prompt communication and update the same with their D.P to receive soft copy of the Annual Report of the Company.
19. Members are requested to notify immediately any change in their address and also intimate their active E-Mail ID to their respective Depository Participants (DPs) in case the shares are held in demat form to the Registrar and Share Transfer Agent Bigshare Services Private Limited, 1st Floor, Bharat Tin Works Building, Opp. Vasant Oasis, Makwana Road, Marol, Andheri (East), Mumbai, (M.H.) 400059 having email Id investor@bigshareonline.com, to receive the soft copy of all communication and notice of the meetings etc., of the Company.
20. The report on the Corporate Governance and Management Discussion and Analysis also form part to the report of the Board Report.
21. The Register of Directors and Key Managerial Personnel and their shareholding, and the Register of Contracts or Arrangements in which the directors are interested, maintained under the Companies Act, 2013 will be available for inspection by the Members electronically during the 36th AGM. Members seeking to inspect such documents can send an email to investors@comsyn.com.
22. **Voting through electronic means**

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

- (i) voting period begins on 26th September 2020 (Saturday) and ends on 28th September, 2020 (Monday). During this period shareholders of the Company, holding shares in dematerialized form, as on the cut-off date (record date) may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) The Members who have cast their vote by remote e-voting prior to the AGM may also join the AGM through VC but shall not be entitled to cast their vote again.
- (iii) The shareholders should log on to the e-voting website www.evotingindia.com.
- (iv) Click on “Shareholders” module.
- (v) Now Enter your User ID
 - (a) For CDSL: 16 digits beneficiary ID,
 - (b) For NSDL: 8 Characters DP ID followed by 8 digits Client ID
- (vi) Next enter the Image Verification as displayed and Click on Login.
- (vii) 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.
- (viii) If you are a first-time user follow the steps given below:

	For Shareholders holding shares in Demat Form
PAN	Enter your 10-digit alpha-numeric PAN issued by Income Tax Department Shareholders who have not updated their PAN with the Company/Depository Participant the first two letters of their name and the 8 digits of the sequence number in the PAN field.
Dividend Bank Details OR Date of Birth (DOB)	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. 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 (v).

- (ix) After entering these details appropriately, click on “SUBMIT” tab.
- (x) Shareholders 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.
- (xi) Click on the EVSN for the relevant Commercial Syn Bags 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 a print of the votes cast by clicking on “Click here to print” option on the Voting page.