



GAMMON INDIA LIMITED

CIN: L74999MH1922PLC000997

Regd. Office: Floor 3rd, Plot No - 3/8, Hamilton House,
J.N. Heredia Marg, Ballard Estate, Mumbai 400038.

Website: www.gammonindia.com; **Email:** investors@gammonindia.com

Tel.: +91 22 22705562

NOTICE TO SHAREHOLDERS

Notice is hereby given that the **Ninety Ninth Annual General Meeting** of Gammon India Limited will be held on Thursday, the 30th day of September, 2021 via Video Conferencing ("VC")/Other Audio-Visual Means ("OAVM") to transact the following business:

ORDINARY BUSINESS:

1. To consider and adopt the Audited Standalone Financial Statements of the Company for the Financial Year ended 31st March, 2021, the Audited Consolidated Financial Statements for the said Financial Year and the Reports of the Board of Directors and Auditors thereon.
2. To appoint a Director in place of Mr. Anurag Choudhry (DIN: 00955456) who retires by rotation and being eligible, offers himself for re-appointment.

SPECIAL BUSINESS:

3. To consider and if thought fit, to pass the following resolution as an Ordinary Resolution;

"RESOLVED THAT Mr. Kashi Nath Chatterjee (DIN: 09160384), who was appointed by the Board of Directors as an Additional Director being an Independent Director of the Company effective from 03rd May, 2021 and who holds office up to the date of this Annual General Meeting of the Company in terms of Section 161 of the Companies Act, 2013 ("Act") and Article 128 of the Articles of Association of the Company and who is eligible for appointment and has consented to act as an Independent Director of the Company be and is hereby appointed as an Independent Director of the Company.

RESOLVED FURTHER THAT pursuant to the provisions of Sections 149, 152 and other applicable provisions, if any, of the Act and the Rules framed thereunder read with Schedule IV to the Act, as amended from time to time, Mr. Kashi Nath Chatterjee, who meets the criteria for Independence as provided in Section 149(6) of the Act and who has submitted a declaration to that effect, be and is hereby appointed as an Independent Director of the Company, not liable to retire by rotation, for a term of five years commencing from 03rd May, 2021 upto 02nd May, 2026."

4. To consider and if thought fit, to pass the following resolution as an Ordinary Resolution;

"RESOLVED THAT pursuant to the provisions of Sections 152, 161 and Article 128 of the Articles of Association of the Company, Mr. Sandeep Sheth (DIN: 08781589), who was appointed by the Board of Directors as an Additional Director of the Company effective from 15th April, 2021 and who holds office up to the date of this Annual General Meeting and who is eligible for appointment and has consented to act as a Director of the Company be and is hereby appointed as the Director of the Company liable to retire by rotation."

5. To consider and if thought fit, to pass the following resolution as an Special Resolution;

"RESOLVED THAT in accordance with the provisions of Sections 196 and 197 of the Companies Act, 2013, including any amendment thereto or modification thereof read with the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and all other applicable rules, approval of the Members be and is hereby accorded to the appointment of Mr. Sandeep Sheth (DIN: 08781589) as a Whole-time Director designated as Executive Director of the Company for a period of 3 (three) years with effect from 15th April, 2021 on the terms and conditions including remuneration as set out in the Explanatory Statement annexed to the Notice convening this Meeting.

RESOLVED FURTHER THAT the Board be and is hereby authorised to do all such acts, deeds and things, including authorizing any official of the Company to do all such acts, deeds and things as may be necessary to give effect to this resolution."

6. To consider and if thought fit, to pass the following resolution as an Ordinary Resolution;

"RESOLVED THAT pursuant to Section 148 of the Companies Act, 2013 read with Rule 14 of the Companies (Audit and Auditors) Rules, 2014, the Company hereby ratifies the payment of ₹ 70,000/- (Rupees Seventy Thousand only) (exclusive of reimbursement of conveyance expenses at actuals and Service Tax/GST as applicable) as approved by the Board of Directors to Mr. Pradip Damania, Cost Auditor (Regn. No: 101607) appointed by the Board of Directors to fill up the casual vacancy caused due to the death of Mr. R.S. Raghavan in order to carry out audit of Company's Cost Records for the Financial Year ending 31st March 2021."



RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to do all such acts, deeds, matters and things as may be necessary to give effect to this resolution.”

**By Order of the Board of Directors
For Gammon India Limited**

**Sd/-
Niki Shingade
Company Secretary**

Registered Office:

Floor 3rd, Plot No - 3/8, Hamilton House,
J.N. Heredia Marg, Ballard Estate, Mumbai - 400038.

Date: 7th September, 2021

Place: Mumbai

ANNEXURE TO NOTICE

As required by Section 102 of the Companies Act, 2013 the following Explanatory Statement sets out the material facts relating to the businesses under Items No. 3, 4, 5 and 6 of the accompanying Notice dated 7th September, 2021.

ITEM No: 3

The Board of Directors (“Board”), on the recommendation of the Nomination and Remuneration Committee, appointed Mr. Kashi Nath Chatterjee (DIN: 09160384) as an Additional (Independent) Director of the Company, not liable to retire by rotation, effective 03rd May, 2021. Pursuant to the provisions of Section 161 of the Act and Article 128 of the Articles of Association of the Company, Mr. Kashi Nath Chatterjee holds office up to the date of the ensuing Annual General Meeting (“AGM”) and is eligible to be appointed as Director of the Company. The Company has received from Mr. Kashi Nath Chatterjee (i) Consent in writing to act as Director in Form DIR-2 pursuant to Rule 8 of the Companies (Appointment & Qualification of Directors) Rules, 2014, (ii) Intimation in Form DIR-8 in terms of the Companies (Appointment & Qualification of Directors) Rules, 2014, to the effect that he is not disqualified under Section 164(2) of the Act and (iii) a declaration to the effect that he meets the criteria of independence as provided under Section 149(6) of the Act.

Mr. Chatterjee aged 71 years is a B.Tech and has graduated from IIT Kanpur in 1975. He has also completed Civil Engineering from the Fellow Institution of Engineers, Kolkata, India in 1995. Presently he is acting as an Advisor – Contracts & Legal with Gammon Engineers & Contractors (Private) Ltd since December 2017. He has a profound knowledge and high professional expertise and experience in the construction & management of 36 bridges & 6 highways, besides 42 arbitration references & DRB in contracts in a career span of over 45 years. He is an Empaneled Arbitrator of Indian Roads Congress (IRC) and possesses expertise in handling numerous arbitrations in engineering contracts. In the opinion of the Board, Mr. Kashi Nath Chatterjee is a person of integrity, fulfils the conditions as specified in the Act and the Rules made thereunder for such appointment and is Independent of the Management of the Company.

The resolution at Item No. 3 seeks the approval of the Members in terms of Sections 149, 152, 161 and other applicable provisions of the Act, read with Schedule IV of the Act and the Rules made thereunder, for appointment of Mr. Kashi Nath Chatterjee as an Independent Director of the Company for a period commencing from 03rd May, 2021 upto 02nd May, 2026.

A copy of the draft letter of appointment of Mr. Kashi Nath Chatterjee as an Independent Director setting out the terms and conditions is available for inspection without any fee payable by the Members at the Registered Office of the Company during the normal business hours on working days up to the date of the AGM. The Board recommends the passing of the Ordinary resolution at Item No. 3 of the accompanying Notice for Members approval. None of the Director(s) and/or Key Managerial Personnel of the Company or their respective relatives, except Mr. Kashi Nath Chatterjee, to whom the resolution relates, are concerned or interested in the resolution mentioned at Item No. 3 of the Notice.

Item Nos. 4 & 5

Members are informed that the Board on the recommendation of the Nomination and Remuneration Committee, appointed Mr. Sandeep Sheth as an Additional Whole-Time Director of the Company pursuant to Section 161 and 203 of the Companies Act, 2013 designated as Executive Director of the Company with effect from 15th April, 2021 for a period of 3 years. Mr. Sheth holds such position until this Annual General Meeting.

Mr. Sheth is an eminent Chartered Accountant having post graduate degrees of Chartered Accountant (ICAI), Company Secretary (ICSI) and Masters in Finance (ICFAI) and also having 25 years of rich experience in various Industries, post qualification as a CA and is associated with the Gammon group since last 14 years. He has also acted as the Member of the management team for the company’s strategy, growth, and execution and also worked closely with the Board & top management in devising a financial strategy that supported the company’s business strategy. He also has in depth knowledge in Accounts, Finance and various laws.



The Board appointed Mr. Sheth as Executive Director of the Company pursuant to Section 196 of the Act read with Schedule V on the following terms and conditions as recommended by the Nomination and Remuneration Committee

1. **Period:** 3 (Three) years with effect from 15th April, 2021

2. **Remuneration:**

Salary	:	Not exceeding ₹ 46,00,008/- (Rupees Forty Six Lacs and Eight Only) per annum which includes perquisites.
Commission	:	An amount by way of commission, payable annually in addition to the salary, calculated with reference to the net profits of the Company, if any, in a particular financial year, at the absolute discretion of and as maybe determined by the Board of Directors at the end of each financial year.
Perquisites	:	Subject to the limits contained in Section IV of Part II of Schedule V of the Companies Act, 2013, Perquisites shall be payable as set out in Parts A, B and C as applicable.

Mr. Sheth shall not be paid sitting fees for attending meetings of the Board or any Committee thereof.

PART A:

- (i) Mr. Sheth shall also be entitled to perquisites like furnished/unfurnished accommodation or HRA, gas, electricity, water, medical re-imbursement and Leave Travel Concession for self and family, club fees, personal accident insurance etc. in accordance with the rules of the Company.
- (ii) Valuation of perquisites shall be done as per the Income-Tax rules, wherever applicable.

PART B:

- (i) Car & Telephone:

Provision of car for use on Company's business and telephone at residence will not be considered perquisites. Personal long distance calls and use of car for private purposes shall be billed by the Company to Mr. Sheth.

- (ii) Reimbursement of expenses

Reimbursement of all expenses actually and properly incurred by him in the course of discharging official duties of the Company.

Other terms:

Job Profile	:	During the period of his service with the Company, the Whole-Time Director designated as Executive Director shall:
	:	a) perform, observe and conform to such orders and instructions as may from time to time be reasonably given or communicated to him by the Board of Directors of the Company;
	:	b) in all respects carry out and use his best endeavors in carrying out the objects of the Company diligently and faithfully serve the Company, promote and protect its interest in all things to the best of his ability and judgment, and use his best endeavors to further its interests and to increase its business; and
	:	c) devote the whole of his time and attention to the business of the Company during the normal office and/or working hours of the Company and otherwise as in the opinion of the Board of Directors may be reasonably necessary for the diligent performance of his duties, and shall not in any way be engaged in, concerned directly or indirectly with any other company, business or trade (subsidiaries and associate companies excepted and otherwise than as the holder of shares or debentures in any company) without the consent of the Board of Directors of the Company
Other Terms	:	a) So long as Mr. Sandeep Sheth functions as the Whole-Time Director he shall not be paid any sitting fees for attending the Meetings of the Board of Directors or the Committee(s) thereof
	:	b) The headquarters of the Whole-Time Director shall, unless otherwise specified, be at Mumbai.
	:	c) The Whole-Time Director shall be entitled to be to be compensated for loss of office to the extent permissible under the Companies Act, 2013 if, during the currency of this Agreement the tenure of the office of the Whole-Time Director designated as Executive Director be determined for reasons other than due to change in the management or necessitated by Strategic Debt Restructuring or those specified in Section 202 of the Companies Act, 2013.
	:	d) His appointment, re-appointment, duties, responsibilities and remuneration shall be in conformity with the Companies Act, 2013 (including any amendment thereto), SEBI (Listing Obligations and Disclosures Requirements) Regulations 2015 and all such other applicable laws.
		e) Such other terms and conditions as may be recommended by the Nomination and Remuneration Committee and as may be approved by the Board.



Additional information in respect of Mr. Sheth pursuant to the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Secretarial Standard on General Meetings, is given in Corporate Governance Report.

The Board recommends the passing of the Ordinary Resolution at Item No. 4 and Special Resolution at Item No. 5 of the accompanying Notice for Members approval.

Save and except Mr. Sandeep Sheth, none of the other Directors and/or Key Managerial Personnel of the Company, are interested in the resolutions at Item Nos. 4 & 5 of the Notice.

Item No. 6

Members are hereby informed that the Board, on the recommendation of the Audit Committee appointed Mr. Pradip Damania, Cost Accountant (Membership No. 101607) as the Cost Auditor of the Company for the Financial Year 2020-21 to fill up the casual vacancy caused due to the death of Mr. R.S. Raghavan in order to conduct audit of Cost Accounting Records maintained by the Company in respect of the Company's Civil Engineering, Procurement and Construction business at a remuneration of ₹70,000/- (Rupees Seventy Thousand only) per annum exclusive of reimbursement of conveyance expenses at actuals and Service Tax/ GST as applicable.

Pursuant to Rule 14 of the Companies (Audit and Auditors) Rules, 2014, the remuneration proposed to be paid to the Cost Auditor is required to be ratified by the shareholders.

The Board recommends the passing of the Ordinary Resolution at Item No. 6 of the accompanying Notice for Members approval. None of the Directors and/or Key Managerial Personnel of the Company or their respective relatives are concerned or interested in the passing of the above resolution.

NOTES:

1. VIRTUAL MEETING

In view of the global outbreak of the COVID-19 pandemic, the Ministry of Corporate Affairs ("MCA") has *vide* its General Circular no. 02/2021 dated January 13, 2021 read with General Circular nos. 20/2020 permitted the holding of the Annual General Meeting ("AGM" or "meeting"), through Video Conferencing ("VC")/Other Audio Visual Means ("OAVM"), without the physical presence of the Members at a common venue. Members participating through the VC/OAVM shall be reckoned for the purpose of quorum under Section 103 of the Companies Act, 2013 ("Act").

Further, the Securities and Exchange Board of India ("SEBI") *vide* its Circular no. SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021 ("SEBI Circular") has granted further relaxations to ensure the AGM is conducted effectively. In compliance with the provisions of the Act, Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and MCA Circulars, the AGM of the Company is being held through VC/ OAVM.

The deemed venue for the AGM will be place from where the Chairman of the Board conducts the meeting. Since the AGM will be held through VC/ OAVM, the route map of the venue of the Meeting is not annexed hereto.

2. ELECTRONIC COPY OF ANNUAL REPORT AND NOTICE OF ANNUAL GENERAL MEETING

- a) In compliance with the MCA Circulars and SEBI Circular dated May 12, 2020 and January 15, 2021, Notice of the AGM along with the Annual Report 2020-21 is being sent only through electronic mode to those Members whose e-mail addresses are registered with the Company/ Depositories.
- b) Members may note that the Notice and Annual Report 2020-21 will also be available on the Company's website www.gammonindia.com 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 website of Link Intime India Private Limited ("LIPL") i.e. www.instavote.linkintime.co.in.

3. STATEMENT UNDER SECTION 102 OF THE ACT

The Explanatory Statement in terms of the provisions of Section 102(1) of the Act, which sets out details relating to special business to be transacted at the meeting forms part of this notice.

4. PROXY

The 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 AGM. Hence, the Proxy Form and Attendance Slip are not annexed to this Notice.

5. AUTHORISED REPRESENTATIVE

Institutional / Corporate Shareholders (i.e. other than individuals / HUF, NRI, etc.) are required to send a scanned copy (PDF/ JPG Format) of its Board or governing body Resolution/Authorization etc., authorizing its representative to attend the AGM through VC / OAVM on its behalf and to vote through remote e-voting.



The said Resolution/Authorization shall be sent to the Scrutinizer by e-mail through its registered e-mail address to Mr. Mitesh Shah at csmjshah@gmail.com with a copy marked to the Company Secretary at investors@gammonindia.com, not less than 48 (forty eight) hours before the commencement of the AGM i.e. by 2:00 p.m. on Tuesday, 28th September, 2021.

6. DOCUMENTS OPEN FOR INSPECTION

Relevant documents referred to in the accompanying notice and the statement pursuant to Section 102(1) of the Act, are uploaded on the website of the Company at: www.gammonindia.com.

Documents required to be kept open for inspection by the Members at the AGM in terms of the applicable laws, shall be made available on www.instameet.linkintime.co.in.

7. E-VOTING

Pursuant to Section 108 of the Act, rule 20 of the Companies (Management and Administration) Rules, 2014, as amended, Regulation 44 of SEBI Listing Regulations and the MCA Circulars, the Company is pleased to provide the facility to Members to exercise their right to vote, on the resolutions proposed to be passed at AGM, by electronic means.

The Company has engaged the services of LIPL to provide the remote e-voting facility on InstaVote and the e-voting system on the date of the AGM on InstaMeet.

The Company has appointed Mr. Mitesh Shah, Company Secretaries (FCS No. 10070), to act as the Scrutinizer and to scrutinize the entire e-voting process (i.e. remote e-voting and e-voting at the AGM) in a fair and transparent manner.

8. BOOK CLOSURE PERIOD

The Register of Members and the Share Transfer Books of the Company shall remain closed from Thursday, 23rd September, 2021 to Thursday, 30th September, 2021 (both days inclusive) for the purpose of Annual General Meeting.

9. TRANSFER OF UNPAID/UNCLAIMED DIVIDEND AND RELATED SHARES TO IEPF

The Company did not pay any amount as dividend since the financial year 2012-13 onwards. Hence there is no pending dividend which is outstanding to be transferred to IEPF authorities pursuant to the provisions of Section 124 of the Companies Act, 2013. However the Company has transferred unclaimed interim dividend for the Financial Year 2011 - 12 which remained unclaimed and unpaid for a period exceeding seven years from its due date aggregating to ₹1,60,720/- (Rupees One Lakh Sixty Thousand Seven Hundred and Twenty only) to the Investor Education and Protection Fund (IEPF) on 16th November, 2019.

10. E-VOTING REMOTE E-VOTING: IMPORTANT DATES

Cut-off date : For determining the Members entitled to vote on the resolutions set forth in this notice.	Thursday, 23 rd September, 2021
Remote e-voting period During this period shareholders' of the Company, holding shares, as on the cut-off date (record date) of 23 rd September, 2021 may cast their vote electronically. The e-voting module shall be disabled by LIPL for voting thereafter.	Commence from: Monday, 27 th September, 2021 End at Wednesday, 29 th September, 2021
URL for remote e-voting	https://instavote.linkintime.co.in

REMOTE E-VOTING : PROCEDURE

1. Open the internet browser and launch the URL: <https://instavote.linkintime.co.in>

Those who are first time users of LIPL e-voting platform or holding shares in physical mode have to mandatorily generate their own Password, as under:

- Click on “**Sign Up**” under ‘**SHARE HOLDER**’ tab and register with your following details: -

A. User ID: Enter your User ID

- Shareholders/ members holding shares in **CDSL demat account shall provide 16 Digit Beneficiary ID**
- Shareholders/ members holding shares in **NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID**
- Shareholders/ members holding shares in **physical form shall provide Event No + Folio Number** registered with the Company

- B. PAN:** Enter your 10-digit Permanent Account Number (PAN) (Members who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.



C. DOB/DOI: Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP / Company - in DD/MM/YYYY format)

D. Bank Account Number: Enter your Bank Account Number (last four digits), as recorded with your DP/Company.

- Shareholders/ members holding shares in **CDSL demat account shall provide either 'C' or 'D', above**
- Shareholders/ members holding shares in **NSDL demat account shall provide 'D', above**
- Shareholders/ members holding shares in **physical form** but have not recorded 'C' and 'D', shall provide their Folio number in 'D' above
- Set the password of your choice (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).
- Click "confirm" (Your password is now generated).

NOTE: If Shareholders/ members are holding shares in demat form and have registered on to e-Voting system of LIPL: <https://instavote.linkintime.co.in>, and/or voted on an earlier event of any company then they can use their existing password to login.

2. Click on 'Login' under '**SHARE HOLDER**' tab.
3. Enter your User ID, Password and Image Verification (CAPTCHA) Code and click on '**Submit**'.
4. After successful login, you will be able to see the notification for e-voting. Select '**View**' icon.
5. E-voting page will appear.
6. Refer the Resolution description and cast your vote by selecting your desired option '**Favour / Against**' (If you wish to view the entire Resolution details, click on the '**View Resolution**' file link).
7. After selecting the desired option i.e. Favour / Against, 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.
8. Point to remember:
 - a. Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on the e-voting system of LIPL at <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.

If you have forgotten the password:

- o Click on '**Login**' under '**SHARE HOLDER**' tab and further Click '**forgot password?**'
 - o Enter **User ID**, select **Mode** and Enter Image Verification (CAPTCHA) Code and Click on '**Submit**'.
- b. In case shareholders/ members is having valid email address, Password will be sent to his / her registered e-mail address.
- c. Shareholders/ members can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc. as mentioned above.
- d. 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.
- e. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- f. For shareholders/ members holding shares in physical form, the details can be used only for voting on the resolutions contained in the Notice.
- g. During the voting period, shareholders/ members can login any number of time till they have voted on the resolution(s) for a particular "Event".
- h. Shareholders/ members holding multiple folios/demat account shall choose the voting process separately for each of the folios/demat account.

In case shareholders/ members have any queries regarding e-voting, they may refer the **Frequently Asked Questions ('FAQs')** and **InstaVote e-Voting manual** available at <https://instavote.linkintime.co.in>, under **Help** section or send an email to enotices@linkintime.co.in or contact on: - Tel: 022 -4918 6000.



Process and manner for attending the Annual General Meeting through InstaMeet:

Open the internet browser and launch the URL: <https://instameet.linkintime.co.in>

- Select the “**Company**” and ‘**Event Date**’ and register with your following details: -

A. Demat Account No. or Folio No: Enter your 16 digit Demat Account No. or Folio No

- Shareholders/ members holding shares in **CDSL demat account shall provide 16 Digit Beneficiary ID**
- Shareholders/ members holding shares in **NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID**
- Shareholders/ members holding shares in **physical form shall provide** Folio Number registered with the Company

B. PAN: Enter your 10-digit Permanent Account Number (PAN) (Members who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.

C. Mobile No.: Enter your mobile number.

D. Email ID: Enter your email id, as recorded with your DP/Company.

- Click “Go to Meeting” (You are now registered for InstaMeet and your attendance is marked for the meeting). Please refer the instructions (annexure) for the software requirements and kindly ensure to install the same on the device which would be used to attend the meeting. Please read the instructions carefully and participate in the meeting. You may also call upon the InstaMeet Support Desk for any support on the dedicated number provided to you in the instruction/ InstaMEET website.

Instructions for Shareholders/ Members to Speak during the Annual General Meeting through InstaMeet:

1. Shareholders who would like to speak during the meeting must register their request 3 days in advance with the company on investors@gammonindia.com.
2. Shareholders will get confirmation on first cum first basis depending upon the provision made by the client.
3. Shareholders will receive “speaking serial number” once they mark attendance for the meeting.
4. Other shareholder may ask questions to the panelist, via active chat-board during the meeting.
5. Please remember speaking serial number and start your conversation with panelist by switching on video mode and audio of your device.

Shareholders are requested to speak only when moderator of the meeting/ management will announce the name and serial number for speaking.

Instructions for Shareholders/ Members to Vote during the Annual General Meeting through InstaMeet:

Once the electronic voting is activated by the scrutinizer/ moderator 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 your 16 digit 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’.
3. 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.

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 shareholders/ members have any queries regarding login/ e-voting, they may send an email to instameet@linkintime.co.in or contact on: - Tel: 022-49186175.

Annexure

Guidelines to attend the AGM proceedings of Link Intime India Pvt. Ltd.: InstaMEET

For a smooth experience of viewing the AGM proceedings of Link Intime India Pvt. Ltd. InstaMEET, shareholders/ members who are registered as speakers for the event are requested to download and install the Webex application in advance by following the instructions as under:

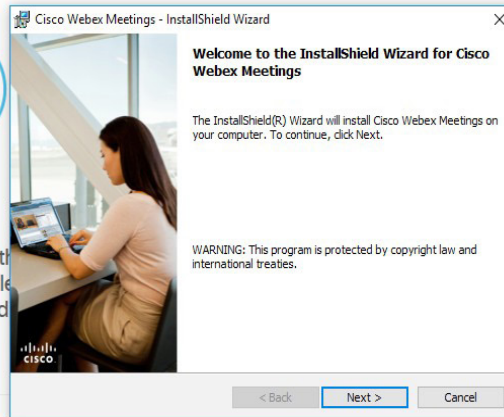
The screenshot shows the Webex website with two main sections: 'Webex Meetings' and 'Webex Teams'. The 'Webex Meetings' section is on the left, titled 'Looking for real time video conferencing?'. It lists features: 'HD video for face-to-face meetings', 'Flexible audio-only conference call options', 'Easy screen sharing', and 'Meet across any device'. Below these is a blue button labeled 'Download for Windows'. A black arrow points to this button. The 'Webex Teams' section is on the right, titled 'Looking for messaging and team collaboration?'. It lists features: 'One-on-one or group messaging', 'Digital two-way whiteboarding', 'Rich content and file sharing', and 'Video calling'. Below these is a blue button labeled 'Download for Windows' and another labeled 'Download Teams VDI'. Both sections also have links for 'Download on the App Store' and 'GET IT ON Google Play'.

a) Please download and install the Webex application by clicking on the link <https://www.webex.com/downloads.html/>

The screenshot shows the Webex installation steps. It is divided into three steps: 'Step 1: Double-click the webexapp.msi file you downloaded', 'Step 2: The Webex Meetings setup wizard will launch. Follow the instructions to set up.', and 'Step 3: Once installed the app will launch automatically.' Below these steps, there is a text box that says 'To open the app double-click the Webex Meetings icon on your desktop.' At the bottom, there is a file download dialog box with the text 'What do you want to do with webexapp.msi (88.1 MB)? From: akamaicdn.webex.com'. The dialog has buttons for 'Run', 'Save', 'Cancel', and a close button (X). A black arrow points to the 'Run' button.



Step 1
Double-click the
webexapp.msi file
downloaded

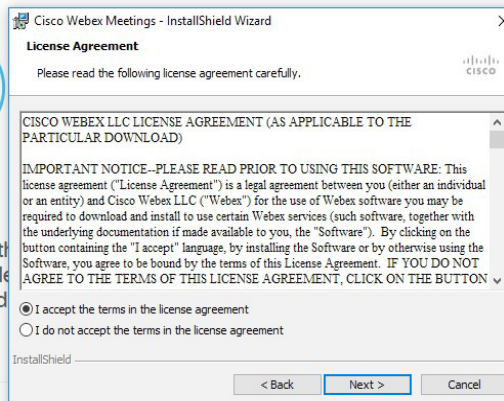


Step 3
Once installed
app will launch
automatically.

To open the app double-click
the Webex Meetings icon on your



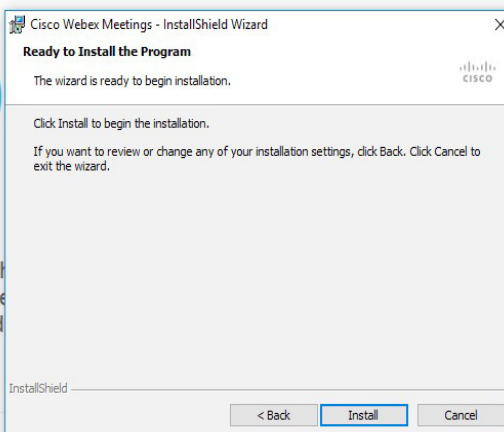
Step 1
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webexapp.msi file
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or

If you do not want to download and install the Webex application, you may join the meeting by following the process mentioned as under:

Step 1	Enter your First Name, Last Name and Email ID and click on Join Now.
1 (A)	If you have already installed the Webex application on your device, join the meeting by clicking on Join Now
1 (B)	<p>If Webex application is not installed, a new page will appear giving you an option to either Add Webex to chrome or <u>Run a temporary application</u>.</p> <p>Click on <u>Run a temporary application</u>, an exe file will be downloaded. Click on this exe file to run the application and join the meeting by clicking on Join Now</p>



Event Information:

Event status:

Date and time:

Duration:

Description:

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

You cannot join the event now because it has not started.

First name:
Last name:
Email address:
Event password:

← Mention your First name, Last name and email address

Join Now

← Join by browser **NEW!**

If you are the host, [start your event](#).