

37<sup>TH</sup> ANNUAL REPORT  
**2019-20**

**Dedicated to Technology  
Devoted to Service**



## Kabra's new venture into 'Advanced Lithium-ion Battery Packs'

Kabra ExtrusionTechnik Ltd. (the Company), India's largest manufacturer of Plastic extrusion machines, ventures to provide advanced lithium-ion Battery Packs with Battery Management Systems (BMS) to power the growth of India's transition to green energy storage systems (ESS) and Electric vehicles (EV's) transportation.

The Company, over the past four decades, has been pioneer in absorbing and bringing latest European technologies for Plastic Extrusion to India, including technology from partners, viz. Battenfeld-Cincinnati (Germany-Austria-China), Penta Srl (Italy), Unicor GmbH (Germany) and Mecanor Oy (Finland). The Company will leverage its ability to adapt new technologies in the lithium-ion battery pack with BMS, to suit Indian needs and make it available to the market.

The Company, under the brand name "BATTRIXX", is positioned to provide higher range and longer battery life to the electrical vehicles segment and safe and reliable ESS, with its customized wide range of battery packs and BMS.

With technology tie-up with European partner, the Company has encouraging support from prestigious Tier 1 automobile manufacturers for vehicle integration with the advanced lithium-ion battery packs as well as packs for battery charging station infrastructure under development.

The state-of-the-art Battrixx's manufacturing facility supported with in-house R&D center, will be equipped with world's latest and most advanced manufacturing and testing equipments. The initial capacity of our manufacturing facility would be 0.5 gigawatt hour per year, which will be increased as the market grows. Our company infrastructure will handle both, cylindrical and prismatic cells, to manufacture modules and packs with in-house built & designed advanced BMS integration.

The Company is committed to provide efficient green energy solutions to India and help achieve zero-emission goal and reduce our Country's dependence on fossil fuel.

**Battrixx brings power solutions for varied needs with comprehensive portfolio of lithium-ion battery packs powered by Gen 4 technologies and customized for Indian needs.**



## Puja Ceremony for the opening of our new factory in Pune.



## BOARD OF DIRECTORS

Shri Shreevallabh G. Kabra  
Shri Satyanarayan G. Kabra  
Shri Anand S. Kabra  
Smt. Ekta A. Kabra  
Shri Mahaveer Prasad Taparia  
Shri Nihalchand C. Chauhan  
Shri Yagnesh B. Desai  
Shri Bajrang Lal Bagra  
Shri Boman Moradian

Chairman & Managing Director  
Vice-Chairman  
Managing Director  
Director - Strategy  
Independent Director  
Independent Director  
Independent Director  
Independent Director  
Independent Director

### CHIEF EXECUTIVE OFFICER

Shri S. Shenoy (up to July 8, 2020)  
Shri Akash Khandelwal (w.e.f. July 09, 2020 )

### CHIEF FINANCIAL OFFICER

Shri Daulat Jain

### COMPANY SECRETARY

Smt. Arya Chachad

### AUDITORS

M/s. A. G. Ogale & Co.  
Chartered Accountants, Pune

### BANKERS

State Bank of India  
Kotak Mahindra Bank Ltd.  
Yes Bank Ltd.  
HSBC Limited

### REGISTERED OFFICE

Fortune Terraces, 10<sup>th</sup> Floor, New Link Road,  
Andheri (West), Mumbai - 400053  
Tel.: 022-26734822-24  
Fax.: 022-26735041  
website : www.kolsite.com  
Email : ket\_sd@kolsitegroup.com  
CIN: L28900MH1982PLC028535

### WORKS

- Kabra Industrial Estate, Kachigam,  
Daman – 396210
- 259/260/265 (III), Coastal Highway, Dunetha,  
Daman – 396210
- Chakan Industrial Area Phase – 2,  
Plot No. C-22/8, MIDC, Village - Bhamboli,  
Taluka - Khed, Pune – 410501, Maharashtra

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### 37<sup>TH</sup> ANNUAL GENERAL MEETING

[through Video Conference (VC) / Other Audio Visual Means (OAVM)]

Date : September 15, 2020 (Tuesday)

Time : 11.00 a.m.

## NOTICE

**NOTICE** is hereby given that the **THIRTY-SEVENTH ANNUAL GENERAL MEETING** of the Members of **KABRA EXTRUSIONTECHNIK LIMITED** will be held on Tuesday, the 15<sup>th</sup> day of September, 2020 at 11.00 a.m. through Video Conference (VC) / Other Audio Visual Means (OAVM) facility to transact the following business:

### ORDINARY BUSINESS:

1. To receive, consider and adopt:
  - a. the Audited Financial Statements of the Company for the Financial Year ended March 31, 2020, 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, 2020, together with the Report of the Auditors thereon.
2. To confirm the payment of interim dividend @ 30% (i.e. ₹ 1.50 per share) as final dividend for the Financial Year ended March 31, 2020.
3. To appoint a Director in place of Mr. Shreevallabh G. Kabra (DIN: 00015415), who retires by rotation in terms of Section 152(6) of the Companies Act, 2013 and being eligible, seeks re-appointment.

### SPECIAL BUSINESS:

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

“**RESOLVED THAT** pursuant to the provisions of Section 148 and all other applicable provisions of the Companies Act, 2013 read with the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force) remuneration of ₹ 1,08,000/- (Rupees One Lakh Eight Thousand Only) plus applicable taxes and reimbursement of out of pocket expenses to be paid to M/s. Urvashi Kamal Mehta & Co., Cost Accountants, Firm Registration No.: 001817, appointed by the Board of Directors of the Company to conduct the audit of the Cost Records of the Company for the Financial Year ending March 31, 2021 be and is hereby ratified and confirmed.”
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 149, 152 and other applicable provisions, if any, of the Companies Act, 2013 read with Schedule IV to the Companies Act, 2013 and the Companies (Appointment and Qualification of Directors) Rules, 2014 and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, (including any statutory modification(s) or re-enactment thereof for the time being in force) Mr. Bajrang Lal Bagra (DIN:00090596), an Independent Non-Executive Director of the Company, who is eligible for re-appointment and who has submitted a declaration that he meets the criteria for independence as provided statutorily, and in respect of whom the Company has received a notice in writing under Section 160 of the Companies Act, 2013 from a member proposing his candidature for the office of Director, be and is hereby re-appointed as an Independent Director of the Company to hold such office for a period of 5 (five) consecutive years upon completion of current tenure and shall not be liable to retire by rotation during his tenure.

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



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

**"RESOLVED THAT** pursuant to the provisions of Section 196, 197, 198 and other applicable provisions, if any, of the Companies Act, 2013 ('the Act') read with Schedule V thereto, Companies (Appointment and Remuneration of Managerial Personnel) Rules 2014, (including any amendment(s), statutory modification(s) or re-enactment(s) thereof for the time being in force), and the Articles of Association of the Company, the recommendation of Board of Directors and Nomination and Remuneration Committee of the Company and further to the Special Resolution No.5 passed by the Members at the 36<sup>th</sup> Annual General Meeting (AGM) of the Company held on July 31, 2019, the consent of the Members of the Company be and is hereby accorded to the Company to waive recovery of Rs.46.12 Lakhs from Mr. S. V. Kabra (DIN: 00015415), Chairman & Managing Director of the Company, paid towards remuneration in excess of limit prescribed under the said Act, on account of inadequate profits in respect of FY 2019-20 and remuneration paid to him as approved by members at said AGM be confirmed and ratified as remuneration payable under Schedule V - Part II - Section II and also to the consequential retention thereof by him.

**RESOLVED FURTHER THAT** the Board of Directors of the Company or a Committee thereof be and are hereby authorized to do all acts, deeds, matters and things as may be deemed necessary and/or expedient in connection therewith or incidental thereto, to give effect to the aforesaid Resolution."

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

**"RESOLVED THAT** pursuant to the provisions of Section 196, 197, 198 and other applicable provisions, if any, of the Companies Act, 2013 ('the Act') read with Schedule V thereto, Companies (Appointment and Remuneration of Managerial Personnel) Rules 2014, (including any amendment(s), statutory modification(s) or re-enactment(s) thereof for the time being in force), and the Articles of Association of the Company, the recommendation of Board of Directors and Nomination and Remuneration Committee of the Company and further to the Resolution No. 4 passed by the Members at the 35<sup>th</sup> Annual General Meeting (AGM) of the Company held on August 10, 2018, the consent of the Members of the Company be and is hereby accorded to the Company to waive recovery of Rs.46.83 Lakhs from Mr. A. S. Kabra (DIN: 00016010), Managing Director of the Company, paid towards remuneration in excess of limit prescribed under the said Act, on account of inadequate profits in respect of FY 2019-20 and remuneration paid to him as approved by members at 35<sup>th</sup> AGM be confirmed and ratified as remuneration payable under Schedule V - Part II - Section II and also to the consequential retention thereof by him.

**RESOLVED FURTHER THAT** the Board of Directors of the Company or a Committee thereof be and are hereby authorized to do all acts, deeds, matters and things as may be deemed necessary and/or expedient in connection therewith or incidental thereto, to give effect to the aforesaid Resolution."

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

**"RESOLVED THAT** pursuant to the provisions of Section 196, 197, 198 and other applicable provisions, if any, of the Companies Act, 2013 ('the Act') read with Schedule V thereto, Companies (Appointment and Remuneration of Managerial Personnel) Rules 2014, (including any amendment(s), statutory modification(s) or re-enactment(s) thereof for the time being in force), and the Articles of Association of the Company, the recommendation of Board of Directors and Nomination and Remuneration Committee of the Company and further to the Resolution No.8 passed by the Members at the 34<sup>th</sup> Annual General Meeting (AGM) of the Company held on July 18, 2017, the consent of the Members of the Company be and is hereby accorded to the Company to waive recovery of Rs.37.46 Lakhs from Mrs. E. A. Kabra (DIN: 07088898), Director – Strategy of the Company, paid towards remuneration in excess of limit prescribed under the said Act, on account of inadequate profits in respect of FY 2019-20 and remuneration paid to her as approved by members at 34<sup>th</sup> AGM be confirmed and ratified as remuneration payable under Schedule V - Part II - Section II and also to the consequential retention thereof by her.

**RESOLVED FURTHER THAT** the Board of Directors of the Company or a Committee thereof be and are hereby authorized to do all acts, deeds, matters and things as may be deemed necessary and/or expedient in connection therewith or incidental thereto, to give effect to the aforesaid Resolution."

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

**"RESOLVED THAT** pursuant to the provisions of Section 196, 197, 198 and other applicable provisions, if any, of the Companies Act, 2013 ('the Act') read with Schedule V thereto, Companies (Appointment and Remuneration of Managerial

Personnel) Rules 2014, (including any amendment(s), statutory modification(s) or re-enactment(s) thereof for the time being in force), and the Articles of Association of the Company, the recommendation of Board of Directors and Nomination and Remuneration Committee of the Company and further to the Special Resolution no.5 passed by the Members at the 36<sup>th</sup> Annual General Meeting (AGM) of the Company held on July 31, 2019, the consent of the Members of the Company be and is hereby accorded by way of renewal of approval for remuneration payable to Mr. S. V. Kabra (DIN: 00015415), Chairman & Managing Director on same terms as duly approved by the Members at the said AGM and set out in the Explanatory Statement forming part of this Resolution, subject to maximum permissible limit specified under Part II Section II of Schedule V to the said Act in the event of any inadequacy or absence of profits in respect of FY 2020-21.

**RESOLVED FURTHER THAT** the Board of Directors of the Company or a Committee thereof be and are hereby authorized to do all acts, deeds, matters and things as may be deemed necessary and/or expedient in connection therewith or incidental thereto, to give effect to the aforesaid Resolution."

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

**"RESOLVED THAT** pursuant to the provisions of Section 196, 197, 198 and other applicable provisions, if any, of the Companies Act, 2013 ('the Act') read with Schedule V thereto, Companies (Appointment and Remuneration of Managerial Personnel) Rules 2014, (including any amendment(s), statutory modification(s) or re-enactment(s) thereof for the time being in force), and the Articles of Association of the Company, the recommendation of Board of Directors and Nomination and Remuneration Committee of the Company and further to the Resolution No. 4 passed by the Members at the 35<sup>th</sup> Annual General Meeting (AGM) of the Company held on August 10, 2018, the consent of the Members of the Company be and is hereby accorded to the Company by way of renewal of approval for remuneration payable to Mr. A. S. Kabra (DIN: 00016010), Managing Director on same terms as duly approved by the Members at the 35<sup>th</sup> AGM and set out in the Explanatory Statement forming part of this Resolution subject to maximum permissible limit specified under Part II Section II of Schedule V to the said Act in the event of any inadequacy or absence of profits in respect of FY 2020-21.

**RESOLVED FURTHER THAT** the Board of Directors of the Company or a Committee thereof be and are hereby authorized to do all acts, deeds, matters and things as may be deemed necessary and/or expedient in connection therewith or incidental thereto, to give effect to the aforesaid Resolution."

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

**"RESOLVED THAT** pursuant to the provisions of Section 196, 197, 198 and other applicable provisions, if any, of the Companies Act, 2013 ('the Act') read with Schedule V thereto, Companies (Appointment and Remuneration of Managerial Personnel) Rules 2014, (including any amendment(s), statutory modification(s) or re-enactment(s) thereof for the time being in force), and the Articles of Association of the Company, the recommendation of Board of Directors and Nomination and Remuneration Committee of the Company and further to the Resolution No.8 passed by the Members at the 34<sup>th</sup> Annual General Meeting (AGM) of the Company held on July 18, 2017, the consent of the Members of the Company be and is hereby accorded to the Company by way of renewal of approval for remuneration payable to Mrs. E. A. Kabra (DIN: 07088898), Director - Strategy on same terms as duly approved by the Members at the 34<sup>th</sup> AGM and set out in the Explanatory Statement forming part of this Resolution subject to maximum permissible limit specified under Part II Section II of Schedule V to the said Act in the event of any inadequacy or absence of profits in respect of FY 2020-21.

**RESOLVED FURTHER THAT** the Board of Directors of the Company or a Committee thereof be and are hereby authorized to do all acts, deeds, matters and things as may be deemed necessary and/or expedient in connection therewith or incidental thereto, to give effect to the aforesaid Resolution."

Place : Mumbai

Date : July 09, 2020

By order of the Board  
For **Kabra Extrusientechnik Ltd.**

**Arya Chachad**  
Company Secretary

**Registered Office:**

Fortune Terraces, "B" Wing, 10th Floor, New Link Road, Opp. Citi Mall, Andheri (West), Mumbai - 400 053.

**Tel.:** 022-26734822-24 • **Fax.:** 022-26735041 • **website:** www.kolsite.com • **Email:** ket\_sd@kolsitegroup.com

**CIN:** L28900MH1982PLC028535

**NOTES:**

1. In view of the massive outbreak of the COVID-19 pandemic, social distancing is to be a prerequisite and pursuant to the Circular No. 14/2020 dated May 05, 2020, Circular No.17/2020 dated April 13, 2020 issued by the Ministry of Corporate Affairs (MCA) followed by Circular No. 20/2020 dated May 05, 2020 and Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 issued by the Securities and Exchange Board of India (SEBI), physical attendance of the Members to the annual general meeting (AGM) venue is not required and AGM be held through video conferencing (VC) or other audio visual means (OAVM). Accordingly, this AGM has been convened through VC/OAVM in compliance with the said applicable provisions.
2. The facility to appoint proxy to attend and cast vote for the members is not available for this AGM. However, the Body Corporates are entitled to appoint authorised representatives to attend the AGM through VC/OAVM and participate thereat and cast their votes through e-voting.
3. 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 in the Notice. The facility of participation at the AGM through VC/OAVM will be made available for 1000 members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit 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 served basis.
4. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013. The deemed venue for the 37<sup>th</sup> AGM shall be the Registered Office of the Company. Since the AGM will be held through VC / OAVM facility, the Route Map is not annexed in this Report.
5. The Members will be allowed to pose questions during the course of the Meeting. The queries can also be given in advance at [ket\\_sd@kolsitegroup.com](mailto:ket_sd@kolsitegroup.com)
6. In line with the said MCA Circulars and SEBI Circular, the Notice of the AGM and Annual Report for FY2019-20 has been uploaded on the website of the Company at [www.kolsite.com](http://www.kolsite.com) can also be accessed from the websites of the Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com) respectively and also on the website of National Securities Depository Limited ('NSDL') at <https://www.evoting.nsdl.com/>
7. The Explanatory Statement setting out material facts, pursuant to Section 102 of the Companies Act, 2013, in respect of Item Nos. 4 to 11 of the accompanying Notice is annexed hereto.
8. Brief profile and relevant details of the Directors proposed to be appointed / re-appointed has been furnished in this Annual Report.
9. Corporate Members are requested to send to the Company, at its Registered Office, a duly certified copy of the Board Resolution authorising their representative to attend and vote at the Annual General Meeting.
10. In case of Joint Holders attending the meeting, only such joint holder who is higher in the order of names will be entitled to vote.
11. Register of Members and the Share Transfer Books of the Company will remain closed from Wednesday, September 09, 2020 to Tuesday, September 15, 2020, (both days inclusive). Except in case of transmission or transposition of securities, requests for effecting transfer of shares shall not be processed unless held in dematerialized form with effect from April 01, 2019.
12. On account of threat posed by COVID-19 and in terms of the MCA and SEBI Circulars, the Company would send the Annual Report, Notice of e-AGM and e-Voting instructions only in electronic form to the registered email addresses of the shareholders. Therefore, those shareholders who have not yet registered their email address are requested to get their

email addresses registered with their DP or RTA for electronic and Physical folios respectively. Members may note that this Annual Report will also be available on the Company's website viz. [www.kolsite.com](http://www.kolsite.com)

13. Members are requested to note that dividends not encashed or remaining unclaimed for a period of 7 (seven) years from the date of transfer to the Company's Unpaid Dividend Account, shall be transferred to the Investor Education and Protection Fund ("IEPF") established by the Central Government. Further, pursuant to the provisions of Section 124 of the Act read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ('IEPF Rules') as amended to date, all shares on which dividend has not been paid or claimed for seven consecutive years or more shall be transferred to IEPF Authority as notified by the Ministry of Corporate Affairs.  
The Members / Claimants whose shares and unclaimed dividend amount have been transferred to IEPF may claim the shares or apply for refund by making an application to IEPF Authority in Form IEPF 5 (available on [www.iepf.gov.in](http://www.iepf.gov.in)) along with applicable requisite fee. The Member/Claimant can file only one consolidated claim in a financial year as per the IEPF Rules. The Company has uploaded the information in respect of the unclaimed dividends on its website at [www.kolsite.com](http://www.kolsite.com). It is in Members' interest to claim any un-encashed dividends and for future, opt for Electronic Clearing Service, so that dividends paid by the Company are credited to Members' account on time.
14. Members who hold shares in physical mode in multiple folios in identical names or joint holding in the same order of names are requested to send the share certificates to Registrar & Share Transfer Agent (R & T Agent), for consolidation into a single folio. All documents reported to in the Notice.
15. The Register of Directors and Key Managerial Personnel and their shareholding, maintained under Section 170 of the Act, and the Register of Contracts or Arrangements in which the directors are interested, maintained under Section 189 of the Act, will be available electronically for inspection by the members during the AGM. All documents referred to in the Notice will also be available for electronic inspection without any fee by the members 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 [ket\\_sd@kolsitegroup.com](mailto:ket_sd@kolsitegroup.com). The Board of Directors of the Company at its meeting held on July 09, 2020 considered that special business at Item Nos. 4 to 11 being considered unavoidable, be transacted at the 37<sup>th</sup> AGM of the Company.
16. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in the securities market. Members holding shares in electronic form are, therefore requested to submit the PAN to their Depository Participant with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN details to the Company's R & T Agent.
17. Members desirous of updating their bank account details, Power of Attorney, correspondence address, Email Address, Contact Numbers, etc. are requested to follow the below procedure:  
**For shares held in Dematerialised Form:** intimate such changes to their respective Depository Participant (DP). The changes intimated to the DP will then be automatically reflected in the Company's records, which will help the Company and its R & T Agent to provide efficient and better services.  
**For shares held in Physical Form:** intimate such changes to the Company's R & T Agent.
18. To prevent fraudulent transactions, Members are advised to exercise due diligence and notify the Company of any change in address or demise of any member as soon as possible. Members are also advised not to leave their demat account(s) dormant for long. Periodic statement of holdings should be obtained from the concerned Depository Participants and holdings should be verified.



Members are requested to follow the below instructions for shareholders to vote electronically: Log-in to e-Voting website

The way to vote electronically on NSDL e-Voting system consists of "Two Steps" as mentioned below:

**Step 1: Log-in to NSDL e-Voting system at <https://www.evoting.nsdl.com/>**

**Step 2: Cast your vote electronically on NSDL e-Voting system.**

19. Members desirous of making a nomination in respect of their shareholding in the Company, as provided under Section 72 of the Companies Act, 2013, are requested to fill up Form SH-13 and send to the Company's R & T Agent. In respect of shares held in dematerialized form, the nomination form may be filed with the respective Depository Participant.
20. Members desirous of obtaining any information with regard to accounts are requested to write to the Company Secretary at the Registered Office of the Company / ket\_sd@kolsitegroup.com, at least 15 days in advance, so as to compile the same.

## 21. VOTING THROUGH ELECTRONIC MEANS

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 the Circulars issued by the MCA 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 AGM. For this purpose, the Company has entered into an agreement with NSDL for facilitating voting through electronic means, as the authorized agency. The Members who have cast their vote by remote e-voting prior to the meeting may also attend the meeting but shall not be entitled to cast their vote again.

The e-voting period commences on Saturday, September 12, 2020, at 09:00 a.m. IST and ends on Monday, September 14, 2020 at 5:00 p.m. IST. During this period, shareholders of the Company holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) Tuesday, September 08, 2020 may cast their vote electronically. The e-voting module shall also be disabled for voting thereafter. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.

The way to vote electronically on NSDL e-Voting system consists of "Two Steps" as mentioned below:

**Step 1: Log-in to NSDL e-Voting system at <https://www.evoting.nsdl.com/>**

**Step 2: Cast your vote electronically on NSDL e-Voting system.**

**Details on Step 1 is mentioned below:**

**How to Log-in to NSDL e-Voting website?**

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholders' section.
3. A new screen will open. You will have to enter your User ID, your Password and a Verification Code as shown on the screen. Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices> after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically
4. Your User ID details are given below

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****.
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Your password details are given below:
  - a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
  - b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
  - c) How to retrieve your 'initial password'?
    - (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit Client ID for NSDL account, last 8 digits of Client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
    - (ii) If your email ID is not registered, please follow steps mentioned below:
6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
  - a) Click on "Forgot User Details / Password" (If you are holding shares in your demet account with NSDL or CDSL) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - b) Physical User Reset Password" (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - c) If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) mentioning your demet account number / folio number, your PAN, your name and your registered address.
  - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

#### **Details on Step 2 is given below:**

#### **How to cast your vote electronically on NSDL e-Voting system?**

1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
2. After click on Active Voting Cycles, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle is in active status.
3. Select "EVEN" of company for which you wish to cast your vote.
4. Now you are ready for e-Voting as the Voting page opens.
5. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
6. Upon confirmation, the message "Vote cast successfully" will be displayed.
7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
8. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

#### **General Guidelines for shareholders**

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to [bhandariandassociates@gmail.com](mailto:bhandariandassociates@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details / Password" or "physical User Reset Password" option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) to reset the password.  
In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on toll free no.: 1800-222-990 or send request to Ms. Pallavi Mhatre at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)