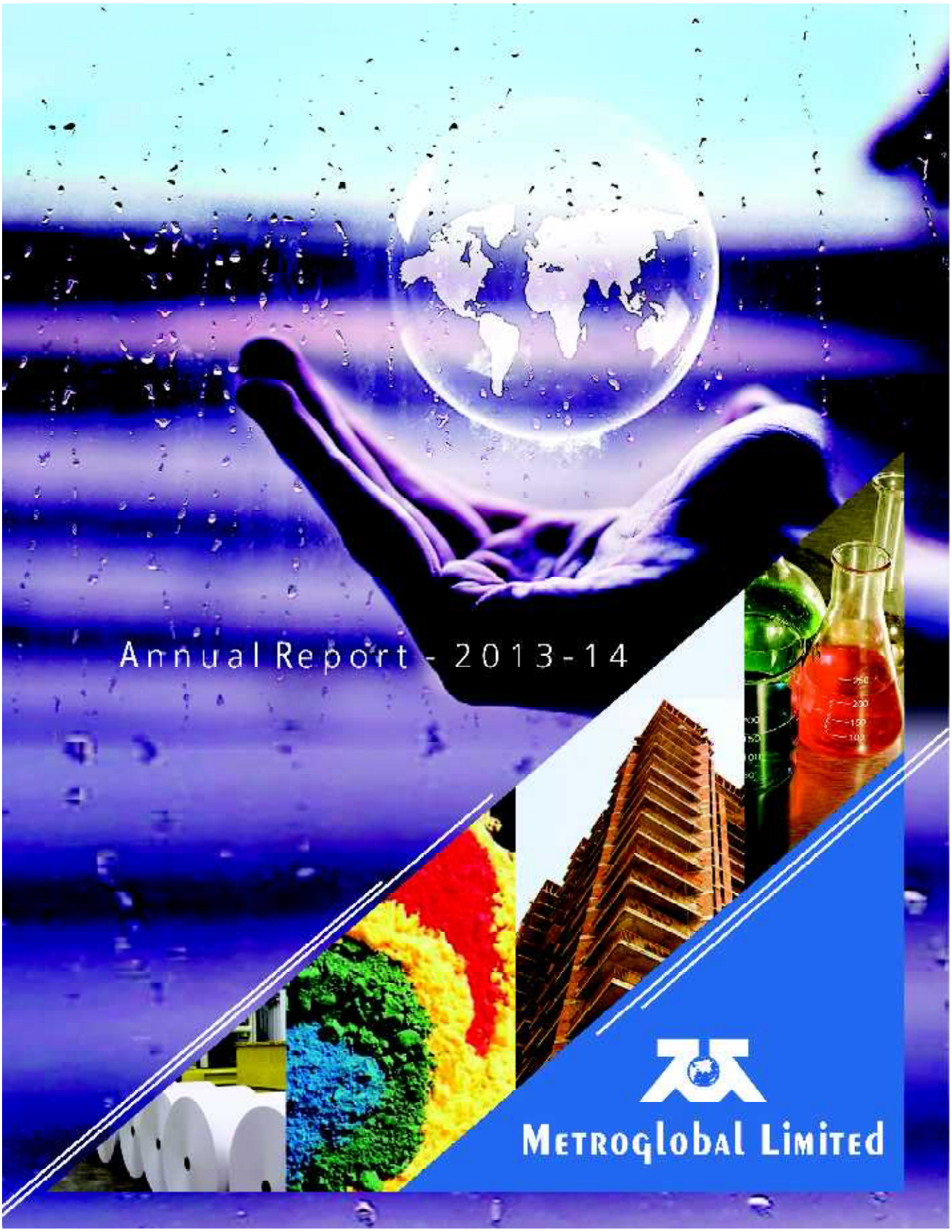

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Metroglobal Limited

CONTENTS

Chairman Message	1
Company Information	2
Notice	3-13
Directors' Report	14-18
Management Discussion and Analysis Report	19-21
Corporate Governance Report	22-33
Independent Auditors' Report	34-37
Balance Sheet	38
Profit & Loss Account	39
Cash Flow Statement	40-41
Notes	42-58
Statement Under Section 212	59
Consolidated Financial Statements	60-81

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Metroglobal Limited

CHAIRMANS MESSAGE

BEYOND YESTERDAY. EMBRACING TOMORROW.

"The business of a business is to do profitable and valuable business."

It is always important to move with the times and sometimes ahead of it to be able to succeed in a very dynamic and competitive market that demands the optimum utilization of all resources including vision and farsightedness. Your company has in the past made a mark in the field of manufacturing chemicals and dyes with its performance and quality creating a position for itself over the years. With the changing scenario and several unfavourable factors it was necessary to evolve a strategy that could not only sustain it but also lay the foundations for future growth. This demanded innovative thinking and bold decisions that your company has taken in the larger and long term interest.

The Company has diversified its business mainly in trading of Chemicals and Realty Business.

Your company looked critically at its core competence and areas of activities and assessed that it had tremendous strength in its networking and marketing skills. Its unique knowledge and experience in international and national chemical markets gave it a special advantage to pursue continuity with a change of focus on its role. This is reflected in the current businesses of trading in chemicals where it is benefitting from its earlier expertise and experience even while it can explore the possibilities of extending its product range for diversification in the future.

The realty sector in India is going through a phase of steady growth with even better scope in the coming years. With a big boost on the horizon for infrastructure and the economy both from the public and private sector there is huge opportunity for judicious involvement in the realty business. Your company has created a team of professionals who would be able to manage it efficiently for meaningful returns

This shift has enabled successful operations that shows an upward trend in numerous parameters.

The revenue from operations of the company from the various segments was ₹ 27197.58 lacs for the year 2013-14 as against the turnover of ₹ 19669.63 lacs during the year 2012-13.

Your Company earned net profit of ₹ 2295.58 lacs during the year 2013-14 as against the profit of ₹ 2151.82 lacs during the year 2012-13.

And this in a period when the Industrial Growth in the year 2013-14 remains on a downward trend. Yet your company is consistently improving its performance.

Your Company has received a prestigious award **BWI Business world Fastest growing Companies Award-2014** given by Business world Magazine, wherein it has been ranked **1st** among the fastest growing companies in India for the year 2014, in the category of listed companies with annual net sales of over ₹ 100 crores and net profit in excess of ₹ 10 crores.

If today is satisfying tomorrow holds even greater promise. Your company will meet the future with better preparation and resources to scale higher levels of performance.

Behind this turnaround story are the efforts and power of the Metroglobal team that pushed the limits to take the company forward and higher. I humbly acknowledge their valuable contribution to your company.

The tremendous support in all forms by the Board was the backbone of overcoming hurdles and making progress even in difficult circumstances. Other stakeholders also played an important role in the transformation. I thank them all for their encouragement and backing that makes me optimistic and enthusiastic about the future of your company.

4th August, 2014

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Metroglobal Limited

(CIN No: L21010MH1992PLC069527)

BOARD OF DIRECTORS	:	**Mr. Gautam M. Jain (DIN No: 00160167)** Chairman & Managing Director **Mr. Rahul G. Jain (DIN No:01813781)** Executive Director **Mr. Sandeep S. Bhandari (DIN No: 01379445)** Independent Director **Mr. Nilesh R. Desai (DIN No: 00058890)** Independent Director
COMPANY SECRETARY & COMPLIANCE OFFICER	:	**Mr. Nitin S. Shah (M. No. 7088)**
AUDITORS	:	**M/s AMPAC & Associates,** Chartered Accountants, Mumbai
BANKERS	:	**State Bank of India** Law Garden Branch Navrangpura, Ahmedabad - 380 009.
REGISTERED OFFICE	:	101, 1st Floor,"Mangal Disha", Near Guru Gangeshwar Temple, 6th Road, Khar (West), Mumbai-400052, Maharashtra, (India)
CORPORATE OFFICE	:	5th Floor, 508-509, "SHILP " Building, Opp: Girish Cold Drinks, C.G.Road, Navrangpura, Ahmedabad-380009
WORKS	:	Metroglobal Limited Plot No 489 to 492. Phase II, GIDC, Vatva, Ahmedabad-382445
SHARE TRANSFER REGISTRAR	:	**Sharex Dynamic (India) Pvt.Ltd.** Unit : Metroglobal Limited (CIN No: 21010MH1992PLC069527) Unit No-1, Luthara Ind. Premises, Andheri Kurla Road, Safed pool, Andheri (E), Mumbai 400 072

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NOTICE

NOTICE is hereby given that the **Twenty Second Annual General Meeting** of the Shareholders of the Metro Global Limited will be held on Tuesday**, 30th September, 2014** at 11.00 a.m. at Conference Hall of The Oriental Residency, Next to Khar Telephone Exchange, P.D. Hinduja Marg, Khar (West), Mumbai-400052 to transact the following business :

ORDINARY BUSINESS

1. To receive, consider and adopt the Audited Balance Sheet as at 31st March, 2014 and Statement of Profit and loss account for the financial year ended on 31st March,2014 together with the reports of the Board of Directors and the Auditors thereon.
2. To Appoint a Director In place of Mr. Nilesh R. Desai (DIN No:00058890) who retires by rotation and being eligible, offers him self for re appointment.
3. To re-appoint M/s AMPAC & Associates, Chartered Accountants, Firm Registration No. 112236W, Mumbai as Auditors, to hold office from the Conclusion of this Annual General Meeting until the conclusion of the next Annual General Meeting and to fix their remuneration.

SPECIAL BUSINESS:

4. 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, 150, 152 read with Schedule IV and any other applicable provisions of the Companies Act, 2013 and the Companies (Appointment and Qualification of Directors), Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force) and Clause 49 of the Listing Agreement, Mr. Nilesh R.Desai (having DIN No:00058890) Director of the Company whose period of office is liable to retirement by rotation as per the Companies Act, 1956 and who has submitted a declaration that he meets the criteria of independence under Section 149(6) of the Companies Act, 2013 and who is eligible for appointment and in respect of whom the Company has received a notice in writing from a member proposing his candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company, whose term shall not be subject to retirement by rotation, to hold office for a term up to September 30, 2019".

   "RESOLVED FURTHER THAT the Board of Directors are at the liberty to alter and vary the terms and conditions of the appointment so as to include any modification or re enactment thereof, for the time being in force or any amendments of medications that may hereafter made thereto by the Central Government.

   "RESOLVED FURTHER THAT the Board be and is hereby authorized to do all such steps as may be necessary to give expedient to give effect to the aforesaid resolutions"

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, 150, 152 read with Schedule IV and any other applicable provisions of the Companies Act, 2013 and the Companies (Appointment and Qualification of Directors), Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force) and Clause 49 of the Listing Agreement, Mr. SANDEEP S. BHANDARI (having DIN No: **01379445)** Director of the Company, who has submitted a declaration that he meets the criteria of independence under Section 149(6) of the Companies Act, 2013 and who is eligible for appointment and in respect of whom the Company has received a notice in writing from a member proposing his candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company, whose term shall not be subject to retirement by rotation, to hold office for a term up to September 30, 2019".

   "RESOLVED FURTHER THAT the Board of Directors are at the liberty to alter and vary the terms and conditions of the appointment so as to include any modification or re enactment thereof, for the time being in force or any amendments of medications that may hereafter made thereto by the Central Government.

   "RESOLVED FURTHER THAT the Board be and is hereby authorized to do all such steps as may be necessary to give expedient to give effect to the aforesaid resolutions"

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

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" **RESOLVED THAT** in Supersession of the of the earlier resolution and Pursuant to the provisions of the Section 180 (1) (c) and any other applicable provisions of the Companies Act, 2013 and the rules made there under (including any statutory modification(s) or re-enactment thereof for the time being in force) Subject to such approvals , consents, sanctions and permissions as may be necessary , and the Articles of the Association of the Company and all other provisions of applicable laws , the consent of the Company be and is hereby accorded to the Board of Directors (Hereinafter referred to as the **" Board"** , which term shall include any Committee constituted by the Board or any person(s) authorized by the Board to exercise the powers conferred on the Board by this Resolution to borrow monies in excess of the aggregate of the paid-up capital and free reserves of the Company provided that the total amount so borrowed and outstanding at any point of time, apart from temporary loans obtained /to be obtained from the Company's Banker/Financial Institution and/or from any other person in the ordinary Course of business, shall not be in excess of ₹ 500 crore."

"RESOLVED FURTHER THAT Consent is further accorded to the Board of Directors of the Company to borrow the money from the Banks Financial Institution and/or from any other person by way of Fund base/Non Fund Base Limit in form of Term loan, cash credit, Bank Guarantee/LC Limit, Bill discounting, PCFC Facility or such other temporary loans or in form of secured debentures which shall not be in excess of ₹ 500 crores.

"RESOLVED FURTHER THAT the Board of Directors be and is here by authorized to take such steps as may be necessary for obtaining approvals, statutory, contractual or otherwise, in relation to above and to settle all maters arising out of and incidental thereto, and to sign and to execute deeds, applications, documents and writings that may be required on behalf of the Company and generally to do all such acts, deeds, matters and other things as may be required or considered necessary, expedient or incidental thereto for giving effect to the aforesaid Resolution."

7. 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 Section 180(1)(a) of the Companies Act, 2013 ("Act") (including any statutory modification or re-enactment thereof to the extent applicable), the consent of the Company be and is hereby accorded to the Board of Directors of the Company, to mortgage, hypothecate, pledge and / or charge, in addition to the mortgage, hypothecate, pledge and / or charge already created, in such form, manner and ranking and on such terms as the Board deems fit in the interest of the Company, on all or any of the movable and / or immovable properties of the Company (both present and future) and /or any other assets or properties, either tangible or intangible, of the Company and / or the whole or part of any of the undertaking of the Company together with or without the power to take over the management of the business or any undertaking of the Company in case of certain events of defaults, in favour of the Lender(s), Agent(s) and Trustee(s), for securing the borrowing availed or to be availed by the Company, by way of loans, debentures (comprising fully / partly Convertible Debentures and / or Non-Convertible Debentures or any other securities) or otherwise, in foreign currency or in Indian rupees, from time to time, up to the limits approved or as may be approved by the shareholders under Section 180(1)(c) of the Act (including any statutory modification or re-enactment thereof) along with interest, additional interest, accumulated interest, liquidated charges, commitment charges or costs, expenses and all other monies payable by the Company including any increase as a result of devaluation / revaluation / fluctuation in the rate of exchange and the Board be and is hereby authorized to decide all terms and conditions in relation to such creation of charge, at their absolute discretion and to do all such acts, deeds and things and to execute all such documents, instruments and writings as may be required."

"RESOLVED FURTHER THAT Consent is further accorded to the Board of Directors of the Company to Finalize the terms of Finance with any lender/Financial Institution or any such lender for Creation of Mortgage/Hypothecation/ or charge and to do all such acts and things as may be necessary to give effect to the aforesaid resolution.

8. 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 Section 180(1)(a) of the Companies Act, 2013 and the rules made there under and all applicable provisions, for the time being in force subject to the enabling provisions of Memorandum and Articles of Association of the Company, Consent of the Company be and is here by accorded to the Board of Directors of the Company, to sell, lease or otherwise dispose of or substantially the whole of the Undertaking(s) of the Company comprising of its any of its facilities/offices/divisions/department/Branch or other assets/Properties or any substantial part of the Properties wherever situated, to any other Company, firm or any other entities and/or conferring the power to finalize the terms of such lease viz. period of Lease/Lease rental/other terms and conditions for lease and that Mr. Gautam M. Jain (DIN 00160167) Managing Director and/or any one of the Director of the Company be and is/are hereby jointly/severally authorized to enter in to any agreement with the concerned party to sell/lease or

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otherwise dispose of the whole or substantially whole of the undertaking(s) of the Company for the benefit of the Company.

"RESOLVED FURTHER THAT Mr. Gautam M. Jain (DIN 00160167), Managing Director and/or any one of the Director of the Company be and is/are hereby jointly/severally authorized to do such acts/deeds and things and to sign/seal/ execute and deliver all such documents, agreements, assignment, conveyances, deeds and writings as may be necessary for the expedient and incidental there to give aforesaid resolution and for the matter connected with and incidental there to.

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

"RESOLVED THAT pursuant to section 186 of Companies Act, 2013 (Introduced w.e.f. 1st April 2013) together with 11, 12 and 13 Companies (Meetings of Board and its Powers) Rules, 2014 or such other rules for the time being in force or as amended from time to time or any other law for the time being in force (including any statutory modification or amendment thereto or re-enactment thereof for the time being in force) and in terms of Articles of Association of the and subject to such approvals, consents, sanctions and permissions of appropriate authorities, departments or bodies as may be necessary, the consent of the members be and is hereby accorded to the Board of Directors (hereinafter referred to as "the Board") of the Company to acquire by way of purchase of stake of an industrial unit or any corporate entity or otherwise the securities/impart loan/guarantee to any corporate or any other person(Not being the Director or its associates) for an amount not exceeding ₹ 500,00,00,000 (Rupees Five hundred crores only), notwithstanding that such investment and acquisition together with the Company's existing investments in all other bodies corporates, loans and guarantees given and securities provided shall be in excess of the limits prescribed under section 186 of Companies Act, 2013."

"RESOLVED FURTHER THAT the Board be and is hereby authorized to delegate all or any of the powers herein conferred on the Board to any Director(s) of the Company to give effect to the aforesaid resolution."

"RESOLVED FURTHER THAT consent is further accorded to the Board of Directors of the Company to intimate the said Resolution to the office of Registrar of the Companies-Gujarat."

10. 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 Section 14 and all other applicable provisions of the Companies Act, 2013 (statutory modification (s) or re-enactment thereof, for the time being in force), the new draft Articles as contained in the Articles of Association submitted to this meeting be and are hereby approved and adopted in substitution, and to the entire exclusion of the regulations contained in the existing Articles of Association of the Company.

"RESOLVED FURTHER THAT the Board of Directors of the Company (including a Committee thereof) be and is hereby authorized to do all acts and take all such steps as may be necessary, proper or expedient to give effect to this resolution".

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

"RESOLVED THAT Pursuant to Section 188(1)(C) of Companies Act, 2013 and such other Applicable Provisions of Companies Act, 2013 including Rules made there under, including recent amendments and notifications if any issued by Ministry of Corporate Affairs from time to time the Consent is accorded to the Board of Directors of the Company to pay the rent of towards holding and Possession of the Company's Corporate Office of the Company situated at 505-506, 508 -509 Shilp Building, Navrangpura, Ahmedabad to Shri Gautam M. Jain (Managing Director) (DIN 00160167) of the Company to the tune of ₹ 2,64,000 P.A. for all Offices.

"RESOLVED FURTHER THAT Board of Directors of the Company are further authorized to do all such acts, correspondance, deeds, agreements, Filling necessary returns as may be necessary under the act to give effect to the aforesaid Resolution."

"RESOLVED FURTHER THAT Consent is further accorded to the Board of Directors of the Company to vary the terms of the Agreement to give effect to the Increment in rent at Prevailing Market Trend which prevails at the City of Ahmedabad.

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

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"**RESOLVED THAT** Pursuant to Section 188(1)(f) of Companies Act, 2013 and such other applicable Provisions of Companies Act, 2013 including Rules Made there under, including recent amendments and notifications if any issued by Ministry of Corporate Affairs from time to time the Consent is accorded to the Board of Directors of the Company to appoint **Mrs. Krati Rahul Jain as a Vice President-Administration, being relative of Mr. Rahul G. Jain (Whole Time Director) and Mr. Gautam M. Jain (DIN 00160167) (Managing Director) at a monthly remuneration of ₹ 50,000/- P.M. Inclusive of all.**

"**RESOLVED FURTHER THAT** Board of Directors of the Company are further authorized to do all such acts, correspondance, deeds, agreements, Filling necessary returns as may be necessary under the act to give effect to the aforesaid Resolution."

"**RESOLVED FURTHER THAT** Consent is further accorded to the Board of Directors of the Company to vary the terms of the Agreement to give effect to the Increment in Salary at Normal HR Trend which prevails at the City of Ahmedabad.

13. 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 Section 188, 190, 196 and 197 and other applicable provisions of the Companies Act, 2013 ("The Act") read with Schedule V Part II and Section II thereto and the rules made there under (including any statutory modification(s) or re-enactment thereof for the time being in force, the Consent of the Company be and is hereby accorded to the revision of remuneration of Mr. Gautam M. Jain, Managing Director **(DIN 00160167)** of the Company **w.e.f 01-01-2014.**

"**RESOLVED FURTHER THAT** Mr. Gautam M. Jain, Managing Director **(DIN 00160167)** shall draw a remuneration to the Tune of ₹ 2,25,000/- p.m. which shall be inclusive of all the benefits.

"**RESOLVED FURTHER THAT** Consent is further accorded to the Board of Directors to file requisite Returns of the said revision in remuneration with office of Registrar of Companies-Mumbai"

14. 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 Section 188, 190, 196 and 197 and other applicable provisions of the Companies Act, 2013 ("The Act") read with Schedule V Part II and Section II thereto and the rules made there under (including any statutory modification(s) or re-enactment thereof for the time being in force, the Consent of the Company be and is hereby accorded to the revision of remuneration of Mr.Rahul G. Jain, the Whole Time Director **(DIN 01813781)** of the Company **w.e.f 01-01-2014.**

"**RESOLVED FURTHER THAT** Mr. Rahul G. Jain, Whole-time Director **(DIN 01813781)** shall draw a Remuneration to the Tune of ₹ 1,25,000/- p.m. which shall be inclusive of all the benefits.

"**RESOLVED FURTHER THAT** consent is further accorded to the Board of Directors to file requisite Returns of the said revision in remuneration with office of Registrar of Companies-Mumbai"

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

"**RESOLVED THAT** pursuant to Section 94(1) and such other applicable Provisions of the Companies Act, 2013 the Consent is accorded to the Board of Directors of the Company to keep the Statutory Registers and Returns and such other records to be Maintained under Companies Act-2013 shall be kept at the Administrative/Corporate Office of the Company having its Address at 508-509, Shilp Building, Opp. Girish Cold drinks, Navrangpura, Ahmedabad-380009.

"RESOVED FURTHER THAT Consent is further accorded to the Board of Directors to file requisite Returns of the said Resolution as may be necessary with office of Registrar of Companies-Mumbai or such other authority as may be prescribed under the Companies Act, 2013."

Registered Office :
101, 1st Floor,"Mangal Disha",
Near Guru Gangeshwar Temple,
6th Road, Khar (West),
Mumbai-400052, Maharashtra, (India)
Date : 4th August,2014

By the Order of the Board
Sd/-
Nitin S.Shah
Company Secretary
M No. ACS 7088

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NOTES :

1. A member entitled to attend and vote is entitled to appoint a proxy, or, where that is allowed, one or more proxies, to attend and vote instead of himself, and that a proxy need not be a member.
2. Proxies to be effective must be received by the Company not less than 48 hours before the meeting.
3. Pursuant to provisions of Section 105 of the Companies Act, 2013, read with the applicable rules thereon, a person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights, may appoint a single person as proxy, who shall not act as a proxy for any other member.
4. Corporate members intending to send their authorized representatives to attend the meeting are requested to send to the Company a certified copy of the Board resolution authorizing their representative to attend and vote on their behalf at the meeting.
5. Only bonafide members of the Company whose names appear on the Register of Members/Proxy holders, in possession of valid attendance slips duly filled and signed will be permitted to attend the meeting. The Company reserves its right to take all steps as may be deemed necessary to restrict non-members from attending the meeting.
6. Members are requested to bring their copies of Annual Report to the Meeting. In order to enable us to register your attendance at the venue of the Annual General Meeting, we request you to please bring your folio number/demat account number/DP ID-Client ID to enable us to give you a duly filled attendance slip for your signature and participation at the meeting.
7. In case of joint holders attending the meeting, only such joint holder who is higher in the order of names will be entitled to vote.
8. The Register of Members and Share Transfer Books of the Company will be closed from 22nd September, 2014 to 26th September,2014 (both days inclusive).
9. In terms of Section 205A and 205C of the Companies Act, 1956, any dividend remaining unclaimed of Metrochem Industries Limited, merged with Metroglobal Limited (Formerly Known as Global Boards Limited) for a period of seven years from the due date of payment is required to be transferred to the ' Investors' Education and Protection Fund (IEPF). The dividend for the financial year 2006-07 of Metrochem Industries Limited, which remains unclaimed for a period of seven years, will be transferred by the Company to the IEPF. Members, who have not encashed their dividend warrant so far, for the financial year 2006-2007 and the subsequent years, are requested to make their claims to the office of the Registrars Transfer Agents.
   a. It may be noted that once the unclaimed dividend is transferred to the IEPF as above, no claim shall lie against the Company or the said fund and no payment shall be made in respect of any such claims. Company in terms of requirement of Ministry of Corporate Affairs (MCA) has uploaded the name of the shareholders on the web site of Company and that of MCA (www.mca.gov.in)
10. Members desirous of obtaining any information, concerning the accounts and operations of the company, are requested to send their queries to the company at least seven days before the meeting, so that the information required by the members may be made available at the meeting.
11. Please intimate the changes, if any, in your registered address, to the Company's Registrar & Share Transfer Agent at the following address:-

    Sharex Dynamic (India) Pvt. Ltd.
    Unit: Metroglobal Limited
    Unit No-1, Luthara Ind. Premises,
    Andheri Kurla Road , Safed pool,
    Andheri (E), Mumbai 400 072
12. As required under the Listing Agreement with the Stock Exchanges, the particulars of Directors who are proposed to be appointed / re-appointed are as per attached Annexure 1.
13. **Voting through electronic means:-**In compliance with the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies [Management and Administration] Rules, 2014, the Company is providing e-voting facility as an alternative mode of voting which will enable the Members to cast their votes electronically. Necessary arrangements have been made by the Company with Central Depository Services (India) Limited (CDSL) to facilitate e-

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voting.

The detailed process, instructions and manner of e-voting facility is as under.

INSTRUCTIONS FOR VOTING THROUGH E-VOTING

I. In compliance with provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, the Company is pleased to provide Members the facility to exercise their right to vote at the 22nd Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services provided by Central Depository Services (India) Limited (CDSL).

The instructions for members for voting electronically are as under:-

In case of members receiving e-mail:

(i) Log on to the e-voting website www.evotingindia.com

(ii) Click on "Shareholders" tab.

(iii) Now Enter your User ID

a. For CDSL: 16 digits beneficiary ID,

b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,

c. Members holding shares in Physical Form should enter Folio Number registered with the Company.

(iv) Next enter the Image Verification as displayed and Click on Login.

(v) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any company, then your existing password is to be used.

(vi)

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) · Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the last 8 digits of the demat account/folio number in the PAN field. · In case the folio number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with folio number 100 then enter RA00000100 in the PAN field.
DOB#	Enter the Date of Birth as recorded in your demat account or in the company records for the said demat account or folio in dd/mm/yyyy format.
Dividend Bank Details#	Enter the Dividend Bank Details as recorded in your demat account or in the company records for the said demat account or folio. · Please enter the DOB or Dividend Bank Details in order to login. If the details are not recorded with the depository or company please enter **the number of shares held by you as on the cut off date** in the **Dividend Bank details field**.

(vii) After entering these details appropriately, click on "SUBMIT" tab.

(viii) Members holding shares in physical form will then reach directly the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take atmost care to keep your password confidential.

(ix) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.

(x) Click on the EVSN for the Metroglobal Limited on which you choose to vote.

(xi) 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.

(xii) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.

(xiii) 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

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