

# 59<sup>th</sup> ANNUAL REPORT 2019 - 2020





























## **DUNCAN ENGINEERING LIMITED**

"Formerly Known as Schrader Duncan Limited"

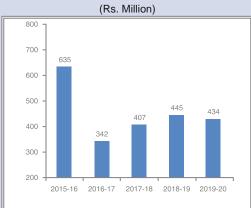
AN ISO 9001:2008 Company

## **Duncan Engineering Limited**

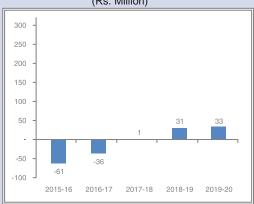
(formerly known as Schrader Duncan Limited)

Key Financial Indicators Five Years

Total Revenue



Profit Before Tax (Rs. Million)



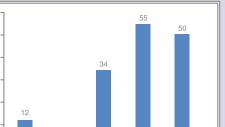
**EBITDA** (Rs. Million)

50

40

30

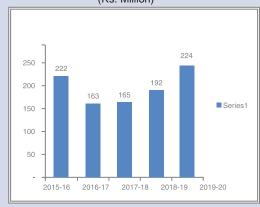
2015-16



2016-17 2017-18 2018-19 2019-20

Net Worth





### **Ten Year Review**

#### Rs. Million

Accounting Year	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Total Revenue	504.94	549.78	630.95	707.99	641.44	635.13	342.13	407.21	444.56	433.80
Proit /(Loss) from continuing operations before tax	(216.01)	302.94	(22.06)	0.10	(78.79)	(60.74)	(36.11)	1.03	31.01	33.03
		**	***							
Profit/(Loss) from discontinuing operations before tax	-	-	-	-	-	-	(22.79)	0.44	-	-
Profit /(Loss) from continuing operations after tax	(212.08)	204.63	5.09	0.97	(60.48)	(69.29)	(36.09)	1.03	27.79	32.63
Profit /(Loss) from discontinuing operations after tax	-	-	-	-	-	-	(22.79)	0.44	-	-
"EBITDA (excl. exceptional item and Loss from discontinuing operations)"	(20.30)	(51.62)	0.69	23.45	(0.56)	11.99	3.58	34.00	54.54	50.22
Net Worth*	102.99	307.62	350.92	351.89	291.41	222.11	163.23	164.80	191.85	223.65
Earning per share* Rs.	(57.38)	55.37	1.38	0.26	(16.36)	(18.75)	(15.93)	0.40	7.52	8.83
Return on Investment %	(101.46)	99.67	1.54	0.28	(18.80)	(26.99)	(18.73)	0.63	15.59	15.71

- \* Earning per share and net worth for FY 2016-17 is inclusive of discontinuing operations
- \*\* Includes pro?t on sale of portion of surplus land
- \*\*\* Includes exceptional expenses on VRS to employees

FY 2012-13 Figures reported after taking effect of 100% wholly subsidiary Associated Polymers Limited w.e.f. 01/04/2012

#### **CORPORATE INFORMATION**

#### **BOARD OF DIRECTORS**

Mr. J P Goenka Chairman
Mr. Arvind Goenka Director
Mr. Akshat Goenka Managing Director

Mr. B B Tandon Director
Mr. O P Dubey Director
Mr. Nitin Kaul Director
Mrs. Arti Kant Director

REGISTERED OFFICE & PLANT AUDITORS

F-33, Ranjangaon MIDC
M/s. Singhi & Co., Mumbai
Karegaon, Tal. Shirur
Chartered Accountants
Pune 412 209

CHIEF FINANCIAL OFFICER

Mr. K Raghu Raman

BANKER COMPANY SECRETARY

State Bank of India Mr. Rajib Kumar Gope

BRANCH OFFICE REGISTRAR & SHARE TRANSFER AGENT

14<sup>th</sup> Floor, Tower-B, World Trade Tower
Plot no. C-1, Sector-16, Noida-201301
Link Intime India Private Limited
Block No. 202, 2<sup>nd</sup> Floor
Akshay Complex, Near Ganesh Temple

Off Dhole Patil Road, Pune- 411001

WEBSITE LISTED AT

https://www.duncanengg.com BSE Limited (Bombay Stock Exchange)

Email (Investor Relations): complianceofficer@duncanengg.com

CIN:L28991PN1961PLC139151

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#### **DUNCAN ENGINEERING LIMITED**

Registered Office: F-33, Ranjangaon MIDC, Karegaon, Tal- Shirur, Pune-412209 CIN: L28991PN1961PLC139151

Email: complianceofficer@duncanengg.com Website: www.duncanengg.com Phone: +91 2138 660-066 Fax: +91 2138 660-067

#### **NOTICE**

**NOTICE** is hereby given that the Fifty Ninth Annual General Meeting of the Shareholders of Duncan Engineering Limited will be held on Wednesday, 29<sup>th</sup>July 2020 at 10:00 A.M. IST through Video Conferencing ("VC") / other Audio Visual Means ("OAVM") to transact the following businesses:

#### **Ordinary Business:**

- 1. To receive, consider and adopt the Financial Statements of the Company for the year ended 31<sup>st</sup>March, 2020 comprising audited Balance Sheet as at 31<sup>st</sup>March, 2020 and Statement of Profit and Loss for the year ended on that date, together with Notes forming part thereof and the Reports of the Board of Directors and Auditors thereon.
- 2. To appoint a Director in place of Mr. Arvind Goenka (holding DIN 00135653), liable to retire by rotation in terms of section 152(6) of the Companies Act, 2013 and who, being eligible, offers himself for re-appointment.
- 3. To pass the following Resolution as an Ordinary Resolution:

"RESOLVED THAT M/s. S. S. Kothari Mehta & Co., Chartered Accountants, (Registration No.000756N) be and are hereby appointed as Auditors of the Company, to hold office from the conclusion of this Annual General Meeting till the conclusion of 64<sup>th</sup> Annual General Meeting of the Company to be held in the year 2025 at such remuneration as may be fixed by the Board of Directors of the Company."

#### **Special Business:**

4. To consider and, if thought fit to pass, with or without modifications, the following as a Special Resolution:

"RESOLVED THAT pursuant to the provisions of Sections 149, 150,152, 178 and any other applicable provisions of the Companies Act, 2013 and the Rules made thereunder read with Schedule IV to the Companies Act, 2013, the Companies (Appointment and Qualification of Directors) Rules, 2014, Regulation 17(1A) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any statutory modification(s) or re-enactment thereof for the time being in force), approval of Members of the Company be and is hereby accorded to the re-appointment of Mrs. Arti Kant (holding DIN 03218058), whose present tenure as an Independent Director expires on 5<sup>th</sup> August, 2020, for her second term of 5 (five) consecutive years with effect from 6<sup>th</sup> August, 2020 and also to continue to hold the position of Non-Executive Independent Director beyond 75 years of age.

**RESOLVED FURTHER THAT** pursuant to the provisions of Section 149, 197 and any other applicable provisions of the Companies Act, 2013 and rules made thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force), Mrs. Arti Kant be paid such fees and commission as the Board may approve from time to time and subject to such limits prescribed or as may be prescribed from time to time.

**RESOLVED FURTHER THA**T for the purpose of giving effect to this Resolution, the Board of Directors of the Company be and is hereby authorized to do all such acts, deeds, matters and things and give such directions as it may in its absolute discretion deem necessary, proper or desirable and to settle any question, difficulty or doubt that may arise in this regard and also to the extent permitted by law, all or any of the powers herein conferred to any Committee of Directors or the Managing Director or any Director(s) or any other Key Managerial Personnel or any other officer(s) of the Company."

#### NOTES:

1) In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs ("MCA") has vide its Circular No. 20 dated May 5, 2020 read with Circular No. 14 dated April 8, 2020 and Circular No. 17 dated April 13, 2020 (hereinafter collectively referred to as "MCA Circulars") permitted the holding of Annual General Meeting through VC or OAVM without the physical presence of Members at a common venue. In compliance with these MCA Circulars and the relevant provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Annual General Meeting of the Members of the Company is being held through VC/OAVM.

- Pursuant to the provisions of the Companies Act, 2013, a Member entitled to attend and vote at the Annual General 2) Meeting is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a Member of the Company. Since this AGM is being held pursuant to the MCA Circulars through VC/OAVM, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the Annual General Meeting and hence the Proxy Form and Attendance Slip are not annexed to the Notice.
- Institutional/Corporate Shareholders (i.e. other than individuals/HUF, NRI, etc) are required to send a scanned copy (PDF/JPEG Format) of its Board Resolution or governing body Resolution/Authorisation etc., authorising its representative to attend the Annual General Meeting through VC/OAVM on its behalf and to vote through remote evoting. The said Resolution/Authorization shall be sent to the Scrutinizer by email through their registered email address to shaswati.vaishnav@gmail.com with copies marked to the Company at complianceofficer@duncanengg.com and to its RTA at pune@linkintime.co.in.
- Registration of email ID and Bank Account details:

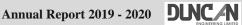
In case the shareholder's email ID is already registered with the Company/its Registrar & Share Transfer Agent "RTA"/Depositories, log in details for e-voting are being sent on the registered email address.

In case the shareholder has not registered his/her/their email address with the Company/its RTA/Depositories and or not updated the Bank Account mandate for receipt of dividend, the following instructions to be followed:

- Kindly log in to the website of our RTA, Link Intime India Private Ltd., www.linkintime.co.in under Investor Services > Email/Bank detail Registration - fill in the details and upload the required documents and submit. OR
- (ii) In the case of Shares held in Demat mode:

The shareholder may please contact the Depository Participant ("DP") and register the email address and bank account details in the demat account as per the process followed and advised by the DP.

- 5) The Notice of the Annual General Meeting along with the Annual Report for the financial year 2019-20 is being sent only by electronic mode to those Members whose email addresses are registered with the Company/Depositories in accordance with the aforesaid MCA Circulars and circular issued by SEBI dated May 12, 2020. Members may note that the Notice of Annual General Meeting and Annual Report for the financial year 2019-20 will also be available on the Company's website www.duncanengg.com; websites of the Stock Exchange www.bseindia.com. Members can attend and participate in the Annual General Meeting through VC/OAVM facility only.
- 6) Members attending the meeting through VC/OAVM shall be counted for the purposes of reckoning the quorum under Section 103 of the Companies Act, 2013.
- INSTRUCTIONS FOR SHAREHOLDERS TO VOTE ELECTRONICALLY: 7)
- Log-in to e-Voting website of Link Intime India Private Limited (LIIPL)
  - Visit the e-voting system of LIIPL. Open web browser by typing the following URL: 1. https://instavote.linkintime.co.in.
  - 2. Click on "Login" tab, available under 'Shareholders' section.
  - 3. Enter your User ID, password and image verification code (CAPTCHA) as shown on the screen and click on "SUBMIT".
  - 4. Your User ID details are given below:
    - Shareholders holding shares in demat account with NSDL: Your User ID is 8 Character DP ID followed by 8 Digit Client ID
    - b. Shareholders holding shares in demat account with CDSL: Your User ID is 16 Digit Beneficiary ID
    - Shareholders holding shares in Physical Form (i.e. Share Certificate): Your User ID is Event No + c. Folio Number registered with the Company



#### 5. Your Password details are given below:

If you are using e-Voting system of LIIPL: https://instavote.linkintime.co.in for the first time or if you are holding shares in physical form, you need to follow the steps given below:

Click on "Sign Up" tab available under 'Shareholders' section register your details and set the password of your choice and confirm (The password should contain minimum 8 characters, at least one special character, at least one numeral, at least one alphabet and at least one capital letter).

	For Shareholders holding shares in Demat Form or Physical Form
PAN	<ul> <li>Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (applicable for both demat shareholders as well as physical shareholders).</li> <li>Members who have not updated their PAN with depository Participant or in the company record, such shareholders will be communicated the sequence number of the email id, wherever available. Else, shareholders can write to the RTA to provide the support appropriately.</li> </ul>
DOB/ DOI	Enter the DOB (Date of Birth)/ DOI as recorded with depository participant or in the company record for the said demat account or folio number in dd/mm/yyyy format.
Bank Account Number	Enter the Bank Account number (Last Four Digits) as recorded in your demat account or in the company records for the said demat account or folio number.  • Please enter the DOB/ DOI or Bank Account number in order to register. If the above mentioned details are not recorded with the depository participants or company, please enter Folio number in the Bank Account number field as mentioned in instruction (4-c).

If you are holding shares in demat form and had registered on to e-Voting system of LIIPL:: https://instavote.linkintime.co.in, and/or voted on an earlier voting of any company then you can use your existing password to login.

#### If Shareholders holding shares in Demat Form or Physical Form have forgotten password:

Enter User ID, select Mode and Enter Image Verification code (CAPTCHA). Click on "SUBMIT".

Incase shareholder is having valid email address, Password will be sent to the shareholders registered e-mail address. Else, shareholder can set the password of his/her choice by providing the information about the particulars of the Security Question & Answer, PAN, DOB/ DOI, Dividend Bank Details etc. and confirm. (The password should contain minimum 8 characters, at least one special character, at least one numeral, at least one alphabet and at least one capital letter)

**NOTE:** The password is to be used by demat shareholders for voting on the resolutions placed by the company in which they are a shareholder and eligible to vote, provided that the company opts for e-voting platform of LIPL.

For shareholders holding shares in physical form, the details can be used only for voting on the resolutions contained in this Notice.

It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

#### ∨ Cast your vote electronically

- 6. After successful login, you will be able to see the notification for e-voting on the home page of INSTA Vote. Select/ View "Event No" of the company, you choose to vote.
- 7. Select "Event No. 200064" of Duncan Engineering Limited.
- 8. On the voting page, you will see "Resolution Description" and against the same the option "Favour/ Against" for voting.

Cast your vote by selecting appropriate option i.e. Favour/Against as desired.

Enter the number of shares (which represents no. of votes) as on the cut-off date under 'Favour/Against'. You may also choose the option 'Abstain' and the shares held will not be counted under 'Favour/Against'.

- 9. If you wish to view the entire Resolution details, click on the 'View Resolutions' File Link.
- 10. After selecting the appropriate option i.e. Favour/Against as desired and you have decided to vote, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "YES", else to change your vote, click on "NO" and accordingly modify your vote.
- 11. Once you confirm your vote on the resolution, you will not be allowed to modify or change your vote subsequently.
- 12. You can also take the printout of the votes cast by you by clicking on "Print" option on the Voting page.

#### General Guidelines for shareholders:

Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to e-Voting system of LIIPL: https://instavote.linkintime.co.in and register themselves as 'Custodian / Mutual Fund / Corporate Body'.

They are also required to upload a scanned certified true copy of the board resolution /authority letter/power of attorney etc. together with attested specimen signature of the duly authorised representative(s) in PDF format in the 'Custodian' Mutual Fund / Corporate Body' login for the Scrutinizer to verify the same.

- During the voting period, shareholders can login any number of time till they have voted on the resolution(s) for a particular "Event".
- Shareholders holding multiple folios/demat account shall choose the voting process separately for each of the folios/demat account.

In case the shareholders have any queries or issues regarding e-voting, please refer the Frequently Asked Questions ("FAQs") and Instavote e-Voting manual available at https://instavote.linkintime.co.in, under Help section or write an email to enotices@linkintime.co.in or Call us:-Tel: 022-49186000.

#### 8. INSTRUCTIONS FOR SHAREHOLDERS/MEMBERS TO ATTEND THE ANNUAL GENERAL MEETING THROUGH INSTAMEET:

Instructions for Shareholders/Members to attend the Annual General Meeting through InstaMeet (VC/OAVM) are as under:

1) Shareholders/Members are entitled to attend the Annual General Meeting through VC/OAVM provided by Link Intime by following the below mentioned process. Facility for joining the Annual General Meeting through VC/OAVM shall open 15 minutes before the time scheduled for the Annual General Meeting and will be available to the Members on first come first serve basis.

Shareholders/Members are requested to participate on first come first serve basis as participation through VC/OAVM is limited and will be closed on expiry of 15 (fifteen) minutes from the scheduled time of the Annual General Meeting. Shareholders/Members with >2% shareholding, Promoters, Institutional Investors, Directors, KMPs, Chair Persons of Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee and Auditors etc. may be allowed to the meeting without restrictions of first-come-first serve basis. Members can log in and join 15 (fifteen) minutes prior to the schedule time of the meeting and window for joining shall be kept open till the expiry of 15 (fifteen) minutes after the schedule time.

Shareholders/ Members will be provided with InstaMeet facility wherein Shareholders/ Member shall register their details and attend the Annual General Meeting as under:

- Open the internet browser and launch the URL for InstaMeet<<https://instameet.linkintime.co.in>> and register with your following details:
  - DP ID / Client ID or Beneficiary ID or Folio No.: Enter your 16 digit DP ID / Client ID or Beneficiary ID or Folio Number registered with the Company
  - PAN: Enter your 10 digit Permanent Account Number (PAN) h
  - Mobile No. C.
  - **Email ID** d.



#### 2. Click "Go to Meeting"

#### Note:

Shareholders/ Members are encouraged to join the Meeting through Tablets/ Laptops connected through broadband for better experience.

Shareholders/ Members are required to use Internet with a good speed (preferably 2 MBPS download stream) to avoid any disturbance during the meeting.

Please note that Shareholders/Members connecting from Mobile Devices or Tablets or through Laptops connecting via Mobile Hotspot may experience Audio/Visual loss due to fluctuation in their network. It is therefore recommended to use stable Wi-FI or LAN connection to mitigate any kind of aforesaid glitches.

In case the shareholders/members have any queries or issues regarding e-voting, you can write an email to instameet@likintime.co.in or Call us: -Tel:(022-49186175)

## 9. INSTRUCTIONS FOR SHAREHOLDERS/MEMBERS TO REGISTER THEMSELVES AS SPEAKERS DURING ANNUAL GENERAL MEETING:

Shareholders/Members who would like to express their views/ask questions during the meeting may register themselves as a speaker by sending their request mentioning their name, demat account number/folio number, email id, mobile number at complianceofficer@duncanengg.com from 25<sup>th</sup> July 2020, (9:00 AM IST) to 27<sup>th</sup> July 2020, (5:00 PM IST).

The Speakers will only be allowed to express their views/ask questions during the meeting on first come basis.

Shareholders/ Members, who would like to ask questions, may send their questions in advance mentioning their name demat account number/folio number, email id, mobile number at (complianceofficer@duncanengg.com). The same will be replied by the company suitably.

#### Note:

Those shareholders/members who have registered themselves as a speaker will only be allowed to express their views/ask questions during the meeting. The Company reserves the right to restrict the number of speakers depending on the availability of time for the Annual General Meeting.

Shareholders/ Members should allow to use camera and are required to use Internet with a good speed (preferably 2 MBPS download stream) to avoid any disturbance during the meeting.

# 10. INSTRUCTIONS FOR SHAREHOLDERS/MEMBERS TO VOTE DURING THE ANNUAL GENERAL MEETING THROUGH INSTAMEET:

Once the electronic voting is activated by the scrutiniser during the meeting, shareholders/ members who have not exercised their vote through the remote e-voting can cast the vote as under:

- 1. On the Shareholders VC page, click on the link for e-Voting "Cast your vote".
- 2. Enter Demat Account No. / Folio No. and OTP (received on the registered mobile number/ registered email Id) received during registration for InstaMeet and click on 'Submit'.
- After successful login, you will see "Resolution Description" and against the same the option "Favour/Against" for voting.
- 4. Cast your vote by selecting appropriate option i.e. "Favour/Against" as desired.
  - Enter the number of shares (which represents no. of votes) as on the cut-off date under 'Favour/Against'.
- 5. After selecting the appropriate option i.e. Favour/Against as desired and you have decided to vote, click on "Save". A confirmation box will be displayed. If you wish to confirm your vote, click on "Confirm", else to change your vote, click on "Back" and accordingly modify your vote.
- 6. Once you confirm your vote on the resolution, you will not be allowed to modify or change your vote subsequently.

Note: Shareholders/ Members, who will be present in the Annual General Meeting through InstaMeet facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting facility during the meeting.

Shareholders/ Members who have voted through Remote e-Voting prior to the Annual General Meeting will be eligible to attend/participate in the Annual General Meeting through InstaMeet. However, they will not be eligible to vote again during the meeting.

In case the shareholders/members have any queries or issues regarding e-voting, you can write an email to instameet@linkintime.co.in or Call us: -Tel:(022-49186175)

- The Register of Members and Share Transfer Books of the Company will remain closed from Saturday, 25th July 2020 to Wednesday, 29th July, 2020 (both days inclusive) in terms Section 91 of the Companies Act, 2013 and of Regulation 42 of SEBI (Listing Obligations Disclosure Requirements) Regulations, 2015.
- No unpaid/ unclaimed dividend is due for transfer to Investor Education & Protection Fund (IEPF) in the year 2019-20. The Company has last declared dividend in FY 2009-10. The unpaid/unclaimed dividend for 2009-10 was transferred to IEPF in 2017-18.
- Members are requested to intimate their queries, if any, relating to the accounts or any other matter at least seven days in advance so that the explanation can be made available and furnished readily at the meeting.
- The Company's Registered Office is at F-33, Ranjangaon MIDC, Karegaon, Tal- Shirur, Pune- 412209. Shareholders are requested to address all correspondence to the Company Secretary at the Registered Office or to the Registrar and Share Transfer Agents, Link Intime India Pvt Limited.
- The Company's Registrar and Share Transfer Agents, Link Intime India Pvt Ltd undertake the transfer of shares, both in physical and electronic form. Their address is as follows:
  - Link Intime India Pvt Ltd, Block No 202, 2<sup>nd</sup> Floor, Akshay Complex, Near Ganesh Temple, Off-Dhole Patil Road, Pune 411001

(Members may send their transfer requests and other share related queries either to the Company at the Registered Office or to Link Intime India Pvt Ltd at the above address.)

- Members are requested to notify immediately any change in their address/bank mandate to their Depository Participants (DPs) in respect of their electronic share accounts and to the Registrar and Share Transfer Agents of the Company, Link Intime India Pvt Ltd, in respect of their physical share folios.
- 17 The e-voting period commences on Sunday, 26<sup>th</sup> July, 2020 (10:00 A.M. IST) and ends on Tuesday, 28<sup>th</sup> July 2020 (5:00 P.M. IST). During this period Members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of Friday, 24<sup>th</sup> July.2020 may cast their vote electronically. The e-voting module shall be disabled by LINK INTIME for voting thereafter and reopened during AGM for the members who are present through "VC" or "OAVM" and have not cast their vote. Only those members, who will be present in the AGM through "VC" or "OAVM" facility and have not cast their vote on the resolution through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through e-voting system during the AGM. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.
- The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date (record date) Friday, 24th July, 2020.
- 19 Ms. Shaswati Vaishnav, Practicing Company Secretary (C P No.: 11392 Membership No. ACS 8675) has been appointed as the Scrutinizer by the Board to scrutinize the e-voting process before the AGM as well as remote e-voting during the AGM in a fair and transparent manner.
- The Scrutinizer shall within a period not exceeding three (3) working days from the conclusion of the e-voting period unblock the votes in the presence of at least two (2) witnesses not in the employment of the Company and make a Scrutinizer's Report of the votes cast in favour or against, if any, forthwith to the Chairman of the Company.
- 21 The Results shall be declared within 48 hours after the conclusion AGM of the Company. The Results declared along with the Scrutinizer's Report shall be placed on the Company's website www.duncanengg.com and on the website of Link Intime www.linkintime.co.in within two (2) days of passing of the resolutions at the AGM of the Company and communicated to the BSE Limited, where the shares of the Company are listed.



- 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 the PAN to the Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN details to the Company.
- 23 Members may also note that the Notice of the 59<sup>th</sup> Annual General Meeting and the Annual Report for 2019-20 will also be available on the Company's website www.duncanengg.com for their download.
- All documents referred to in the accompanying Notice and the Explanatory Statement and the Register of Directors and key managerial personnel and their shareholding will be available electronically for inspection by the members during the AGM upon log in to Link Intime evoting system at http://instavote.linkintime.co.in.
- Subject to receipt of requisite number of votes, the resolution shall be deemed to be passed on the date of the AGM i.e. Wednesday, 29th July, 2020.
- 26. Since the AGM will be held through "VC" or "OAVM" the Route Map is not annexed in this Notice.

**Registered Office:** 

F- 33, Ranjangaon MIDC Tal. Shirur, Pune 412209

Date: 03.06.2020 Place: Pune By Order of the Board

Rajib Kumar Gope Company Secretary (Membership No. FCS 8417)