THE GREAT EASTERN
SHIPPING COMPANY LIMITED
CIN: L35110MH1948PLC006472

OCEAN HOUSE, 134/A, Dr Annie Besant Road, Worli, Mumbai - 400 018, India. Tel: +91 (22) 6661 3000 / 24922100 Fax: +91 (22) 2492 5900
Email: shares@greatship.com | Web: www.greatship.com

# NOTICE

NOTICE is hereby given that the Seventy-Third Annual General Meeting of the members of THE GREAT EASTERN SHIPPING CO. LTD. will be held through Video Conferencing / Other Audio Visual Means on Thursday, July 29, 2021 at 3.00 p.m. (I.S.T.) to transact the following business:

1. To receive, consider and adopt :
   a) the audited financial statements of the Company for the financial year ended March 31, 2021, the reports of the Board of Directors and Auditors thereon; and
   b) the audited consolidated financial statements of the Company for the financial year ended March 31, 2021 and report of Auditors thereon.

2. To declare dividend on equity shares.

3. To appoint a Director in place of Mr. G. Shivakumar (DIN : 03632124), who retires by rotation and being eligible, offers himself for re-appointment.

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 and other applicable provisions, if any, of the Companies Act, 2013 ('the Act') and Regulation 17 and other applicable regulations, if any, of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('the Listing Regulations') [including any statutory modification(s) or re-enactment(s) thereof for the time being in force], Mr. Urjit Patel (DIN: 00175210), who was appointed as an Additional Director at the meeting of the Board of Directors of the Company held on July 30, 2020 and who has submitted a declaration that he meets the criteria for independence as provided in the Act and the Listing Regulations and in respect of whom the Company has received a notice in writing from a member proposing his candidature for the office of Independent Director of the Company under Section 160 of the Act, be and is hereby appointed as an Independent Director of the Company for a term of five years with effect from August 1, 2020."

5. 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 196, 197, 203, Schedule V and other applicable provisions of the Companies Act, 2013 (including any modification(s) or re-enactment thereof for the time being in force), the approval of the Company be and is hereby accorded to the re-appointment of Mr. Tapas Icot (DIN: 00905882) as a Whole-time Director of the Company designated as 'Executive Director' for a period of 3 years with effect from November 02, 2021 on the terms as set out in the Explanatory Statement annexed to this Notice, with liberty to the Board of Directors (hereinafter referred to as "the Board" which term shall be deemed to include any Committee of the Board constituted to exercise its powers, including the powers conferred by this Resolution) to alter and vary the said terms in such manner as may be agreed between Mr. Tapas Icot and the Board."

6. 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 Section 188 and other applicable provisions of the Companies Act, 2013 (including any modification(s) or re-enactment thereof for the time being in force), the consent of the members of the Company be and is hereby accorded to Mr. Rahul Sheth, son of Mr. Ravi K. Sheth, Non- Executive Director of the Company, to hold and continue to hold office or place of profit in the Company on the terms as set out in the Explanatory Statement annexed to this Notice."

**"RESOLVED FURTHER THAT** the Board of Directors of the Company (which term shall be deemed to include any Committee of the Board constituted to exercise its powers, including the powers conferred by this Resolution) be and is hereby authorised to do all such acts, matters and things and to take all such steps as may be necessary, proper or expedient to give effect to this Resolution."

By Order of the Board

**Jayesh M. Trivedi**
Company Secretary

Mumbai, May 07, 2021

**Registered Office :**
Ocean House, 134/A, Dr. Annie Besant Road,
Worli, Mumbai 400 018
Tel : 022 6661 3000/2492 2100
Fax : 022 2492 5900
Email : shares@greatship.com
Web : www.greatship.com
CIN : L35110MH1948PLC006472

## NOTES :

1. In view of the Covid-19 pandemic, the Ministry of Corporate Affairs has vide its circulars dated April 8, 2020, April 13, 2020, May 5, 2020 and January 13, 2021 (collectively referred to as **'MCA Circulars'**) permitted the holding of the Annual General Meeting (**'AGM'**) through video conferencing (**'VC'**) / other audio visual means (**'OAVM'**), without the physical presence of the Members at a common venue. In compliance with the MCA Circulars, the AGM of the Company is being held through VC / OAVM.

2. In compliance with the MCA Circulars and SEBI Circulars 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 email addresses are registered with the Company / Depositories. Members may note that the Notice and Annual Report 2020-21 will also be available on the Company's website: www.greatship.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 on the website of KFin Technologies Private Limited: https://emeetings.kfintech.com.

3. Pursuant to the MCA Circulars, the facility to appoint proxy to attend and vote is not available for this AGM.

4. The Members attending the AGM through VC/OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.

5. The Explanatory Statement pursuant to Section 102(1) of the Companies Act, 2013, in respect of the business as per Item Nos. 4 to 6 herein above, is annexed hereto.

6. Members seeking any information with regard to the accounts or any matter to be placed at the AGM, are requested to write to the Company on or before July 27, 2021 through email (mentioning their name, demat account number/folio number, contact details etc.) on shares@greatship.com. The same will be replied by the Company suitably.

7. The Register of Members and Share Transfer Books of the Company will remain closed from July 23, 2021 to July 29, 2021 (both days inclusive).

8. The dividend declared at the Annual General Meeting will be made payable on or after July 30, 2021, as applicable, in respect of shares held in physical form to those members whose names appear on the Register of Members of the Company after giving effect to all valid share transmission or transposition requests lodged with the Company on or before the end of business hours on July 22, 2021 and in respect of shares held in the electronic form to those 'Deemed Members' whose names appear in the statement of Beneficial Ownership furnished by the National Securities Depository Ltd. (NSDL) and the Central Depository Services (India) Ltd. (CDSL) as on that date.

9. Members may note that pursuant to the provisions of the Income-tax Act, 1961 ('the Act'), as amended by the Finance Act, 2020, dividends paid or distributed by a company after April 1, 2020, shall be taxable in the hands of the shareholders.

   Accordingly, the Company shall be required to deduct tax at source ('TDS'), at the time of making payment of the said Final Dividend. The withholding tax rate would vary depending on the residential status of each shareholder and the documents submitted by them and accepted by the Company.

   Accordingly, the aforesaid Final Dividend will be paid after deducting the tax at source in the following manner.

   *For Resident Shareholders*

   1) Where, the Permanent Account Number (PAN) is available and is valid:
      a) Tax shall be deducted at source in accordance with the provisions of the Income-tax Act, 1961 at 10% on the amount of dividend.
      b) No tax shall be deducted in the case of a resident individual shareholder, if:
         i) the amount of such dividend in aggregate paid or likely to be paid during the financial year does not exceed INR 5,000; or
         ii) the shareholder provides duly signed Form 15G (applicable to any person other than a Company or a Firm) or Form 15H (applicable to an Individual above the age of 60 years) provided that all the prescribed eligibility conditions are met. The format of Form 15G and Form 15H are available on the website of the Company : www.greatship.com

2) Where the PAN is either not available or is invalid or the shareholder(s), who are individuals, have not linked their Aadhaar with their PAN by June 30, 2021 or such other date as may be prescribed rendering the PAN as invalid or the shareholder(s) have not filed their Income Tax returns for FY 2018-19 and FY 2019-20 within the due date as prescribed under the Act and the aggregate of TDS and tax collected at source in his/her/their case is ₹ 50,000 or more, in each of these two previous years, tax shall be deducted at the prescribed rate or 20%, whichever is higher.

3) No tax will be withheld from dividends paid to Mutual Funds and Category - I & II Alternative Investment Funds registered with SEBI. The Mutual Funds & Alternative Investment Funds shall furnish the following documents on or before July 22, 2021 to the Company's Registrar and Share Transfer Agents ('RTA') viz., KFin Technologies Private Limited:
Certified copy of SEBI registration / CBDT notification and a declaration that their income is exempt under section 10(23D) of the Act and therefore no TDS is required in terms of section 196(iv) of the Act.

*For Non-resident Shareholders*

4) Tax will be deducted at source in accordance with the provisions of the Act at applicable rates in force. As per the relevant provisions of the Act, tax shall be deducted at the rate of 20% (plus applicable surcharge and cess) on the amount of dividend.

5) As per the provisions of the Act, the non-resident shareholder may have an option to be governed by the provisions of the Double Tax Avoidance Treaty (DTAA) between India and the country of tax residence of the shareholder, if such DTAA provisions are more beneficial to them. To avail the DTAA benefits, the non-resident shareholder shall furnish all the following documents on or before July 22, 2021 to the RTA viz., KFin Technologies Private Limited:
   a) Self-attested copy of Permanent Account Number (PAN), if allotted by the Indian Income Tax Authorities;
   b) Self-attested Tax Residency Certificate (TRC) issued by the tax authorities of the country of which shareholder is a tax resident, evidencing and certifying shareholder's tax residency status during the Financial Year 2021-22;
   c) Completed and duly signed Self-Declaration in Form 10F, draft format available on the website of the Company : www.greatship.com;
   d) Self-declaration for the Financial Year 2021-22 in the prescribed format available on website of the Company : www.greatship.com

6) The Company is not obligated to apply the beneficial DTAA rates at the time of tax deduction/withholding on dividend amounts. Application of beneficial DTAA Rate shall depend upon the completeness and satisfactory review by the Company of the documents submitted by the concerned Non-Resident shareholder.

**Kindly note that in order to enable the Company to determine and deduct appropriate TDS/withholding tax, the scanned copy of the duly signed documents as mentioned above are required to be emailed to the Company at shares@greatship.com or to its RTA, viz., KFin Technologies Private Limited at einward.ris@kfintech.com on or before July 22, 2021. No communication on the tax determination/ deduction shall be entertained thereafter.**

The original documents may be sent in due course to the Company at its registered office or to its RTA at the following address:
KFin Technologies Pvt. Ltd.
Unit: The Great Eastern Shipping Co. Ltd.
Selenium Tower B, Plot 31 & 32, Financial District,
Nanakramguda, Serilingampally Mandal,
Hyderabad - 500 032, Telangana.

For withholding of taxes, the residential status of the shareholders will be considered as per the data available with the Company/RTA/the Depository Participants ('DPs'). In case there is change in their status, then the shareholders are requested to update their current status with the Company/RTA/the DPs on or before July 22, 2021.

The Members may kindly note that in case the tax on the dividend is deducted at a higher rate in absence of receipt of the aforementioned details/documents from the Members, there would still be an option available with the Members to file the return of income and claim an appropriate refund, if eligible.

**Kindly note that no claim shall lie against the Company for such taxes deducted.**

The Company shall arrange to email a soft copy of the TDS certificate at the shareholder's registered email ID post payment of the Final Dividend. Shareholders will also be able to see the credit of TDS in Form 26AS, which can be downloaded from their e-filing account at https://incometaxindiaefiling.gov.in.

In case members require any other information/clarification with regard to the above, kindly write to us at shares@greatship.com or our RTA at einward.ris@kfintech.com.

*Disclaimer: This Communication shall not be treated as an advice from the Company. Shareholders should obtain the tax advice related to their tax matters from a tax professional.*

10. Pursuant to Section 205A of the Companies Act, 1956, all unclaimed dividends upto the 40th dividend for the year 1993-94 paid by the Company on October 05, 1994 have been transferred to the General Revenue Account of the Central Government. Members who have not encashed the Dividend Warrants for the said period are requested to claim the amount from the Registrar of Companies, Maharashtra, C/o. Central Government Office Building, A Wing, 2nd Floor, Next to Reserve Bank of India, CBD Belapur 400 614.

11. Pursuant to Section 124(5) of the Companies Act, 2013, the Company has transferred the unclaimed dividend for the year 2012-13 (59th final) and 2013-14 (60th interim) to the Investor Education and Protection Fund (IEPF). The unclaimed dividend for the year 2014-15 (61st interim) and 2013-14 (60th final) will be due for transfer to the IEPF on September 13, 2021 and October 26, 2021 pursuant to Section 124(5) of the Companies Act, 2013. Shareholders who have not encashed the Dividend Warrants are requested to claim the amount from the Company's Share Department at the Registered Office of the Company.

12. Pursuant to Section 124(6) of the Companies Act, 2013, all shares in respect of which dividend has not been paid or claimed for seven consecutive years will also be due for transfer by the Company in the name of Investor Education and Protection Fund on September 13, 2021 and October 26, 2021 as aforesaid. Any claimant of shares transferred above shall be entitled to claim such shares from Investor Education and Protection Fund.

13. The information as required under Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 in respect of the Directors being appointed / re-appointed is annexed hereto.

14. Relevant documents referred to in the accompanying Notice and the Explanatory Statement are open for inspection by the members on the website of the Company: www.greatship.com.

    During the AGM, the Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Companies Act, 2013, the Register of Contracts or Arrangements in which Directors are interested under Section 189 of the Companies Act, 2013 shall be available for inspection through electronic mode on the website of the Company: www.greatship.com.

15. The Company has availed the services of KFin Technologies Private Limited (**'KFin'**) for conducting of the AGM through VC/OAVM and providing e-voting facility during the AGM as well as remote e-voting facility.

    Pursuant to Section 108 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 all the business as per Item Nos. 1 to 6 hereinabove, is required to be transacted by electronic means through remote e-voting.

16. **The remote e-voting period commences at 09.00 a.m. on Monday, July 26, 2021 and ends at 5.00 p.m. on Wednesday, July 28, 2021. The remote e-voting module will be disabled by KFin for voting thereafter.**

17. **Those Members, who will be present in the AGM through VC / OAVM facility and have not cast their vote on the Resolutions through remote e - voting, shall be eligible to vote through e-voting system during the AGM.**

18. The Members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again.

19. **A member's voting rights shall be in proportion to his/her share of the paid-up equity share capital of the Company as on July 22, 2021 ('cut-off date').** A person whose name is recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the depositories as on the 'cut-off date only' shall be entitled to avail the facility of remote e-voting as well as voting in the AGM. A person who is not a member as on the cut-off date should treat this Notice for information purposes only.

20. The Board of Directors of the Company has appointed Mr. Atul Mehta failing him Ms. Ashwini Inamdar, Partners, Mehta & Mehta, Company Secretaries, as Scrutinizers for conducting the remote e-voting and e-voting process in a fair and transparent manner.

21. The Scrutinizer will submit his/her report addressed to Mr. K. M. Sheth, Chairman or any officer of the Company authorised by the Chairman, after completion of the scrutiny and the results of the voting will be announced on or before August 1, 2021. The voting results shall be submitted to the Stock Exchanges. The same shall be displayed on the Notice Board of the Company at its Registered Office. The same shall also be placed on the website of the Company and KFin's website.

22. Members are requested to register their e-mail address for receiving all communication including Annual Report, Notices, Circulars, etc. from the Company electronically with respective Depository Participant (if holding shares in electronic form) or the Company / KFin (if holding shares in physical form).

23. Members are requested to update their bank account details for receiving dividend with respective Depository Participant (if holding shares in electronic form) or KFin (if holding shares in physical form). Members may submit a request to KFin for updation of bank account details to einward.ris@kfintech.com / shares@greatship.com alongwith following details:
    a) Name and Branch of the Bank in which the Members wish to receive the dividend
    b) the Bank Account type
    c) Bank Account Number
    d) 9 digit MICR Code Number
    e) 11 digit IFSC Code and
    f) a scanned copy of the cancelled cheque bearing the name of the first shareholder.

**24. INSTRUCTIONS FOR REMOTE E-VOTING, ATTENDING THE AGM AND E-VOTING AT THE AGM ARE AS FOLLOWS:**

**I) Information and instructions for remote e-voting:**

**1) For Individual shareholders holding securities in demat mode:**

As per the SEBI circular dated December 9, 2020 on 'e-Voting Facility Provided by Listed Entities', e-voting process has been enabled for all individual demat account holders, by way of single login credential, through their demat accounts / websites of Depositories / Depository Participants in order to increase the efficiency of the voting process.

Individual demat account holders would be able to cast their vote without having to register again with the E-voting Service Provider (ESP) thereby not only facilitating seamless authentication but also ease and convenience of participating in e-voting process. Members are advised to update their mobile number and e-mail ID with their Depository Participants to access e-voting facility.

Login method for remote e-voting for Individual shareholders holding securities in demat mode is as follows:

| TYPE OF SHAREHOLDERS | LOGIN METHOD | |
|---|---|---|
| Individual Shareholders holding securities in demat mode with **NSDL** | **1. User already registered for IDeAS facility:** | |
| | I. | Visit URL: https://eservices.nsdl.com |
| | II. | Click on the "Beneficial Owner" icon under "Login" under 'IDeAS' section. |
| | III. | On the new page, enter User ID and Password. Post successful authentication, click on "Access to e-Voting" |

| TYPE OF SHAREHOLDERS | LOGIN METHOD |
|---|---|
| | IV. Click on company name or e-Voting service provider and you will be re-directed to e-Voting service provider website for casting the vote during the remote e-Voting period. |
| | **2. User not registered for IDeAS e-Services** |
| | I. To register click on link : https://eservices.nsdl.com |
| | II. Select "Register Online for IDeAS" or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp |
| | III. Proceed with completing the required fields. |
| | IV. Follow steps given in points 1 |
| | **3. Alternatively by directly accessing the e-Voting website of NSDL** |
| | I. Open URL: https://www.evoting.nsdl.com/ |
| | II. Click on the icon "Login" which is available under 'Shareholder/Member' section. |
| | III. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number held with NSDL), Password / OTP and a Verification Code as shown on the screen. |
| | IV. Post successful authentication, you will be requested to select the name of the company and the e-Voting Service Provider name, i.e.KFintech. |
| | V. On successful selection, you will be redirected to KFintech e-Voting page for casting your vote during the remote e-Voting period. |
| Individual Shareholders holding securities in demat mode with **CDSL** | **1. Existing user who have opted for Easi / Easiest** |
| | I. Visit URL: https://web.cdslindia.com/myeasi/home/login or URL: www.cdslindia.com |
| | II. Click on New System Myeasi |
| | III. Login with your registered user id and password. |
| | IV. The user will see the e-Voting Menu. The Menu will have links of ESP i.e. KFintech e-Voting portal. |
| | V. Click on e-Voting service provider name to cast your vote. |
| | **2. User not registered for Easi/Easiest** |
| | I. Option to register is available at https://web.cdslindia.com/myeasi/Registration/EasiRegistration |
| | II. Proceed with completing the required fields. |
| | III. Follow the steps given in point 1 |
| | **3. Alternatively, by directly accessing the e-Voting website of CDSL** |
| | I. Visit URL: www.cdslindia.com |
| | II. Provide your demat Account Number and PAN No. |
| | III. System will authenticate user by sending OTP on registered Mobile & Email as recorded in the demat Account. |
| | IV. After successful authentication, user will be provided links for the respective ESP, i.e KFintech where the e- Voting is in progress. |
| Individual Shareholders login through their demat accounts / Website of **Depository Participant** | I. You can also login using the login credentials of your demat account through your DP registered with NSDL /CDSL for e-Voting facility. |

| TYPE OF SHAREHOLDERS | LOGIN METHOD |
|---|---|
| | II. Once logged-in, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL / CDSL Depository site after successful authentication, wherein you can see e-Voting feature. |
| | III. Click on options available against company name or e-Voting service provider – Kfintech and you will be redirected to e-Voting website of KFintech for casting your vote during the remote e-Voting period without any further authentication. |

Important note: Members who are unable to retrieve User ID / Password are advised to use Forgot user ID and Forgot Password option available at respective websites.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL.

| LOGIN TYPE | HELPDESK DETAILS |
|---|---|
| Securities held with NSDL | Please contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30 |
| Securities held with CDSL | Please contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at 022- 23058738 or 022-23058542-43 |

**2) For all shareholders other than Individual shareholders holding securities in demat mode**

(A) Members whose email IDs are registered with the Company/ Depository Participant(s), will receive an email from KFintech which will include details of E-Voting Event Number (EVEN), USER ID and password. They will have to follow the following process:

i. Launch internet browser by typing the URL: https://evoting.kfintech.com/
ii. Enter the login credentials (i.e. User ID and password). In case of physical folio, User ID will be EVEN (E-Voting Event Number) xxxx, followed by folio number. In case of Demat account, User ID will be your DP ID and Client ID. However, if you are already registered with KFintech for e-voting, you can use your existing User ID and password for casting the vote.
iii. After entering these details appropriately, click on "LOGIN".
iv. You will now reach password change Menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A- Z), one lower case (a-z), one numeric value (0-9) and a special character (@,#,$, etc.,). The system will prompt you to change your password and update your contact details like mobile number, email ID etc. on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential.
v. You need to login again with the new credentials.
vi. On successful login, the system will prompt you to select the "EVEN" for "The Great Eastern Shipping Company Ltd. - AGM" and click on "Submit".
vii. On the voting page, enter the number of shares (which represents the number of votes) as on the Cut-off Date under "FOR/AGAINST" or alternatively, you may partially enter any number in "FOR" and partially "AGAINST" but the total number in "FOR/AGAINST" taken together shall not exceed your total shareholding as mentioned herein above. You may also choose the option "ABSTAIN". If the Member does not indicate either "FOR" or "AGAINST" it will be treated as "ABSTAIN" and the shares held will not be counted under either head.
viii. Members holding multiple folios/demat accounts shall choose the voting process separately for each folio/ demat accounts.
ix. Voting has to be done for each item of the notice separately. In case you do not desire to cast your vote on any specific item, it will be treated as abstained.
x. You may then cast your vote by selecting an appropriate option and click on "Submit".
xi. A confirmation box will be displayed. Click "OK" to confirm else "CANCEL" to modify. Once you have voted on the resolution (s), you will not be allowed to modify your vote. During the voting period, Members can login any number of times till they have voted on the Resolution(s).
xii. Corporate/Institutional Members (i.e. other than Individuals, HUF, NRI etc.) are also required to send scanned certified true copy (PDF Format) of the Board Resolution/Authority Letter etc., authorizing its representative to attend the AGM through VC / OAVM on its behalf and to cast its vote through remote e-voting. together with attested specimen signature(s) of the duly authorised representative(s), to the Scrutinizer at email id evoting@mehta-mehta.com with a copy marked to evoting@kfintech.com. The scanned image of the above-mentioned documents should be in the naming format "Corporate Name_Even No."

(B) Members whose email IDs are not registered with the Company/Depository Participants(s), will have to follow the following process:

i. Members who have not registered their email address, may temporarily get their email address and mobile number provided with KFintech, by accessing the link: https://ris.kfintech.com/clientservices/mobilereg/mobileemailreg.aspx. Members are requested to follow the process as guided to capture the email address and mobile number for sending e-voting instructions along with the User ID and Password. In case of any queries, member may write to einward.ris@kfintech.com.

ii. Alternatively, member may send an e-mail request at the email id einward.ris@kfintech.com along with scanned copy of the signed copy of the request letter providing the email address, mobile number, self-attested PAN copy and Client Master copy in case of electronic folio and copy of share certificate in case of physical folio for sending the e-voting instructions along with the User ID and Password.

iii. After receiving the e-voting instructions, please follow all steps above to cast your vote by electronic means.

**II) Instructions for attending the AGM of the Company through VC/OAVM and e-Voting during the meeting.**

i. Members will be provided with a facility to attend the AGM through VC / OAVM platform provided by KFintech. Members may access the same at https://emeetings.kfintech.com/ by using the e-voting login credentials provided in the email received from KFintech. After logging in, click on the Video Conference tab and select the EVEN of the Company. Click on the video symbol and accept the meeting etiquettes to join the meeting.

   Please note that the members who do not have the User ID and Password or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions mentioned above.

ii. Facility for joining AGM though VC/ OAVM shall open atleast 30 minutes before the commencement of the Meeting.

iii. Members are encouraged to join the Meeting through Laptops/ Desktops with Google Chrome (preferred browser), Safari, Internet Explorer, Microsoft Edge, Mozilla Firefox 22.

iv. Members will be required to grant access to the webcam to enable VC / OAVM.

v. Members 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.

vi. The Members who have not cast their vote through remote e-voting shall be eligible to cast their vote through e-voting system available during the AGM. The Members may click on the voting icon displayed on the screen to cast their votes.

vii. A Member can opt for only single mode of voting i.e., through Remote e-voting or voting at the AGM. If a Member casts votes by both modes, then voting done through Remote e-voting shall prevail and vote at the AGM shall be treated as invalid.

viii. In case of joint holders attending the AGM, only such joint holder who is higher in the order of names will be entitled to vote at the AGM.

ix. Facility of joining the AGM through VC / OAVM shall be available for at least 2000 members on first come first served basis.

   However, the participation of large shareholders i.e. members holding 2% or more, promoters, Institutional Investors, Directors, Key Managerial Personnel, Chairperson of Audit Committee, Stakeholders' Relationship Committee, Nomination and Remuneration Committee and Auditors are not restricted on first come first serve basis.

x. Institutional Members are encouraged to attend and vote at the AGM through VC / OAVM.

**OTHER INSTRUCTIONS**

I. **Speaker Registration:** The Members who wish to speak during the meeting may register themselves as speakers for the AGM to express their views. They can visit https://emeetings.kfintech.com and login through the user id and password provided in the mail received from Kfintech. On successful login, select 'Speaker Registration' which will be open from July 23, 2021 to July 27, 2021. Members shall be provided a 'queue number' before the meeting. The Company reserves the right to restrict the speakers at the AGM to only those Members who have registered themselves, depending on the availability of time for the AGM.

II. **Post your Question:** The Members who wish to post their questions prior to the meeting can do the same by visiting https://emeetings.kfintech.com. Please login through the user id and password provided in the mail received from Kfintech. On successful login, select 'Post Your Question' option which will be opened from July 23, 2021 to July 27, 2021.

III. In case of any query and/or grievance, in respect of voting by electronic means, Members may refer to the Help & Frequently Asked Questions (FAQs) and E-voting user manual available at the download section of https://emeetings.kfintech.com or send email to evoting@kfintech.com or call KFintech's toll free No. 1-800-309-4001 for any further clarifications.

IV. The Members, whose names appear in the Register of Members / list of Beneficial Owners as on July 22, 2021, being the cut-off date, are entitled to vote on the resolutions set forth in this Notice. A person who is not a Member as on the cut-off date should treat this Notice for information purposes only. Once the vote on a resolution(s) is cast by the Member, the Member shall not be allowed to change it subsequently.

V. In case a person has become a Member of the Company after dispatch of AGM Notice but on or before the cut-off date for E-voting, he/she may obtain the User ID and Password in the manner as mentioned below:

i. If the mobile number of the member is registered against Folio No./ DP ID Client ID, the member may send SMS: MYEPWD <space> E-Voting Event Number+Folio No. or DP ID Client ID to 9212993399
Example for NSDL: MYEPWD <SPACE> IN12345612345678
Example for CDSL: MYEPWD <SPACE> 1402345612345678
Example for Physical: MYEPWD <SPACE> XXXX1234567890

ii. If e-mail address or mobile number of the member is registered against Folio No. / DP ID Client ID, then on the home page of https://emeetings.kfintech.com, the member may click "Forgot Password" and enter Folio No. or DP ID Client ID and PAN to generate a password.

iii. Members who may require any technical assistance or support before or during the AGM are requested to contact KFintech at toll free number 1-800-309-4001 or write to them at evoting@kfintech.com.

25. Members are requested to note the following contact details for addressing e-voting grievances:

**Mr. Anil Dalvi**
Manager
KFin Technologies Private Limited
Selenium Tower B, Plot 31 & 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad - 500 032, Telangana.
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