

The logo for HUBTOWN, featuring the word "HUBTOWN" in a bold, sans-serif font. The letter "O" is replaced by a blue square containing a white triangle pointing towards the top-right corner.

HUBTOWN

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ANNUAL REPORT  
2021-2022

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## CORPORATE INFORMATION

### BOARD OF DIRECTORS

HEMANT M. SHAH, Executive Chairman  
ABHIJIT DATTA (upto January 15, 2022)  
SUNIL C. SHAH  
KARTIK RUPAREL  
KETAKI R. SHAH  
PRITI K. SHAH (upto May 25, 2021)  
MITKUMAR KORADIA (from February 14, 2022)  
VYOMESH M. SHAH (VIMAL M. SHAH), Managing Director

### COMMITTEES OF THE BOARD

#### AUDIT AND COMPLIANCE COMMITTEE

SUNIL C. SHAH, Chairman  
ABHIJIT DATTA (upto January 15, 2022)  
KARTIK RUPAREL  
MITKUMAR KORADIA (from February 14, 2022)  
VYOMESH M. SHAH

#### NOMINATION AND REMUNERATION COMMITTEE

SUNIL C. SHAH, Chairman  
ABHIJIT DATTA, (upto January 15, 2022)  
KARTIK RUPAREL (from June 29, 2021)  
PRITI K. SHAH (upto May 25, 2021)  
MITKUMAR KORADIA (from February 14, 2022)  
HEMANT M. SHAH

#### STAKEHOLDERS' RELATIONSHIP COMMITTEE

SUNIL C. SHAH, Chairman  
HEMANT M. SHAH  
PRITI K. SHAH (upto May 25, 2021)  
KETAKI R. SHAH (From June 29, 2021)

#### CORPORATE SOCIAL RESPONSIBILITY COMMITTEE

HEMANT M. SHAH, Chairman  
SUNIL C. SHAH  
VYOMESH M. SHAH

#### RISK MANAGEMENT COMMITTEE

SUNIL C. SHAH, Chairman  
ABHIJIT DATTA (upto January 15, 2022)  
HEMANT M. SHAH  
VYOMESH M. SHAH

#### CHIEF FINANCIAL OFFICER

SUNIL MAGO

#### COMPANY SECRETARY

SADANAND LAD

#### STATUTORY AUDITORS

JBTM & Associates LLP, Chartered Accountants

#### COST AUDITORS

SHEKHAR JOSHI & CO., Cost Accountants

#### INTERNAL AUDITORS

PROTUNE KS AIYAR CONSULTANTS PRIVATE LIMITED,  
Chartered Accountants

#### SECRETARIAL AUDITORS

MIHEN HALANI & ASSOCIATES, Practicing Company Secretaries

#### REGISTERED OFFICE

'HUBTOWN SEASONS',  
CTS NO. 469-A,  
OPP. JAIN TEMPLE,  
R. K. CHEMBURKAR MARG,  
CHEMBUR (EAST), MUMBAI 400071  
CIN : L45200MH1989PLC050688  
Phone : 022 25265000  
Fax : 022 25265099  
Investor E-mail : [investorcell@hubtown.co.in](mailto:investorcell@hubtown.co.in)  
Website : [www.hubtown.co.in](http://www.hubtown.co.in)

#### REGISTRAR & TRANSFER AGENT

LINK INTIME INDIA PRIVATE LIMITED  
C-101, 247 PARK  
LAL BAHADUR SHASTRI MARG  
VIKHROLI (WEST), MUMBAI 400 083  
Phone : 022 49186270  
Fax : 022 49186060  
e-mail : [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in)  
Website : [www.linkintime.co.in](http://www.linkintime.co.in)

#### BANKERS

CANARA BANK  
IDBI BANK  
UNION BANK OF INDIA  
PUNJAB NATIONAL BANK

#### 34TH ANNUAL GENERAL MEETING

THURSDAY, SEPTEMBER 29, 2022 AT 11.30 A.M.

THROUGH VIDEO CONFERENCING OR OTHER AUDIO VISUAL MEANS

**HUBTOWN LIMITED****NOTICE OF 34<sup>TH</sup> ANNUAL GENERAL MEETING**

**NOTICE IS HEREBY GIVEN THAT THE THIRTY FOURTH ANNUAL GENERAL MEETING OF THE MEMBERS OF HUBTOWN LIMITED WILL BE HELD ON THURSDAY, SEPTEMBER 29, 2022 AT 11:30 A. M. THROUGH VIDEO CONFERENCING/OTHER AUDIO VISUAL MEANS TO TRANSACT THE FOLLOWING BUSINESS:**

**ORDINARY BUSINESS:**

1. To receive, consider and adopt:
  - (a) the Audited Standalone Financial Statements of the Company for the financial year ended March 31, 2022 together with the Reports of the Board of Directors and the Auditors thereon; and
  - (b) the Audited Consolidated Financial Statements of the Company for the financial year ended March 31, 2022 and the Reports of the Auditors thereon.
2. To appoint a Director in place of Mr. Vyomesh M. Shah (DIN: 00009596), who retires by rotation and being eligible, offers himself for reappointment.

**SPECIAL BUSINESS:**

To consider and if thought fit, to pass, with or without modification(s), the following resolutions:

**As an Ordinary Resolution:****3. RATIFICATION OF REMUNERATION PAYABLE TO THE COST AUDITOR'S OF THE COMPANY FOR THE FINANCIAL YEAR 2022-2023:**

**"RESOLVED THAT** pursuant to the provisions of Section 148 and other applicable provisions, if any, of the Companies Act, 2013, read with the Companies (Audit and Auditors) Rules, 2014 (including any statutory amendment(s) or modification(s) or re-enactment(s) thereof, for the time being in force), the remuneration of the Cost Auditor, M/s. Shekhar Joshi & Co., Cost Accountants (Firm Registration No. 100448) of ₹ 1,50,000/- (Rupees One Lakh Fifty Thousand only) plus applicable tax and reimbursement of out-of-pocket expenses to conduct the audit of the cost records of the Company for the financial year ending March 31, 2023, as recommended by the Audit and Compliance Committee and approved by the Board of Directors, be and is hereby ratified;

**RESOLVED FURTHER THAT** the Board of Directors and/or Key Managerial Personnel of the Company be and are hereby authorized to do all such acts, deeds, matters and things as may be deemed necessary, desirable, proper or expedient for the purpose of giving effect to the above resolution.

**As an Ordinary Resolution:****4. APPROVAL OF MATERIAL TRANSACTIONS WITH RELATED PARTIES UNDER THE COMPANIES ACT, 2013 AND THE SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015**

**"RESOLVED THAT** pursuant to the provisions of Regulations 2(1)(zc), 23(4) and other applicable Regulations, if any, of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), as amended from time to time, Section 2(76), 188 and other applicable provisions of the Companies Act, 2013 ("the Act") read with rules framed thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force), other applicable laws/statutory provisions, if any, the Companies Policy on Related Party Transactions, and any other applicable provisions including any statutory modifications and amendments to each of the foregoing, and applicable notifications, clarifications, circulars, rules and regulations issued by Central Government or any governmental or statutory authorities, the Memorandum and Articles of Association of the Company and subject to such approval(s), consent(s) and/or permission(s), as may be required, including such conditions and modification as may be prescribed or imposed while granting such approvals, consents, permissions, and pursuant to the approval of the Audit and Compliance Committee and the Board of Directors of the Company, consent of the members be and is hereby accorded to the Company for entering into Related Party Transactions, Contracts or Arrangements including Material Related Party Transactions, Contracts or Arrangements as defined under the Act and the Listing Regulations, with related parties as defined under the Act and the Listing Regulations from the Financial Year 2022-2023 and onwards for each Financial Year upto the maximum amount per annum as per details provided hereunder, on such terms and conditions as may be mutually agreed upon between the Company and the related party(ies):

## NOTICE (CONTD.)

MAXIMUM VALUE PER EACH TYPE OF CONTRACT/TRANSACTION INTER-CHANGEABLE PER ANNUM W.E.F. APRIL 1, 2022

Transactions as defined under the Companies Act, 2013 / the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015		
Name of the Related Parties	Nature of Transactions	Amount (Rs. in Crores)
<b>A. SUBSIDIARIES</b>		
Citywood Builders Private Limited	1) Making investment in securities / capital contribution;	50.00
Citygold Education Research Limited	2) Making loans / business advances / inter-corporate deposits;	200.00
Diviniti Projects Private Limited		10.00
Gujarat Akruti-TCG Biotech Limited	3) Providing corporate guarantees / securities / collaterals for loans availed;	50.00
Joynest Premises Private Limited		280.00
Vishal Techno Commerce Limited	4) Leasing of property of any kind;	100.00
Yantti Buildcon Private Limited	5) Availing / rendering of services;	50.00
Rubix Trading Private Limited	6) Sale/Purchase/Supply of goods and material;	380.00
<b>B. ASSOCIATES</b>	7) Selling of otherwise disposing of or buying property of any kind including FSI / TDRs; and	
Giraffe Developers Private Limited		300.00
Vinca Developer Private Limited	8) Any other transfer of resources / services or obligations	50.00
Hubtown Bus Terminal (Adajan) Private Limited		50.00
Hubtown Bus Terminal (Ahmedabad) Private Limited		100.00
Hubtown Bus Terminal (Mehsana) Private Limited		100.00
Hubtown Bus Terminal (Vadodara) Private Limited		50.00
Joyous Housing Limited		50.00
Rare Townships Private Limited		250.00
Sunstream City Private Limited		500.00
Shubhsiddhi Builders Private Limited		30.00
Whitebud Developers Limited		10.00
<b>C. JOINT VENTURES</b>		
Akruti GM Joint Venture		100.00
<b>D. OTHERS</b>		
Rising Glory Developers		250.00
Wellgroomed Venture		50.00
Mr. Rushank V. Shah		50.00
Adhivitiya Properties Limited		10.00
Buildbyte.Com. (India) Private Limited		50.00
Citygold Management Services Private Limited		50.00
Powersoft IT Private Limited		50.00
Amazia Developers Private Limited		200.00
Akruti Star Maintenance Private Limited		20.00
Hubtown Solaris Maintenance Private Limited		20.00
Hubtown Viva Maintenance Private Limited		20.00



## NOTICE (CONTD.)

**RESOLVED FURTHER THAT** for the purpose of giving effect to this Resolution, the Board of Directors of the Company (hereinafter referred to as 'the Board', which term shall be deemed to include any Committee which the Board has constituted or may constitute hereafter to exercise its powers herein conferred) be and is hereby authorised to agree, make, accept and finalize all such terms, condition(s), modification(s) and alteration(s) as it may deem fit and the Board is also hereby authorised to resolve and settle all questions, difficulties or doubts that may arise with regard to the said transactions and to finalize and execute all such agreements, deeds, documents and writings and to do all such acts, deeds, matters and things in connection therewith and incidental thereto as the Board may in its absolute discretion deem fit without being required to seek any further consent or approval of the members or otherwise to the end and intent that the members shall be deemed to have given their approval thereto expressly by the authority of this resolution;

**RESOLVED FURTHER THAT** the Board be and is hereby authorised to delegate all or any of the powers conferred on it by or under this resolution to any Committee of Directors or to any Director or any other officer(s) of the Company as it may consider appropriate in order to give effect to this resolution;

**RESOLVED FURTHER THAT** all actions taken by the Board in connection with any matter referred to or contemplated in respect of the aforesaid resolution be and are hereby approved, ratified and confirmed in all respect."

By Order of the Board of Directors  
For **Hubtown Limited**

Place : Mumbai  
Date : May 30, 2022

**Sadanand Lad**  
Company Secretary  
Membership No. : A19899

### Notes:

1. In view of the COVID-19 pandemic, the Ministry of Corporate Affairs ('MCA') has vide General Circular Nos. 20/2020 dated May 5, 2020 in relation to clarification on holding of Annual General Meeting ('AGM') through video conferencing ('VC') or other audio visual means ('OAVM') read with General Circular Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020, 22/2020 dated June 15, 2020, 33/2020 dated September 28, 2020, 39/2020 dated December 31, 2020, 10/2021 dated June 23, 2021, 19/2021 dated December 8, 2021 and Circular No. 02/2022 dated May 5, 2022 in relation to 'Clarification on passing of ordinary and special resolutions by Companies under the Companies Act, 2013 and the rules made thereunder on account of the threat posed by COVID-19 and General Circular No. 02/2021 dated January 13, 2021 (collectively referred to as 'MCA Circulars') and the Securities and Exchange Board of India ('SEBI') vide its Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 in relation to 'Additional relaxation in relation to compliance with certain provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 – COVID-19 pandemic and Circular No. SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021 and SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 13, 2022 (collectively referred to as 'SEBI Circulars') permitted the holding of the Annual General Meeting ('AGM')/the Meeting') through VC/OAVM, without the physical presence of the Members at a common venue.
2. In compliance with the provisions of the Companies Act, 2013 ('Act'), the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('SEBI Listing Regulations'), MCA Circulars and SEBI Circulars, the **34th AGM of the Company is being held through VC/OAVM on Thursday, September 29, 2022 at 11:30 a.m. IST.** The procedure for participating in the meeting through VC/OAVM is explained at Note No. 22 below and is also available on the website of the Company at [www.hubtown.co.in](http://www.hubtown.co.in). The deemed venue for the AGM will be the Registered Office of the Company.
3. As per the provisions of clause 3.A.II. of the General Circular No.20/2020 dated May 5, 2020, issued by the MCA, the matter of Special Business as appearing at Item Nos. 3 and 4 of the accompanying Notice, are considered to be unavoidable by the Board and hence, form part of this Notice.
4. A Statement pursuant to Section 102 of the Act in respect of business under item Nos. 3 and 4 of the Notice of this 34th AGM is annexed hereto. Also, relevant details in respect of the Directors seeking re-appointment/appointment at this AGM, in terms of Regulations 36(3) of the SEBI Listing Regulations and Clause 1.2.5 of Secretarial Standard – 2 on General Meetings are also annexed to this Notice.
5. Since this AGM is being held pursuant to the aforesaid 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 this 34th AGM and hence the Proxy Form, Attendance Slip and Route Map are not annexed to this Notice.
6. Institutional/Corporate members (i.e. other than individuals/HUF, NRI, etc.) are required to send a certified 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 their registered e-mail address to the Company at [investorcell@hubtown.co.in](mailto:investorcell@hubtown.co.in) and to its Registrar and Transfer Agent (RTA) at [instameet@linkintime.co.in](mailto:instameet@linkintime.co.in).

## NOTICE (CONTD.)

7. The members can join the AGM in the VC/OAVM mode 15 minutes before and after the scheduled time of the commencement of the meeting by following the procedure mentioned herein below in the Notice. The facility of participation at the AGM through VC/OAVM will be made available for 1,000 members on 'first come first serve' basis. This will not include large members (i.e. members holding 2% or more), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit and Compliance Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors, etc. who are allowed to attend the AGM without restriction on account of 'first come first serve' basis.
8. Member attending the AGM through VC/OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.
9. Members may please note that SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated January 25, 2022 has mandated the listed companies to issue securities in dematerialized form only while processing service requests, viz., Issue of duplicate securities certificate; claim from unclaimed suspense account; renewal/exchange of securities certificate; endorsement; sub-division/splitting of securities certificate; consolidation of securities certificates/folios; transmission and transposition. Accordingly, Members are requested to make service requests by submitting a duly filled and signed Form ISR-4. The said form can be downloaded from the Company's website under Investor resources at <https://www.hubtown.co.in>. It may be noted that any service request can be processed only after the folio is KYC Compliant.
10. SEBI vide its notification dated January 24, 2022 has amended Regulation 40 of SEBI Listing Regulations and has mandated that all requests for transfer of securities including transmission and transposition requests shall be processed only in dematerialized form. In view of the same and to eliminate all risks associated with physical shares and avail various benefits of dematerialization, Members are advised to dematerialize the shares held by them in physical form. Members can contact the Company or Company's RTA, Link Intime India Private Limited for assistance in this regard.
11. The Register of Members and Share Transfer books of the Company will remain closed from Friday, September 23, 2022 to Thursday, September 29, 2022 (both days inclusive), for the purpose of AGM.
12. The Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Act, the Register of Contracts or Arrangements in which the Directors are interested maintained under Section 189 of the Act and all other documents referred to in the Notice will be available electronically for inspection by the members without any fee from the date of circulation of this Notice upto the date of AGM i.e. September 29, 2022. Members seeking to inspect such documents can send an e-mail to [investorcell@hubtown.co.in](mailto:investorcell@hubtown.co.in).
13. Members holding shares in physical mode and who have not updated their email addresses with the Company are requested to update their email addresses by writing to the RTA of the Company or to the Company at [investorcell@hubtown.co.in](mailto:investorcell@hubtown.co.in) along with the copy of the signed request letter mentioning the name and address of the member, self-attested copy of the PAN card, and self-attested copy of any document (e.g.: Aadhaar Card, Driving License, Election Identity Card, Passport) in support of the address of the member. Members holding shares in dematerialised mode are requested to register/update their email addresses with the relevant Depository Participants. In case of any queries/difficulties in registering the e-mail address, members may write to the Company's RTA or to the Company at [investorcell@hubtown.co.in](mailto:investorcell@hubtown.co.in).
14. Pursuant to the provisions of Sections 101 and 136 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014 and in terms of Regulation 36 of the SEBI Listing Regulations, 2015, as amended, electronic copy of the Notice and Annual Report 2021-22 is being sent to the members whose e-mail IDs are registered with the Company/Depository Participant(s) (in case of shares held in demat form) or with Link Intime India Private Limited (in case of shares held in physical form).  
  
As per the MCA General Circular 20/2020 dated May 5, 2020, the Annual Report 2021-22 will be sent through electronic mode only to those members whose e-mail IDs are registered with the Registrar and Transfer Agent of the Company/Depository Participants.  
  
Members may also note that the Notice of the 34th Annual General Meeting and the Annual Report 2021-22 will be available on the Company's website [www.hubtown.co.in](http://www.hubtown.co.in), websites of the Stock Exchanges i.e. National Stock Exchange of India Limited and BSE Limited at [www.nseindia.com](http://www.nseindia.com) and [www.bseindia.com](http://www.bseindia.com) respectively.
15. As per the provisions of Section 72 of the Act, the facility for making nomination is available for the members in respect of the shares held by them. Members who have not yet registered their nomination are requested to register the same by submitting Form No. SH-13. The said form can be downloaded from the Company's website [www.hubtown.co.in](http://www.hubtown.co.in). Members are requested to submit the said details to their Depository Participants in case the shares are held by them in electronic form and to the Company's RTA in case the shares are held in physical form, quoting their folio number.
16. To prevent fraudulent transactions, Members are advised to exercise due diligence and notify the Company any change in the address or demise of any Member as soon as possible. Members are also advised to not leave their demat account(s) dormant for long. Periodic statement of holdings should be obtained from the concerned Depository Participant and holdings should be verified from time to time.
17. Members who would like to ask any question on the financial statements are requested to send their questions through e-mail at [investorcell@hubtown.co.in](mailto:investorcell@hubtown.co.in) on or before Thursday, September 22, 2022 to enable the Company to answer their queries satisfactorily.
18. The Company reserves the right to restrict the number of questions and number of speakers, as appropriate for smooth conduct of the AGM and also depending upon the time available for the AGM.

## NOTICE (CONTD.)

19. SEBI has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in dematerialized form are, therefore, requested to submit their PAN to the Depository Participants with whom they maintain their demat accounts. Members holding shares in physical form should submit their PAN to the Company at [investorcell@hubtown.co.in](mailto:investorcell@hubtown.co.in) or the Company's RTA.
20. In case of joint holders, those members whose name appears as the first holder in the order of names as per the Register of Members of the Company will be entitled to vote at the AGM.
21. In compliance with the provisions of Section 108 of the Act and the Rules framed thereunder, the members are provided with the facility to cast their vote electronically, through the e-voting services provided by Link Intime India Private Limited (LIPL), on all resolutions set forth in this Notice.

**22. Information and other instructions relating to e-voting are as under:**

- i. In compliance with the provisions of Section 108 of the Act read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended), Regulation 44 of Listing Regulations (as amended), MCA Circulars and SEBI Circulars, the Company is pleased to provide the members, the facility to exercise their right to vote at the AGM by electronic means and the business may be transacted through e-voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM ("remote e-voting") will be provided by Link Intime India Private Limited (LIPL).

The facility for e-voting shall also be made available at the AGM and the members attending the AGM who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through e-voting.

- ii. Members whose names are recorded in the Register of Members or in the Register of Beneficial Owners maintained by the Depositories as on the cut-off date i.e. Thursday, September 22, 2022, shall be entitled to avail the facility of remote e-voting as well as e-voting system on the date of the AGM. Any recipient of the Notice, who has no voting rights as on the cut-off date, shall treat this Notice as intimation only.
- iii. A person who has acquired shares and has become a member of the Company after the dispatch of the Notice of the AGM but prior to the cut-off date i.e. Thursday, September 22, 2022, shall be entitled to exercise his/her vote either electronically i.e. remote e-voting or e-voting system on the date of the AGM by following the procedure mentioned in this part.
- iv. The remote e-voting period starts on Monday, September 26, 2022 (9.00 a.m. IST) and ends on Wednesday, September 28, 2022 (5.00 p.m. IST). Remote e-voting shall be disabled by Link Intime at 5:00 p.m. on Wednesday, September 28, 2022 and members shall not be allowed to vote through remote e-voting thereafter. The procedure to login to e-voting website consists of two steps as detailed hereunder.
- v. Once the vote on a resolution is cast by the member, he/she shall not be allowed to change it subsequently or cast the vote again.
- vi. The Member(s) who have cast their vote by remote e-voting prior to the AGM, may also attend/participate in the AGM through VC/OAVM but shall not be entitled to cast their vote again.
- vii. The voting rights of the members shall be in proportion to their share in the paid-up equity share capital of the Company as on the cut-off date i.e. Thursday, September 22, 2022.
- viii. The Board of Directors of the Company has appointed Mr. Mihen Halani, Proprietor of M/s. Mihen Halani & Associates, Practicing Company Secretaries as Scrutinizer to scrutinise the voting process, in a fair and transparent manner. The Company has engaged the services of Link Intime India Private Limited, Registrar and Share Transfer Agents (RTA) of the Company as the agency to provide e-voting facility.

### INSTRUCTIONS FOR REMOTE E-VOTING:

The procedure to login to e-voting website consists of two steps as detailed hereunder:

**1. Individual Shareholders holding securities in demat mode with NSDL:-**

1. Existing IDeAS user can visit the e-Services website of NSDL viz. <https://eservices.nsdl.com> either on a personal computer or on a mobile. On the e-Services home page click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section, this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name i.e. LINKINTIME and you will be re-directed to "InstaVote" website for casting your vote during the remote e-Voting period.



## NOTICE (CONTD.)

2. If you are not registered for IDEAS e-Services, option to register is available at <https://eservices.nsdl.com> Select "Register Online for IDEAS Portal" or click at <https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp>
3. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://eservices.nsdl.com> either on a personal computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen-digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name i.e. LINKINTIME and you will be redirected to "InstaVote" website for casting your vote during the remote e-Voting period.
2. **Individual Shareholders holding securities in demat mode with CDSL**
  1. Existing users who have opted for Easi/Easiest, can login through their user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi/Easiest are <https://web.cdslindia.com/myeasi/home/login> or [www.cdslindia.com](http://www.cdslindia.com) and click on New System My easi.
  2. After successful login of Easi/Easiest the user will be able to see the E Voting Menu. The Menu will have links of e-Voting service provider i.e. LINKINTIME and you will be redirected to "InstaVote" website for casting your vote during the remote e-Voting period.
  3. If the user is not registered for Easi/Easiest, option to register is available at <https://web.cdslindia.com/myeasi/Registration/EasiRegistration>.
  4. Alternatively, the user can directly access e-Voting page by providing demat account number and PAN No. from a link in [www.cdslindia.com](http://www.cdslindia.com) home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the demat Account. After successful authentication, user will be provided links for the respective ESP i.e. LINKINTIME. Click on LINKINTIME and you will be redirected to "InstaVote" website for casting your vote during the remote e-Voting period.
3. **Individual Shareholders (holding securities in demat mode) login through their depository participants.**

You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/ CDSL for e-Voting facility. Upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name i.e. LINKINTIME and you will be redirected to "InstaVote" website for casting your vote during the remote e-Voting period.

**Login method for Individual shareholders holding securities in physical form is given below:**

**Individual Shareholders of the company, holding shares in physical form as on the cut-off date for e-voting may register for e-Voting facility of Link Intime as under:**

1. Open the internet browser and launch the URL: <https://instavote.linkintime.co.in>
  2. Click on **"Sign Up"** under **'SHARE HOLDER'** tab and register with your following details:
    - A. **User ID:** Shareholders 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) (Shareholders 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 **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).
3. Click on 'Login' under **'SHARE HOLDER'** tab.
  4. Enter your User ID, Password and Image Verification (CAPTCHA) Code and click on **'Submit'**

## NOTICE (CONTD.)

### Cast your vote electronically:

1. After successful login, you will be able to see the notification for e-voting. Select '**View**' icon.
2. E-voting page will appear.
3. 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).

After selecting the desired option i.e. favours/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.

### Guidelines for Institutional shareholders:

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.

### Helpdesk for Individual Shareholders holding securities in physical mode/Institutional shareholders:

Shareholders facing any technical issue in login may contact Link Intime INSTAVOTE helpdesk by sending a request at [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in) or contact on: - Tel: 022 – 4918 6000.

### Helpdesk for Individual Shareholders holding securities in demat mode:

Individual Shareholders holding securities in demat mode may contact the respective helpdesk for any technical issues related to login through Depository i.e. NSDL and CDSL.

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at toll free no.: 1800 1020 990 and 1800 22 44 30
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at 022- 23058738 or 22- 23058542-43.

### General Guidelines for Members:

- i. 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.
- ii. Members holding multiple folios/demat accounts shall choose the voting process separately for each of the folios/demat accounts.
- iii. In case the Members have any queries or issues regarding remote e-voting, please refer the Frequently Asked Questions ("FAQs") and Instavote e-voting manual available at <https://instavote.linkintime.co.in>, under 'Help' section or write an e-mail to [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in) or call on 022 - 49186175/49186000.
- iv. Any person who acquires shares of the Company and becomes a Member of the Company after the dispatch of this AGM Notice and holds shares as on the Cut-off Date may obtain the login id and password by sending a request at [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in) or call on 022 - 49186175/49186000.

### Instructions for Members to Vote during the AGM through InstaMeet (VC/OAVM):

Once the electronic voting is activated by the Scrutiniser during the Meeting, the Members who have not exercised their vote(s) through the moderator remote e-voting can cast their vote(s) as under:

- i. On the Member's page/VC page, click on the link for e-voting "Cast your vote".
- ii. Enter demat account no./folio no. and OTP (One Time Password), received on the registered mobile number/registered e-mail ID, during registration for InstaMeet and click on 'Submit'.