

(Formerly known as Indian Extractions Limited)

64<sup>th</sup> ANNUAL REPORT 2019-20

(Formerly known as INDIAN EXTRACTIONS LIMITED.)



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#### **CORPORATE INFORMATION**

**BOARD OF DIRECTORS**: SHRI PRIYAM SHANTILAL JHAVERI

Chairman and Managing Director (Promoter)

(Managing Director Upto closing hours of 26/08/2020)

: SMT GAYATRI PRIYAM JHAVERI (upto 26/08/2020)

Non-Executive & Non-Independent Director (Promoter)

: SHRI ANKUR MAHENDRA MANECK

Non-Executive & Non-Independent Director

: SHRI AMIT BANSILAL SHAH

**Independent Director** 

: SHRI KAVIN DINESHKUMAR DAVE

**Independent Director** 

: SHRI ASIT DHANKUMAR J AVERI (upto 04/03/2020)

**Independent Director** 

: SHRI RONIT CHAMPAKLAL SHAH (Promoter)

Executive Director (w.e.f 26/08/2020) Managing Director (w.e.f 27/08/2020)

: SHRI ROMIT CHAMPAKLAL SHAH (w.e.f 26/08/2020)

Non-Executive Additional Director (Promoter)

: SMT KALPANABEN CHAMPAKLAL SHAH (w.e.f 26/08/2020)

Non-Executive Additional Director (Promoter)

COMPANY SECRETARY &

**COMPLIANCE OFFICER** 

SHRI ARPIT JAYANTIBHAI VYAS (upto 30/07/2020)

CHIEF FINANCIAL OFFICER : SHRI ANIL RAVINDRAKUMAR KAPOOR (upto 30/06/2020)

**STATUTORY AUDITORS** : M/s Patkar & Pendse, Chartered Accountants.

(Upto 26/08/2020)

M/s Rushabh Shreyansh & Co, Chartered Accountants.

(W.e.f. 26/08/2020)

BANKERS : Andhra Bank\*, Union Bank of India and Corporation Bank\*

\*Merged with Union Bank of India

REGISTERED OFFICE : Nanavati Mahalaya, 18, Homi Mody Street, Fort,

Mumbai - 400001. Phone: 022-22044422.

Fax: 022-22046024, Website: www.nanavatigroup.com

E-mail: iel@nanavatigroup.com

**CIN NO** : L15140MH1956PLC009720

REGISTRAR AND : Link Intime India Pvt. Ltd, C-101, 1st Floor, 247

SHARE TRANSFER AGENT (RTA) Park, Lal Bahadur Shastri, Marg, Vikhroli (West)

Mumbai – 400083 Tel: 022-4918 6270, Fax:

022-4918 6060, Email Id: rnt.helpdesk@linkintime.co.in

#### **NOTICE**

#### **64<sup>TH</sup> ANNUAL GENERAL MEETING**

NOTICE IS HEREBY GIVEN THAT THE SIXTY FOURTH ANNUAL GENERAL MEETING OF IEL LIMITED (FORMERLY KNOWN AS INDIAN EXTRACTIONS LIMITED) WILL BE HELD THROUGH VIDEO CONFERENCING ("VC") OR OTHER AUDIO VISUAL MEANS ("OAVM") ON MONDAY, 28<sup>TH</sup> SEPTEMBER, 2020 AT 04.00 PM IST TO TRANSACT THE FOLLOWING BUSINESS:

#### ORDINARY BUSINESS:

1. ADOPTION OF THE ANNUAL AUDITED STANDALONE FINANCIAL STATEMENTS AND REPORTS THEREON:

To receive, consider, approve and adopt the Audited Standalone Financial Statements of the Company for the financial year ended 31<sup>st</sup> March, 2020 together with the Reports of the Board of Directors' and the Auditors' thereon.

2. APPOINTMENT OF A DIRECTOR RETIRING BY ROTATION:

To consider and if thought fit to approve appointment of a Director in place of Mr. Ankur Mahendra Maneck (DIN: 00197283), Director, who retires by rotation and being eligible, offers himself for re-appointment.

3. TO APPOINT STATUTORY AUDITORS OF THE COMPANY FROM THE CONCLUSION OF 64<sup>th</sup> ANNUAL GENERAL MEETING TILL THE CONCLUSION OF THE 69<sup>th</sup> ANNUAL GENERAL MEETING AND TO FIX THEIR REMUNERATION:

"RESOLVED THAT pursuant to the Sections 139, 142 of the Companies Act, 2013 ("Act") and other applicable provisions, if any, of the said Act and the Companies (Audit and Auditors) Rules, 2014 made there under and other applicable rules, if any, under the said Act (including any statutory modification(s) or re-enactment thereof for the time being in force), M/s Rushabh Shreyansh & Co, Chartered Accountants (FRN:131457W), be and is hereby appointed as the Statutory Auditors of the Company for period of 5 (Five) Years commencing from the conclusion of this 64<sup>th</sup> Annual General Meeting till the conclusion of 69<sup>th</sup> Annual General Meeting in place of M/s Patkar & Pendse, Chartered Accountants (FRN: 107824W) who has resigned as the Statutory Auditors of the Company and also to authorize the Audit Committee and/or Board of Directors of the Company, to fix their remuneration in addition to the re-imbursement of out of pocket expenses, if any incurred in connection with the Audit."

**"RESOLVED FURTHER THAT** the Board of Directors of the Company be and are hereby authorized to do all such acts, deeds, things and matters as may be necessary, proper, expedient or incidental for the purpose of giving effect to this Resolution."

#### **SPECIAL BUSINESS:**

4. TO APPOINT MRS. KALPANABEN CHAMPAKLAL SHAH (DIN-02786730) AS A DIRECTOR OF THE COMPANY AND IN THIS REGARD 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 applicable provisions of the Companies Act, 2013 ('the Act') and the rules made there under, (including any statutory modification(s) or re-enactment thereof

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for the time being in force), Mrs. Kalpanaben Champaklal Shah (DIN – 02786730) who was appointed by the Board of Directors as an Additional Non-Executive Director (*Promoter*) of the Company at their meeting held on 26<sup>th</sup> August, 2020 and who holds office up-to the date of the ensuing Annual General Meeting, being eligible and in respect of whom the Company has received a notice in writing from the Director under Section 160 of the Companies Act, 2013 proposing her candidature for the office of a Director, be and is hereby appointed as a Non-Executive Director (*Promoter*) of the Company, liable to retire by rotation."

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

5. TO APPOINT MR. RONIT CHAMPAKLAL SHAH (DIN - 02851806) AS A DIRECTOR OF THE COMPANY AND IN THIS REGARD 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 applicable provisions of the Companies Act, 2013 ('the Act') and the rules made there under, (including any statutory modification(s) or re-enactment thereof for the time being in force), Mr. Ronit Champaklal Shah (DIN – 02851806) who was appointed by the Board of Directors as an Executive Additional Director (*Promoter*) of the Company at their meeting held on 26th August, 2020 and who holds office up-to the date of the ensuing Annual General Meeting, being eligible and in respect of whom the Company has received a notice in writing from the Director under Section 160 of the Companies Act, 2013 proposing his candidature for the office of a Director, be and is hereby appointed as an Executive Director (*Promoter*) of the Company, liable to retire by rotation."

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

6. TO APPOINT MR. ROMIT CHAMPAKLAL SHAH (DIN - 06395661) AS A DIRECTOR OF THE COMPANY AND IN THIS REGARD 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 applicable provisions of the Companies Act, 2013 ('the Act') and the rules made there under, (including any statutory modification(s) or re-enactment thereof for the time being in force), Mr. Romit Champaklal Shah (DIN – 06395661) who was appointed by the Board of Directors as an Additional Non-Executive Director (*Promoter*) of the Company at their meeting held on 26<sup>th</sup> August, 2020 and who holds office up-to the date of the ensuing Annual General Meeting, being eligible and in respect of whom the Company has received a notice in writing from the Director under Section 160 of the Companies Act, 2013 proposing his candidature for the office of a Director, be and is hereby appointed as a Non-Executive Director (*Promoter*) of the Company, liable to retire by rotation."

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

7. TO APPOINT MR. RONIT CHAMPAKLAL SHAH (DIN - 02851806) AS A MANAGING DIRECTOR OF THE COMPANY AND IN THIS REGARD TO CONSIDER AND IF THOUGHT FIT, TO PASS WITH OR WITHOUT MODIFICATION(S), THE FOLLOWING RESOLUTION AS A SPECIAL RESOLUTION:

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**"RESOL VED THAT** pursuant to the provisions of Sections 196, 197, 198, 203 and other applicable provisions, if any, of the Companies Act, 2013 read with Schedule V and the rules framed in this behalf (including any statutory modification(s) or re-enactment thereof for the time being in force), the approval of the members of the Company, be and is hereby accorded to appoint Mr. Ronit Champaklal Shah (DIN - 02851806) as a Managing Director of the Company for a period of 5 years w.e.f. 27<sup>th</sup> August, 2020 at a remuneration and other terms and conditions as recommended by Nomination and Remuneration Committee and approved by Board of Directors of the Company as mentioned below:

**Designation**: Managing Director

**Term of Appointment**: 5 years from 27<sup>th</sup> August, 2020 to 26<sup>th</sup> August, 2025.

**Remuneration**: Upto INR 1,00,000/- per month on a Cost to Company basis which includes Basic Salary, and other allowance/benefits as may be decided by the Board of Directors of the Company, from time to time. The remuneration will be increased for each financial year during the terms of appointment so as to give minimum 10% annualized increase or such other increase as may be recommended by the Nomination and Remuneration Committee and approved by Board of Directors of the Company from time to time.

#### **Perquisites and Allowances:**

In addition to the remuneration he will be entitled to all such perquisites, allowances, benefits and amenities in accordance with the service Rules of the Company and also approved by the Nomination and Remuneration Committee and Board of Directors of the Company from time to time.

#### **Commission:**

Mr. Ronit Champaklal Shah (DIN - 02851806) shall also be paid commission, in addition to salary, perquisites, allowances and others reimbursements, calculated with reference to net profit of the Company in a particular financial year, or as a commission for providing guarantees as may be determined by the Board of Directors of the Company at the end of each financial year subject to overall ceilings stipulated in Section 197 of the Companies Act, 2013 and as recommended by Nomination and Remuneration Committee.

"RESOLVED FURTHER THAT the Managing Director shall be entitled to the facilities as are allowable to the employees of Senior Management Cadre of the Company and reimbursement for travelling, entertainment, and other expenses actually incurred by him in connection with the business of the Company."

"RESOLVED FURTHER THAT wherein any financial year during the tenure of Managing Director, the Company has no profits or its profits are inadequate, the Company shall pay in respect of such financial year, the remuneration by way of salary, allowances, perquisites and other benefits, subject to the provisions of Schedule V of the Act and subject to necessary approvals, if any."

"RESOLVED FURTHER THAT the Board of Directors be and is hereby authorized to alter, modify and vary the terms and conditions of said appointment including remuneration to the extent recommended by the Nomination and Remuneration Committee, from time to time as may be considered appropriate and fit, subject to the overall limits specified in the Companies Act, 2013 and as may be agreed to between the Board of Directors of the Company and Mr. Ronit Champaklal Shah."

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

8. TO APPROVE SHIFTING OF THE REGISTERED OFFICE OF THE COMPANY FROM THE "STATE OF MAHARASHTRA" TO THE "STATE OF GUJARAT" AND CONSEQUENTIAL AMENDMENT IN THE MEMORANDUM OF ASSOCIATION OF THE COMPANY AND IN THIS REGARD 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 12 and Section 13 and also any other applicable provisions, if any, of the Companies Act, 2013 ("the Act") (including any statutory modifications or re-enactment for the time being in force) read with Rule 30 of the Companies (Incorporation) Rules, 2014 and also subject to the approval of the Hon'ble Regional Director, Western Region, Mumbai or any other Government Authority in this regard and subject to such permissions, sanctions or approvals as may be required under the provisions of the said Act or under any other law for the time being in force, consent of the members of the Company be and is hereby accorded for shifting of the registered office of the Company from "Mumbai, State of Maharashtra" to "Ahmedabad, State of Gujarat" and accordingly to replace and substitute the present Clause - II of the Memorandum of Association of the Company by the following clause:

II. The Registered office of the Company will be situated in the State of Gujarat.

**"RESOLVED FURTHER THAT**on obtaining the confirmation from the Regional Director, Western Region, the Registered Office of the Company be shifted from Nanavati Mahalaya, 18, Homi Mody Street, Fort, Mumbai - 400001 to Shed No – 15, Shyam Hari Industrial Estate, Phase 4, GIDC, Vatva, Ahmedabad – 382445, Gujarat.

"RESOLVED FURTHER THATupon receipt of the order of the Hon'ble Regional Director, Western Region, Mumbai approving the alteration, filing of certified copy of such order with the respective Registrar of Companies and obtain fresh certificate from the Registrar of Companies, indicating the said alteration, the registered office of the Company be shifted from "Mumbai, State of Maharashtra" to "Ahmedabad, State of Gujarat".

"RESOLVED FURTHER THAT any of the Director of the Company be and is hereby severally authorized to take such steps as may be necessary, and generally to do all such acts, deeds, matters and things as may be required, necessary, proper, expedient or incidental for the purpose of giving effect to the aforesaid resolution."

By order of the Board of Directors For IEL Limited (Formerly known as Indian Extractions Limited)

26<sup>th</sup> August, 2020 Mumbai Priyam S. Jhaveri Chairman & Managing Director DIN - 00045038

Registered office:

Nanavati Mahalaya, 18, Homi Mody Street, Fort, Mumbai - 400001

Tel No: 022-22044422 Fax: 022-22046024

Email id: iel@nanavatigroup.com CIN: L15140MH1956PLC009720

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#### NOTES

- 1. In view of the prevailing COVID-19 pandemic, the Government of India, Ministry of Corporate Affairs ("MCA") allowed conducting Annual General Meeting through video conferencing (VC) or other audio-visual means (OAVM) without the physical presence of Members at a common venue. Accordingly, MCA issued Circular No. 14/2020 dated April 08, 2020, Circular No.17/2020 dated April 13, 2020 and Circular No. 20/2020 dated May 05, 2020 ("MCA Circulars"), prescribing the procedures and manner of conducting the Annual General Meeting through VC/OAVM.
  - The Securities and Exchange Board of India ("SEBI") also vide its Circular dated May 12, 2020 ("SEBI Circular"), permitted holding of Annual General Meetings through VC/OAVM. In compliance with the applicable provisions of the Companies Act, 2013, MCA Circulars and applicable provisions of the SEBI Circular, the 64<sup>th</sup> Annual General Meeting (AGM) of the Members will be held through VC/OAVM. Accordingly, the members can attend and participate in the AGM through VC/OAVM only. The venue of the Meeting shall be deemed to be the registered office of the Company.
- 2. Pursuant to the provisions of the Companies Act, 2013 ("the Act"), a Member who is entitled to attend and vote at the AGM is also entitled to appoint a proxy to attend and vote on his / her behalf and the proxy need not be a Member of the Company. Since this General Meeting is held through VC/OAVM the physical attendance of members is dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence, the Proxy Form and Attendance Slip are not annexed to this Notice. However, in pursuance of Section 113 of the Act, authorized representative of the Corporate Member(s) may be appointed for the purpose of participation in the 64<sup>th</sup> AGM through VC / OAVM and also for remote e-Voting during the 64<sup>th</sup> AGM.
- 3. No Route map has been sent along with this Notice of the Meeting as the meeting is held through VC/OAVM.
- 4. Members attending the Meeting through VC/OAVM will be counted for the purposes of reckoning of Quorum under Section 103 of the Companies Act, 2013.
- 5. In line with the MCA Circulars and the SEBI Circular, the Notice calling the AGM and the Annual Report 2019-20 has been uploaded on the website of the Company at <a href="https://www.nanavatigroup.com">www.nanavatigroup.com</a>. The Notice and the Annual Report 2019-20 can also be accessed from the website of the Stock Exchange i.e. BSE Limited at <a href="https://www.bseindia.com">www.bseindia.com</a>. The AGM Notice is also disseminated on the website of CDSL (agency for providing the Remote e-Voting facility) i.e. <a href="https://www.evotingindia.com">www.evotingindia.com</a>.
- 6. The Explanatory Statement pursuant to Section 102(1) of the Companies Act, 2013, relating to the Special Business, if any to be transacted at the meeting is annexed hereto. The Board of Directors of the Company at its meeting held on 26<sup>th</sup> August, 2020 considered that the Special Business under Item No. 04, 05, 06 and 07 being considered unavoidable, be transacted at the 64<sup>th</sup> AGM of the Company.
- 7. Brief resume of Directors proposed to be appointed / re-appointed, nature of their expertise in specific functional areas, names of Companies in which they hold directorships and memberships / chairmanships of Board Committees, shareholding and relationships between directors inter-se, etc. as required to be disclosed as per the Companies Act, 2013, Regulation 36 (3) the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Clause 1.2.5 of the Secretarial Standard on General Meetings (SS-2), are provided as Annexure 1 to this notice.
- 8. All documents referred to in the accompanying Notice and the Explanatory Statement have been uploaded on the website of the Company at www.nanavatigroup.com. All shareholders will be able to inspect all documents referred to in the Notice electronically without any fee from the date of circulation of this Notice up to the date of AGM. Members seeking to inspect such documents can send an email to iel@nanavatigroup.com.
- 9. The Register of Members and the Share Transfer Books of the Company will remain closed from 22<sup>nd</sup> September, 2020 to 28<sup>th</sup> September, 2020 (both days inclusive) in connection with the AGM.
- 10. 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 the directors are interested, maintained under Section 189 of the Act, and the relevant documents referred to in the Notice will be available electronically for inspection by the members during the AGM.
- 11. Considering the difficulties caused due to the Covid-19 pandemic, MCA and SEBI have dispensed with the requirement of printing and sending physical copies of the Annual Report and the Notice of this Meeting, The Annual Report together with the Notice of this meeting have been sent through registered email id to

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all those members who have registered their email ids with the Company or the Registrar and Transfer Agent or the Depositories or the Depository Participants as on 28<sup>th</sup> August, 2020.

- 12. The Members are requested to dematerialize their shareholdings with their Depository Participants as the Company's Shares are traded compulsorily under Demat mode in the Stock Exchanges.
- 13. The Securities and Exchange Board of India (SEBI) has amended Regulation 40 of SEBI LODR Regulations, 2015. Pursuant to amended Regulation 40 of SEBI LODR Regulations, 2015, effective 1st April, 2019, except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed unless the securities are held in the dematerialized form with a depository.

The Company in this regard has sent letters to the shareholders holding shares in physical form informing them about the above requirement. All shareholders holding shares in physical form are requested to demat their shares at the earliest.

- 14. Members holding shares in single name and/or in physical mode are advised to make nomination in respect of their shareholding in the Company. Nomination forms can be obtained from the Company's Registered Office.
- 15. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their Depository Participant with whom they are maintaining their Demat accounts. Members holding shares in physical form can submit their PAN to the Company.
- 16. Members are requested to:
  - (a) Intimate to the Company's Registrar and Share Transfer Agents Link Intime India Private Limited, changes, if any, in their registered addresses and e-mail id at an early date, in case shares held in physical form;
  - (b) Intimate respective Depositary Participant, changes, if any, in their registered addresses or e-mail id at an early date, in case of shares held in dematerialized form;
  - (c) Quote their folio numbers/client ID/DP ID in all correspondence; and
  - (d) Consolidate their holdings into one folio in the identical order of names.
  - (e) Update their PAN and Bank account details by sending a self-attested copy of the PAN along with original cancelled cheque bearing their name on it or bank passbook/statement attested by their Bank to Link Intime India Private Limited, the Registrar and Share Transfer Agents of the Company.
- 17. Pursuant to Section 101 and 136 of the Act read with relevant Rules made thereunder, Companies can serve Annual Reports and other communications through electronic mode to those members who have registered their e-mail address either with the Company or with the Depository. As per provisions of Section 20 of the Act read with Rules thereunder, a document may be served on any member by sending it to him by post or by registered post or by speed post or by courier or by delivering at his office or address, or by such electronic or other mode as may be prescribed including by facsimile telecommunication or to electronic mail address, which the member has provided to his / her Depository Participant / the Company's Registrar & Share Transfer Agent from time to time for sending communications, provided that a member may request for delivery of any document through a particular mode, for which he shall pay such fees as may be determined by the Company in its Annual General Meeting. In cases, where any member has not registered his / her e-mail address with the Company, the service of documents, etc. will be effected by other modes of service as provided in Section 20 of the Act read with the relevant Rules thereunder.

Those members, who desire to receive notice / financial statement / documents through e-mail, are requested to communicate their e-mail ID and changes thereto from time to time to his / her Depository Participant / the Company's Registrar & Share Transfer Agent, M/s. Link Intime India Private Limited, as the case may be;

Members are requested to support this Green Initiative by registering/updating their e-mail addresses with the Depository Participant (in case of Shares held in dematerialized form) or with Link Intime India Private Limited (in case of Shares held in physical form)

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18. Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (as amended), and MCA Circulars dated April 08, 2020, April 13, 2020 and May 05, 2020 the Company is providing facility of remote e-voting to its Members in respect of the business to be transacted at the 64<sup>th</sup> AGM. For this purpose, the Company has entered into an agreement with Central Depository Services (India) Limited (CDSL) for facilitating remote e-voting through electronic means, as the authorized e-Voting's agency. The facility of casting votes by a member using remote e-voting will be provided by CDSL.

The members who have already cast their vote through remote e-voting may attend the meeting but shall not be entitled to cast their vote again at the AGM.

#### Instructions for Members for voting electronically are as under:-

- a) The shareholders should log on to the e-voting website www.evotingindia.com.
- b) Click on "Shareholders/Members" tab to cast your vote(s)
- c) Now enter your User ID as follows:

For CDSL: 16 digits beneficiary ID.

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

Members holding shares in physical form should enter Folio Number registered with the Company.

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

- d) Enter the Image Verification as displayed and Click on Login.
- e) If you are holding shares in Demat form and had logged on to <u>www.evotingindia.com</u> and voted on an earlier e-voting of any company, then your existing password is to be used.
- f) For Shareholders holding shares in physical form and first time users holding shares in electronic form, the steps given below are to be followed:

	Enter your 10 digit alpha-numeric <b>PAN</b> issued by Income Tax Department
PAN	<ul> <li>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 8 digits of the sequence number in the PAN Field.</li> <li>In case the sequence 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 sequence number 1 then enter RA00000001 in the PAN Field.</li> </ul>
Date of Birth or Date of Incorporation or Bank Account	Enter the Date of Birth as recorded in your demat account or in the Company's records for the said demat account in DD/MM/YYYY format.  OR  # 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 member ID/folio number in the Dividend Bank details field as mentioned in instruction (c).

# CDSL users can enter any one of the details viz. dividend bank details or date of birth, in order to login; however, NSDL users mandatorily have to mention their bank account number in order to login. In case bank details are not recorded with the depository, please enter the number of shares held by you as on the cut-off date viz. 21st September, 2020 in the Dividend Bank details field

- g) After entering these details appropriately, click on "SUBMIT" tab.
- h) For Members holding shares in physical form, the login details can be used only for e-voting on the resolutions contained in this Notice. On logging in, Members holding shares in physical form will be directed to the Company selection screen.
- i) 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