



EVEREST KANTO CYLINDER LIMITED

Clean Energy Solution Company



**"FOR THOSE WHO DARE TO DREAM,
THERE IS A WHOLE WORLD TO WIN."**

P. K. KHURANA



Celebrating the life of Mr. Prem Khurana, visionary promoter of Everest Kanto Cylinder Limited, who left us all last year to continue on his onward journey. A man of great foresight, Mr. Khurana saw strong opportunity during the early days of Indian manufacturing and created a business of great and continuing value over four decades. A large-hearted man of humble beginnings, his life was dedicated to the pursuit of excellence and over the years he greatly inspired many who came in touch with him. For him, it was always taking people along: "Don't work for me, work with me".

Pulling everyone together, building teams, giving a sense of ownership came naturally to Mr. Khurana. Always willing to listen, always ready to share his wisdom, always respectful, trusting and reasonable. Now, upon his passing, while we feel a void in our lives, we remember him with love and fondness and we know that his blessings are always with us. We feel honoured to take forward his legacy and will continue to move forward on the path of principled commitment that he has shown us.



EKCFAMILY



BOARD OF DIRECTORS**Chairman, Executive Director**

Mr. Pushkar Khurana (w.e.f. November 14, 2019)

Managing Director

Mr. Puneet Khurana (w.e.f. November 14, 2019)

Independent Directors

Mr. M. N. Sudhindra Rao

Mrs. Uma Acharya

Mr. Ghanshyam Karkera

Dr. Vaijayanti Pandit (w.e.f. March 30, 2020)

CHIEF FINANCIAL OFFICER

Mr. Sanjiv Kapur

COMPANY SECRETARY & COMPLIANCE OFFICER

Ms. Bhagyashree Kanekar

BANKERS TO THE COMPANY

State Bank of India

Yes Bank Limited

ICICI Bank Limited

STATUTORY AUDITORS

M/s Walker Chandiok & Co LLP, Chartered Accountants, Mumbai (Formerly Walker, Chandiok & Co.)

REGISTRAR AND SHARE TRANSFER AGENT

Link Intime India Private Limited

C-101, 247 Park,

L. B. S. Marg, Vikhroli (West),

Mumbai - 400 083

Tel. : (022) 4918 6000

Fax. : (022) 4918 6060

E-mail : rnt.helpdesk@linkintime.co.in

Website: www.linkintime.co.in

BOARD COMMITTEES**Audit Committee**

Mr. Ghanshyam Karkera (Chairman)

Mr. Puneet Khurana

(Member w.e.f. November 14, 2019)

Mr. M. N. Sudhindra Rao (Member)

Mrs. Uma Acharya (Member)

Nomination & Remuneration Committee

Mr. M. N. Sudhindra Rao

(Chairman w.e.f. November 14, 2019)

Mrs. Uma Acharya (Member)

Mr. Ghanshyam Karkera (Member)

Mr. Pushkar Khurana (Member)

Stakeholders' Relationship Committee

Mrs. Uma Acharya (Chairman)

Mr. Ghanshyam Karkera (Member)

Mr. Pushkar Khurana

(Member w.e.f. November 14, 2019)

Mr. Puneet Khurana

(Member w.e.f. November 14, 2019)

Corporate Social Responsibility Committee

Mrs. Uma Acharya (Chairman)

Dr. Vaijayanti Pandit (Member w.e.f. August 25, 2020)

Mr. Pushkar Khurana (Member)

Mr. Puneet Khurana

(Member w.e.f. November 14, 2019)

Sexual Harassment of Women at Workplace Committee

Mrs. Uma Acharya (Chairman)

Mrs. Jalaja Kutty (Member)

Ms. Bhagyashree Kanekar (Member)

REGISTERED OFFICE

204, Raheja Centre,

Free Press Journal Marg,

214, Nariman Point,

Mumbai – 400 021.

Tel.: 91 22 4926 8299 - 01

Fax: 91 22 2287 0720

E-mail: investors@ekc.in

Website: www.everestkanto.com

The Annual Report can be accessed at www.everestkanto.com

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NOTICE

Notice is hereby given that the Forty-first Annual General Meeting of the members of **EVEREST KANTO CYLINDER LIMITED** will be held on Tuesday, September 29, 2020, at 12:30 pm through Video Conference (VC) / Other Audio Visual Means (OAVM), to transact the following businesses. The venue of the meeting shall be deemed to be the Registered Office of the Company situated at 204, Raheja Centre, Free Press Journal Marg, 214, Nariman Point, Mumbai - 400 021.

ORDINARY BUSINESS:

1. To consider and adopt the Audited Financial Statements (Standalone and Consolidated) of the Company for the financial year ended March 31, 2020, which includes the Statement of Profit & Loss and Cash Flow Statement for the year ended March 31, 2020, the Balance Sheet as at that date, the Auditor's Report and the Reports of the Board of Directors thereon.
2. To appoint a Director in place of Mr. Pushkar Khurana (DIN: 00040489) who retires by rotation and being eligible, offers himself for re-appointment.

SPECIAL BUSINESS:

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

"RESOLVED THAT pursuant to the provisions of Section 148 and other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) the remuneration of Rs. 2,50,000/- plus applicable tax and out-of-pocket expenses of Mr. Vinayak B. Kulkarni, Cost Accountant, (Membership No. 28559), appointed by the Board of Directors as the Cost Auditor of the Company for the financial year 2020-2021, fixed by the Board of Directors on the recommendation of the Audit Committee, be and is hereby ratified and confirmed."

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

"RESOLVED THAT in accordance with the provisions of Sections 196, 197 and 203 read with Schedule V and all other applicable provisions of the Companies Act, 2013 (the Act) and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 (the rules) including any statutory modification(s) or re-enactment(s) thereof, for the time being in force, approval of the Company be and is hereby accorded for the appointment of Mr. Puneet Khurana (DIN: 00004074) as the Managing Director of the Company, not liable to retire by rotation, for a period of 5 (five) years with effect from November 14, 2019, on such terms and conditions as

mentioned below, with the authority to the Board of Directors and/or the Nomination & Remuneration Committee, to alter and vary the terms and conditions of the said appointment and/ or enhance, enlarge, alter or vary the scope and quantum of remuneration, perquisites, allowances, benefits and amenities payable to him in accordance with the provisions of the Act and the rules made thereunder.

(I) Remuneration:

a) Salary:

Rs. 15,00,000/- per month in the scale of Rs. 15,00,000 - 2,00,000 - 23,00,000.

b) Commission:

1% of the Net Profit as determined in accordance with the provisions of Section 197 of the Companies Act, 2013.

c) Perquisites:

(i) Housing:

1. Residential accommodation or house rent allowance of 40% of salary.
2. Expenses pertaining to gas, electricity, water and other utilities will be borne / reimbursed by the Company.
3. The Company shall provide such furniture and furnishings as maybe required.

(ii) Medical Reimbursement:

Reimbursement for actual medical expenses incurred in India and/or abroad and including hospitalization, nursing home and surgical expenses for self and family subject to a ceiling of one month's salary per year or three month's salary in a period of three years.

(iii) Leave Travel Concession:

Reimbursement of all the expenses (like travel fare, lodging, boarding, conveyance and other expenses) incurred for self and family during the leave travel holiday periods, whenever undertaken, whether in India or abroad in accordance with the rules of the Company.

(iv) Club Fees:

Subscription or reimbursement of club expenses of two clubs in India or abroad.

(v) Personal Accident Insurance:

Personal Accident Insurance policy for an amount, the annual premium of which shall not exceed Rs. 20,000/- per year.

(vi) Leave:

Privilege Leave as per rules of the Company.

(vii) Other perquisites:

Subject to the overall ceiling on remuneration mentioned herein below, he shall be entitled to any other allowances, benefits and perquisites as the Board of Directors may on the recommendation of the remuneration committee thereof may from time to time decide.

Explanation:

Perquisites shall be evaluated as per Income Tax Rules, wherever applicable and in the absence of any such rules, perquisites shall be evaluated at actual cost.

(d) Amenities:

(i) Car & Telephone:

The Company shall provide car for use on Company's business and telephone at the Director's residence.

Personal long distance calls on telephone and use of car for private purpose shall be billed by the Company.

(e) Others:

(i) Overall Remuneration:

The aggregate of salary, commission and perquisites in any financial year shall not exceed the overall ceilings laid down in sections 196, 197 and other applicable provisions of the Companies Act, 2013 read with Schedule V of the said act as may for the time being in force.

(ii) Minimum Remuneration:

In the event of absence of profits or inadequacy of profits in any financial year, the aforesaid remuneration shall be governed by limits prescribed under Section II of Part II of Schedule V of the Companies Act, 2013 as may be applicable for the time being in force.

RESOLVED FURTHER THAT the Board of Directors and / or the Nomination & Remuneration Committee be and is hereby authorised to do all such acts, deeds, matters and things as it may in its absolute discretion deem necessary, proper or desirable, including obtaining any approvals – statutory, contractual or otherwise, in relation to the above and execute all such agreements, documents, instruments and writings as may be required and to delegate all or any of its powers herein conferred to any Committee of Directors or Director(s) to give effect to the aforesaid resolution.”

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

“**RESOLVED THAT** pursuant to the provisions of Sections 149, 152 and other applicable provisions, if any, of the Companies Act, 2013 (“the Act”) read with Schedule IV of the Act, the Companies (Appointment and Qualification of

Directors) Rules, 2014 and applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015, including any statutory modification(s) or re-enactment(s) thereof for the time being in force, Dr. Vijayanti Pandit (DIN: 06742237) who was appointed as an Additional Director, Independent, Non-Executive by Board of Directors of the Company pursuant to the provisions of Section 161 of the Act, the Articles of Association of the Company, who holds office up to the date of this Annual General Meeting (AGM) and being eligible offers herself for appointment as an Independent Director and in respect of whom the board has received recommendation from the Nomination and Remuneration Committee along with a notice in writing under Section 160 of the Act from a member proposing her candidature for the office of a Director, be and is hereby appointed as an Independent Director of the Company, not liable to retire by rotation and to hold office for a term of 5 (five) consecutive years from March 30, 2020.”

6. 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, 152 read with Schedule IV and all other applicable provisions, if any, of the Companies Act 2013 ('the Act') and the Companies (Appointment and Qualification of Directors) Rules 2014 and applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, including any statutory modification(s) or re-enactment(s) thereof for the time being in force and based on the recommendation of the Nomination and Remuneration Committee, Mrs. Uma Acharya, (DIN: 07165976), who was appointed as an Independent Director of the Company and holds office up to May 26, 2020, being eligible for reappointment as an Independent Director and in respect of whom the Company has received a notice in writing under Section 160 of the Act from a member proposing her candidature as a Director, be and is hereby re-appointed as an Independent Director of the company to hold office for a second term of 5 consecutive years from May 26, 2020, and whose office shall not be liable to retire by rotation.”

By Order of the Board of Directors

Puneet Khurana
Managing Director
DIN: 00004074

Mumbai
 August 25, 2020

Registered Office

204, Raheja Centre, Free Press Journal Marg,
 214, Nariman Point, Mumbai - 400 021.

CIN: L29200MH1978PLC020434

Tel.: 91 22 4926 8299 - 01. Fax: 91 22 2287 0720

Email: investors@ekc.in. Website: www.everestkanto.com

NOTES:

1. An Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, ('the Act') relating to the Special Business to be transacted at the Annual General Meeting ('AGM') is annexed hereto.
2. In view of the ongoing Covid-19 pandemic and pursuant to the Circular No. 20/2020 dated May 5, 2020 read with Circular No. 14/ 2020 dated April 8, 2020 and Circular No. 17/ 2020 dated April 13, 2020 (collectively referred to as "MCA Circulars") issued by the Ministry of Corporate Affairs ('MCA') and Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 issued by the Securities and Exchange Board of India (SEBI) and in compliance with the provisions of the Companies Act, 2013 ("the Act") and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR"), the Company has decided to hold its 41st AGM through Video Conferencing ("VC") or Other Audio Visual Means ("OAVM") (hereinafter referred to as "Electronic Means") i.e. without the physical presence of the Members at a common venue. The deemed venue for the AGM shall be the Registered Office of the Company.
3. 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 entered into an agreement with Central Depository Services (India) Limited (CDSL) for facilitating voting through electronic means, as the authorized e-Voting's agency. The facility of casting votes by a member using remote e-voting as well as the e-voting system on the date of the AGM will be provided by CDSL. Facility of e-voting at the AGM is a two way teleconferencing or an electronic platform for ease of participation.
4. Further, the facility for voting through electronic voting system will also be made available at the Meeting and members attending the Meeting who have not cast their vote(s) by remote e-voting will be able to vote at the Meeting through CDSL E-Voting platform. The manner of voting remotely by members holding shares in dematerialized mode, physical mode and for members who have not registered their email addresses is provided in the instructions given below. In case of Joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to cast vote at the AGM.
5. The Members can join the AGM in the VC/OAVM mode 15 minutes before and after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The facility of participation at the AGM through VC/OAVM will be made available to at least 1000 members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the AGM without restriction on account of first come first served basis.
6. In compliance with the provisions of Section 108 of the Act read with Rules made thereunder and Regulation 44 of the SEBI LODR Regulations, 2015, the Company is offering e-voting facility to all Members of the Company. A person, whose name is recorded in Register of Members or in Register of Beneficial Owners (in case of electronic shareholding) maintained by the Depositories as on the cutoff date of September 22, 2020 only shall be entitled to avail the facility of remote e-voting/ e-voting at the AGM.
7. Any person who acquires shares of the Company and becomes a Member of the Company after sending of the Notice and holding shares as of the cut-off date, may obtain the login ID and password by sending a request at helpdesk.evoting@cdslindia.com (e-mail id of CDSL). Any person who is not a member as on the cut-off date shall treat this notice for information purpose only.
8. Only those Members/ shareholders, who will be present in the AGM through VC / OAVM 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 system in the AGM.
9. Members who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.
10. The details of the person who may be contacted for any grievances connected with the facility for e-Voting on the day of the AGM shall be the same person mentioned for Remote e-voting.
11. The facility of joining the AGM through VC / OAVM shall be kept open for at least 15 minutes before the time schedule of the meeting and shall Facility shall not be closed till expiry of 15 minutes after such schedule time.
12. Participation of members through VC will be reckoned for the purpose of quorum for the AGM as per section 103 of the Companies Act, 2013 ("the Act").
13. Pursuant to provisions of the Companies Act, a member entitled to attend and vote at 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. Since this AGM is being held through VC / OAVM pursuant to the MCA Circulars, the requirements of physical attendance of members has been dispensed with. Accordingly, the facility for appointment of proxies by the members will not be available for this AGM and hence the Proxy Form is not annexed hereto.
14. As the AGM will be held through VC/OAVM, the route map of the venue of the Meeting and attendance slip is not annexed hereto.
15. Corporate members intending to send their authorised representatives to attend the Meeting are requested to send to the Company scanned copies of the Board Resolution/ Letter of Authorisation / Power of Attorney pursuant to section 113 of the Companies Act 2013 together with their specimen

signature authorizing their representative to attend and vote at this AGM through VC / OAVM and vote on their behalf at the meeting or through remote e-voting.

16. To prevent fraudulent transactions, members are advised to exercise due diligence and notify the Company of any change in address or demise of any member at the earliest as soon as possible. Members are also advised not to leave their demat account(s) dormant for long. Periodic statement of holdings should be obtained from the concerned Depository Participant and holdings should be verified.
17. 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 their Depository Participants with whom they are maintaining their demat accounts.
18. The Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Act and the relevant documents referred to in the Notice will be available electronically for inspection by the members during the AGM. All documents referred to in the Notice will also be available electronically for inspection without any fee by the members from the date of circulation of this Notice up to the date of AGM. Members seeking to inspect such documents can send an email to investors@ekc.in.
19. Details pursuant to Regulation 36(3) of the SEBI (LODR) Regulations, 2015 read with Secretarial Standard-2 issued by the Institute of the Company Secretaries of India (ICSI) in respect of the Directors seeking appointment/re-appointment at the Annual General Meeting is provided in "Annexure" to the notice and forms an integral part of the notice. The Directors have furnished the requisite declarations for their appointment/re-appointment.
20. Non-resident Indian members are requested to inform the Company on investors@ekc.in or its RTA or to the concerned DPs, as the case may be, immediately the change in the residential status on return to India for permanent settlement.
21. Members are requested to make all correspondence in connection with shares held by them by addressing letters directly to the Company or its RTA quoting their Folio number or their Client ID number with DPID number, as the case may be.
22. This notice is being sent to all members of the Company whose name appears in the Register of Members/ list of beneficiaries received from the depositories on the end of August 28, 2020.
23. Rule 3 of the Companies (Management and Administration) Rules 2014, mandates that the register of members of all companies should include details pertaining to e-mail address, permanent account number (PAN) or CIN, unique identification number, if any; father's/ mother's/ spouse's name, occupation, status, nationality; in case member is a

minor, name of guardian and the date of birth of the member, and name and address of nominee. All members are requested to update their details as aforesaid with their respective depository.

24. As mandated by SEBI, effective from April 1, 2019 securities of listed companies shall be transferred only in dematerialized form. In order to facilitate transfer of share(s) in view of the above and to avail various benefits of dematerialization, Members are advised to dematerialize share(s) held by them in physical form.
25. The Register of Members and the Share Transfer books of the Company will remain closed from Wednesday, September 23, 2020 to Tuesday, September 29, 2020 (both days inclusive) for the purpose of the Annual General Meeting.
26. The Members, desiring any information relating to the accounts, are requested to write to the Company at an early date, so as to enable the management to keep the information ready.
27. As per Section 124 of the Companies Act, 2013, members are requested to note that dividends not claimed within seven consecutive years from the date of transfer to the Company's Unpaid Dividend Account has been transferred to the Investor Education and Protection Fund. In accordance with the following schedule, the dividend for the years mentioned below, if remaining unclaimed within a period of seven years, will be transferred to IEPF:

Financial Year	Date of declaration of dividend	Dividend per share	Due date for transfer	Amount (₹)
2012-13	July 22, 2013	0.20	August 28, 2020	1,33,740.40

28. In compliance with the regulatory provisions, the Annual Report of the Company for Financial Year 2019 - 20 along with the AGM Notice has been sent electronically only to those shareholders who have registered their e-mail addresses with their Depository Participant(s)/ RTA/ the Company. The same has been hosted on the website of the Company at www.everestkanto.com and also on websites of the Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com respectively. The AGM Notice is also disseminated on the website of CDSL (agency for providing the Remote e-Voting facility and e-voting system during the AGM/EGM) i.e. www.evotingindia.com

ELECTRONIC DISPATCH OF ANNUAL REPORT AND PROCESS FOR REGISTRATION OF EMAIL ID FOR OBTAINING COPY OF ANNUAL REPORT:

29. In accordance with, the General Circular No. 20/2020 dated May 05, 2020 issued by MCA and Circular No. SEBI/HO/CFD/ CMD1/CIR/P/2020/79 dated May 12, 2020 issued by SEBI, owing to the difficulties involved in dispatching of

physical copies of the financial statements (including Report of Board of Directors, Auditor's report or other documents required to be attached therewith), such statements including the Notice of AGM are being sent in electronic mode to Members whose e-mail address is registered with the Company or the Depository Participant(s).

30. 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. In case of members holding shares in physical mode, they are requested to register / update their e-mail id by writing to the Company at investors@ekc.in / rnt.helpdesk@linkintime.co.in by providing their folio no. and scanned self-attested copy of PAN card and self-attested copy of any document such as Aadhaar Card, Passport, Driving Licence, Election identity Card, etc. in support of the registered address of the member. In case of members holding shares in demat mode, members are requested to register / update their e-mail id with the relevant depository participant.
31. The Board of Directors has appointed Mr. Aashish K. Bhatt, Practicing Company Secretary, to act as the Scrutinizer for conducting the electronic voting process in a fair and transparent manner.
32. The Scrutinizer will after the conclusion of the e-voting at the AGM, scrutinize the votes cast at the AGM and votes cast through remote e-voting and prepare a consolidated report. The resolutions shall be deemed to be passed on the date of meeting i.e September 29, 2020, subject to the receipt of the requisite number of votes.
33. The Scrutinizer shall submit his consolidated report to the Chairman or any person authorized by him. The results shall be announced within 48 hours after the AGM. The results of AGM along with the consolidated scrutinizer's report shall be submitted to the websites of the Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com respectively, and shall also be uploaded on the website of the Company at www.everestkanto.com and website of the agency at www.evotingindia.com immediately after announcement.

INSTRUCTIONS FOR SHAREHOLDERS FOR REMOTE E-VOTING:

- (i) The voting period begins on September 26, 2020 at 10:00 a.m. and ends on September 28, 2020 at 6:00 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 September 22, 2020 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter. Once the Members have cast their vote through remote e-voting, he/she shall not be allowed to change it subsequently or cast vote again. The Members will not be able to cast their vote electronically beyond the date and time mentioned above.

Members who have cast their vote by remote e-voting prior to the AGM may also attend / participate in the AGM through VC/ OAVM but shall not be entitled to cast their vote again.

- (ii) The shareholders should log on to the e-voting website www.evotingindia.com.
- (iii) Click on "Shareholders" module.
- (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. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.

OR

Alternatively, if you are registered for CDSL's EASI/ EASIEST e-services, you can log-in at <https://www.cdslindia.com> from Login - Myeasi using your login credentials. Once you successfully log-in to CDSL's EASI/EASIEST e-services, click on e-Voting option and proceed directly to cast your vote electronically.

- (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 e-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	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) * Shareholders who have not updated their PAN with the Company / Depository Participant are requested to use the sequence number sent by Company / RTA or contact Company / RTA.
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).

- (viii) After entering these details appropriately, click on "SUBMIT" tab.
- (ix) Shareholders holding shares in physical form will then directly reach the Company selection screen. However, 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.
- (x) For shareholders 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 EVEREST KANTO CYLINDER 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.
- (xvii) If a demat account holder has forgotten the 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". The m-Voting app can be downloaded from respective Store. Please follow the instructions as prompted by the mobile app while Remote Voting on your mobile.

INSTRUCTIONS FOR SHAREHOLDERS ATTENDING THE AGM THROUGH VC/OAVM ARE AS UNDER:

1. Shareholder will be provided with a facility to attend the AGM through VC/OAVM through the CDSL e-Voting system.

Shareholders may access the same at <https://www.evotingindia.com> under shareholders/members login by using the remote e-voting credentials. The link for VC/OAVM will be available in shareholder/members login where the EVSN of Company will be displayed.

2. Shareholders are encouraged to join the Meeting through Laptops / IPads for better experience.
3. Further shareholders will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
4. Please note that participants connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio / Video loss due to fluctuation in their respective network. It is therefore recommended to use stable Wi-Fi or LAN connection to mitigate any kind of aforesaid glitches.

PROCEDURE TO RAISE QUESTIONS / SEEK CLARIFICATIONS WITH RESPECT TO ANNUAL REPORT:

1. As the AGM is being conducted through VC / OAVM, for the smooth conduct of proceedings of the AGM, Members are encouraged to express their views / send their queries in advance mentioning their name demat account number / folio number, email id, mobile number at investors@ekc.in. Questions / queries received by the Company till 5.00 p.m. on Sunday, September 27, 2020 shall only be considered and responded during the AGM.
2. Members who would like to express their views or ask questions during the AGM may register themselves as a speaker at investors@ekc.in between 10:00 a.m. on Thursday, September 24, 2020 and 5.00 p.m. on Sunday, September 27, 2020.
3. The Company reserves the right to restrict the number of questions and number of speakers, as appropriate for smooth conduct of the AGM.

INSTRUCTIONS FOR SHAREHOLDERS FOR E-VOTING DURING THE AGM ARE AS UNDER:-

1. The procedure for e-Voting on the day of the AGM is same as the instructions mentioned above for Remote e-voting.
2. Only those shareholders, who are present in the AGM through VC/OAVM 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 system available during the AGM.
3. If any votes are cast by the shareholders through the e-voting available during the AGM and if the same shareholders have not participated in the meeting through VC/OAVM facility, then the votes cast by such shareholders shall be considered invalid as the facility of e-voting during