

**KAYCEE INDUSTRIES LIMITED**  
CIN: L70102MH1942PLC006482

**Board of Directors**

Ms. Aarti Grover  
Mr. Chandra Prakash Jain  
(w.e.f. 12/02/2016)  
Mrs. Raju Grover  
Mrs. Sona Ramchandani  
Mrs. Pramila Merani  
Mrs. Savitri Butani

-Managing Director  
-Executive Director  
-Non-executive Director  
-Non-executive Independent Director  
-Non-executive Independent Director  
-Non-executive Independent Director

**Registered Office**

Old Kamani Chmabers,  
32- Ramjibhai Kamani Marg,  
Ballard Estate, Mumbai- 400 001;  
Contact: 022-22613521/22/23  
Website : www.kayceeindustries.com

**Factory Address**

Plot No F-25,  
Addl. Ambarnath Industrial Area,  
Anand Nagar, Ambarnath(East),  
Thane - 421502

**Bankers**

Saraswat Bank, Fort, Mumbai  
Auditors  
M/s. N.D Kapur & Co.,  
Chartered Accountant,  
65, Sonawala Building, 2nd Floor,  
Apollo Street, Mumbai- 400 023

**Registrar and Share Transfer Agent**

Datamatics Financial Services Limited  
Plot No. A-16 & 17, Part 'B' Cross Lane,  
MIDC, Andheri(E), Mumbai- 400 093  
Contact : 022-66712188  
Website : www.datamatics .com

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**NOTICE TO THE MEMBERS**

**NOTICE** is hereby given that the SEVENTY THIRD ANNUAL GENERAL MEETING OF THE MEMBERS OF KAYCEE INDUSTRIES LIMITED will be held at Jainam Banquet Hall, Jainam Arcade, B.M.T. Compound, 100, L.B.S. Marg, Bhandup (W), Mumbai 400 078, on Thursday , the 29<sup>TH</sup> September, 2016 at 11.00 A.M to transact the following businesses:

**ORDINARY BUSINESS**

1. To receive, consider and adopt Balance Sheet as at 31st March, 2016 and the Profit and Loss Account for the year ended on that date together with reports of Director's and Auditor's thereon.
2. To declare dividend on Equity Shares of the Company
3. To appoint a Director in place of Mrs. Raju Grover, Director who retires by rotation and being eligible, offer herself for reappointment.
4. To consider and if thought fit, to pass the following resolution as an Ordinary Resolution to ratification of appointment of Auditors of the Company:

**"RESOLVED THAT** pursuant to provision of Section 139, 142 of the Companies Act, 2013 and Rules made there under, the appointment of M/S. N.D. Kapur & Co., Chartered Accountant, Mumbai (Firm Registration No. 001196N), as Auditors of the Company approved in the Seventy first Annual General Meeting (AGM) held on 30<sup>th</sup> September, 2014 till the conclusion of Seventy-Fourth AGM be and is hereby ratified to hold office from the conclusion of the seventy-second AGM till the conclusion of Seventy-Third AGM and that Board of Directors of the Company be and is hereby authorized to fix such remuneration as may be determined by the Audit Committee in consultation with auditors and that such remuneration may be paid on progressive billing basis to be agreed upon between the Auditors and the Board of Directors."

**SPECIAL BUSINESS:****5. Appointment of Mr. Chandra Prakash Jain as Executive Director of the Company**

To consider and if thought fit, to pass the following resolution as a Special Resolution:

**"RESOLVED THAT** pursuant to the provisions of Section 196, 197, 203 and all other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modification from time to time or any re-enactment thereof for the time being in force) (the "Act") and the Rules framed there under read with Schedule V to the Act, and subject to the approval of the Central Government, if required and such other authorities as may be necessary, consent of the Shareholders of the Company, be and is hereby accorded for appointment of Mr. Chandra Prakash Jain, as Executive Director (DIN : [07337778](#)) of the Company for a period of Three years with effect from 12<sup>th</sup> February, 2016 on a remuneration and such other terms and conditions hereinafter mentioned.

- a) Salary: Rs. 11, 88,342/- per month.
- b) Allowances & Perquisites:
  - i) Furnished residential accommodation with water, gas, electricity, maintenance, sweeper, gardener, Watchman and personal attendant or House Rent Allowance in lieu thereof.



- ii) Medical benefits for self and family: Reimbursement of all expenses actually incurred in India and/or Abroad.
- iii) Leave travel concession for self, wife and minor children once a year.
- iv) Premium on personal accident insurance policy as per the Company's rules.
- v) Premium on medical insurance for self and family as per the Company's rules.
- vi) Company's contribution towards provident fund as per rules of the Company but not exceeding 12% of Salary.
- vii) Gratuity not exceeding one half month's salary for each completed year of service.
- viii) Encashment of leave as per rules of the Company.
- xi) Free use of car with driver for official use.
- x) Free telephone facility at residence including mobile phone for official use.

**RESOLVED FURTHER THAT** the Board of Directors (which term shall always be deemed to include any Committee as constituted or to be constituted by the Board to exercise its powers including the powers conferred under this resolution) be and is hereby authorized to vary the remuneration specified above from time to time to the extent the Board of Directors may deem appropriate, provided that such variation is within the overall limits as specified under the relevant provisions of the Companies Act, 2013 and/or as approved by any competent authority prescribed in the Act and rules as are applicable from time to time.

**RESOLVED FURTHER THAT** for the purpose of giving effect to the foregoing Resolution, the Board of Directors of the Company, be and is hereby authorised to do all such acts, deeds, matters and things, as it may in its absolute discretion deem necessary, proper or desirable in the said regard."

**6. Borrowing money(ies) for the purpose of business of the Company:**

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

**"RESOLVED THAT** in supersession of the ordinary resolution passed by the Members of the Company and pursuant to the provisions of Section 180(1)(c) and other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Meetings of Board and its Powers) Rules, 2014, including any statutory modification(s) or re-enactment(s) thereof, for the time being in force, and the Articles of Association of the Company, consent of the Members be and is hereby accorded to the Board of Directors of the Company (hereinafter referred to as "the Board" which term shall be deemed to include any Committee of the Board), to borrow any sum or sums of money from time to time at its discretion, for the purpose of the business of the Company, from any one or more Banks, Financial Institutions and other Persons, Firms, Bodies Corporate, notwithstanding that the monies to be borrowed together with the monies already borrowed by the Company (apart from temporary loans obtained from the Company's Bankers in the ordinary course of business) may, at any time, exceed the aggregate of the paid-up share capital of the Company and its free reserves (that is to say reserves not set apart for any specific purpose), subject to such aggregate borrowings not exceeding the amount which is Rs. 10 crore (Rupees Ten crores only) over and above the aggregate of the paid-up share capital of the Company and its free reserves (that is to say reserves not set apart for any specific purpose) and that the Board be and is



hereby empowered and authorised to arrange or fix the terms and conditions of all such monies to be borrowed from time to time as to interest, repayment, security or otherwise as it may, in its absolute discretion, think fit.

**RESOLVED FURTHER THAT** for the purpose of giving effect to this resolution, the Board be and is hereby authorised to do all such acts, deeds, matters and things as it may in its absolute discretion deem necessary, proper, or desirable and to settle any question, difficulty, doubt that may arise in respect of the borrowing(s) aforesaid and further to do all such acts, deeds and things and to execute all documents and writings as may be necessary, proper, desirable or expedient to give effect to this resolution.”

**7. Adoption of New Set of Articles of Association**

To consider and if though fit, to pass with or without modification the following resolution as a Special Resolution:

**“RESOLVED THAT** pursuant to the provisions of Section 14 and all other applicable provisions of the Companies Act, 2013 read with Companies (Incorporation) Rules, 2014 (including any statutory modification or re-enactment thereof for the time being in force), the draft regulations contained in the Articles of Association submitted to this meeting be and are hereby approved and adopted in substitution, and to the entire exclusion, of the regulations contained in the existing Articles of Association of the Company with immediate effect;

**“RESOLVED FURTHER THAT** Ms. Aarti Grover, Managing Director of the Company, be and is hereby severally authorised to do all such acts, deeds and actions as may be necessary, proper or expedient to give effect to this resolution.”

**8. Adoption of New Set Of Memorandum Of Association**

To consider and if though fit, to pass with or without modification the following resolution as a Special Resolution:

**“RESOLVED THAT** pursuant to the provisions of Section 13 and all other applicable provisions of the Companies Act, 2013 read with Companies (Incorporation) Rules, 2014 (including any statutory modification or re-enactment thereof for the time being in force), the draft clauses contained in the Memorandum of Association submitted to this meeting be and are hereby approved and adopted in substitution, and to the entire exclusion, of the clauses contained in the existing Memorandum of Association of the Company with immediate effect;

**“RESOLVED FURTHER THAT** Ms. Aarti Grover, Managing Director of the Company, be and is hereby severally authorised to do all such acts, deeds and actions as may be necessary, proper or expedient to give effect to this resolution.”

**Registered Office :**  
Old Kamani Chambers,  
32- Ramjibhai Kamani Marg,  
Ballard Estate, Mumbai- 400 001

By Order of the Board of  
**Kaycee Industries Limited**

Sd/-

Dated: 12<sup>th</sup> August, 2016

**Kamaleshwari Bind**  
**Company Secretary & Compliance Officer**

**NOTES:**

1. A Member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of himself/herself and such proxy need not be a member of the Company. The proxy in order to be effective should be duly stamped, completed and signed and must be deposited at the registered office of the Company not less than 48 Hours before the time for holding the aforesaid meeting.  
  
A person can act as a proxy on behalf of members not exceeding fifty equity shares and holding in the aggregated not more than ten percent of the total share capital of the Company carrying voting rights. A member holding more than ten percent of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as proxy for any other person or members.
2. A statement pursuant to Section 102(1) of the Companies Act, 2013, relating to the Special Business to be transacted at the Meeting is annexed hereto.
3. Members/Proxies should bring the enclosed Attendance slip duly filled in for attending the meeting along with a copy of the Annual Report. Corporate members intending to send their authorized representatives to attend the meeting are requested to send a certified copy of Board Resolution authorizing their representatives to attend and vote on their behalf in the meeting.
4. Members who hold shares in dematerialized form are requested to write their Client ID and DP ID Numbers and those who hold the shares in physical form are requested to write their Folio Number(s) in the Attendance Slip for attending the meeting.
5. Members who have shareholdings in multiple accounts in identical names or joint accounts in the same order are requested to send all the shares certificate(s) to the Registrar and Share Transfer Agents, Datamatics Financial Services Limited, Plot No.A-16 & 17 part 'B' Cross Lane, MIDC Andheri (E), Mumbai 400 093 for consolidation of all such shareholdings into one account to facilitate better service.
6. The Register of Members and Share Transfer Books of the Company will remain closed from Friday, the 23<sup>rd</sup> September, 2016 to Thursday, the 29<sup>th</sup> September, 2016 (both days inclusive).
7. The Dividend as recommended by the Board, if sanctioned at the Meeting, will be paid to those Members or their mandates whose names appear in the Register of Members on Thursday, 29<sup>th</sup> September, 2016, for those holding shares in physical form. In respect of the shares held in dematerialized form, the dividend will be paid on the basis of beneficial ownership as per the details furnished by the Depositories for this purpose at the end of business hours on **22<sup>nd</sup> September, 2016**.
8. (a) Members are requested to notify change of address, if any, with PINCODE to the Company or to its Registrar and Share Transfer Agents quoting reference of their folio and in case their shares are held in dematerialized form, this information should be passed on to their respective Depository Participants.  
  
(b) In case the mailing address mentioned in this Annual Report is with the PINCODE, members are requested to kindly inform their PINCODE immediately.
9. A member desirous of getting any information on the accounts or operations of the Company or share related matter is requested to forward his/her query(ies) to the Company at least Seven (7) days prior to the meetings so that the required information can be made available at the time of meeting.
10. Individual members can now take the facility of making nomination of their holding. The nominee shall be the person in whom all rights of transfer and/or amount payable in respect of Shares shall vest in the event of the death of the members and the joint-holder(s), if any. A minor can be a nominee provided the



name of the guardian is given in the nomination form. Non-individuals including society, trust, body corporate, partnership firm, karta of Hindu undivided family, holder of Power of Attorney cannot nominate. For further details in this regard members may contact, Datamatics Financial Services Limited, Mumbai, the Registrar and Share Transfer Agents of the Company.

11. In all correspondence with the Company or with its Registrar and Share Transfer Agents, members are requested to quote their folio number and in case their shares are held in dematerialized form, they must quote their Client ID and their DP ID Numbers.
12. The Ministry of Corporate Affairs (MCA) has taken a "Green Initiative in Corporate Governance" allowing paperless compliance by Companies through electronic mode. Companies are now permitted to send various notices/documents to its members through electronic mode to the registered e-mail addresses of members. Keeping in view the underlying theme and the circular issued by MCA, the Company proposed to send all documents to members like General Meeting Notices (including AGM), Audited Accounts, Director Report, Auditors Report etc. to the members through e-mail. Members holding shares in dematerialized form are requested to register their e-mail ID with their Depository Participants and members holding shares in physical form are requested to register their e-mail ID with Registrar and Share Transfer Agents of the Company i.e , Datamatics Financial Services Limited, Plot No. A-16 & 17, part 'B' Cross lane, MIDC, Andheri (E), Mumbai- 400 093 for sending documents through e-mail.
13. The Notice of the 73<sup>rd</sup> AGM and instruction for e-voting, along with the Attendance Slip and Proxy Form, is being sent by electronic mode to all the members whose e-mail addresses are registered with the Company/Depository Participant(s) for communication purpose unless any member has requested for a hard copy of the same. For members who have not registered their e-mail addresses, physical copies of the Annual Report 2015-2016 are being sent by permitted mode.
14. Members may also note that the Notice of the 73<sup>rd</sup> AGM and the Annual Report 2015-2016 will be available on the Company's website, [www.kayceeindustries.com](http://www.kayceeindustries.com).
15. The Securities and Exchanges Board of India (SEBI) vide its Circular dated 21<sup>st</sup> March, 2013 has provided that companies making cash payments to their investors shall use approved electronic mode of payment such as ECS, NECS, NEFT etc. To enable usage of electronic payment instruments, companies are required to maintain requisite bank details of their investors. Therefore, members of the Company who hold shares in physical form are requested to submit the following information under their signatures to Registrar and Share transfer Agents of the Company i.e Datamatics Financial Services Limited for registering bank details if not already registered earlier:-
  - a) Name of the sole/first joint-holder
  - b) Folio Number
  - c) Name of Bank
  - d) Address of the Bank branch with Pin code
  - e) Bank Account No.
  - f) Type of Bank Account whether saving or current
  - g) MICR Code and
  - h) IFSC Code
16. In terms of the provisions of Section 124 of the Companies Act, 2013 (corresponding to Section 205A of the Companies Act, 1956), the amount of dividend not encashed or claimed within 7 (Seven) years from the date of its transfer to the unpaid dividend account, will be transferred to the Investor Education and Protection Fund (IEPF) established by the Government. Accordingly, the unclaimed dividend in respect



of financial year 2008-09 is due for transfer to IEPF by October 2016. In terms of provisions of Section 124 of the Companies Act, 2013 (Corresponding to Section 205C of the Companies Act, 1956), no claim shall lie against the company for the said Fund after the said transfer.

17. All relevant documents referred in the Notice and statement will be available for inspection by the members at the Registered Office of the Company between 10 A.M to 4 P.M on any working day of the company up to the date of meeting.

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

- (i) Pursuant to the provisions of Section 108 and other applicable provisions, if any, of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended and Reg 44 of SEBI (LODR), the Company is pleased to provide to its members facility to exercise their right to vote on resolutions proposed to be passed in the Meeting by electronic means. The members may cast their votes using an electronic voting system from a place other than the venue of the Meeting (remote e-voting).
- (ii) The facility for voting, either through electronic voting system or through ballot/polling paper shall also be made available at the venue of the 73<sup>rd</sup> AGM. The members attending the meeting, who have not already cast their vote through remote e-voting shall be able to exercise their voting rights at the meeting. The members who have already cast their vote through remote e-voting may attend the AGM but shall not be entitled to cast their vote again at the AGM.

The Company has appointed Mr. Aashit Doshi, ACS, a Company Secretary in practice as the Scrutinizer for conducting the remote e-voting and the voting process at the AGM in a fair and transparent manner.

- (iii) The Company has engaged the services of Central Depository Services Limited ("CDSL") as the Agency to provide e-voting facility.
- (iv) **Voting rights shall be reckoned on the paid-up value of shares registered in the name of member/beneficial owner (in case of electronic shareholding) as on cut-off date i.e 22<sup>nd</sup> September, 2016.**
- (v) **A person, whose name is 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 22<sup>nd</sup> September, 2016 only shall be entitled to avail the facility of remote e-voting/voting at the meeting.**

The instructions for shareholders voting electronically are as under:

The voting period begins on 26<sup>th</sup> September, 2016 at 9.00 a.m and ends on 28<sup>th</sup> September, 2016 by 5.00 p.m. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date 22<sup>nd</sup> September, 2016 , may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.

The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).

Click on Shareholders. Now Enter your User ID

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. Next enter the Image Verification as displayed and Click on Login. If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any company, then your existing password is to be used.



If you are a first time user follow the steps given below:

PAN	For Members holding shares in Demat Form and Physical Form
	<p>Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders).</p> <ul style="list-style-type: none"> <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>
DOB	Enter the Date of Birth as recorded in your demat account or in the company records for the said demat account or folio in dd/mm/yyyy format.
Dividend Bank Details	Enter the Dividend Bank Details as recorded in your demat account or in the company records for the said demat account or folio. Please enter the DOB or Dividend Bank Details in order to login. If the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (iv).

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

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

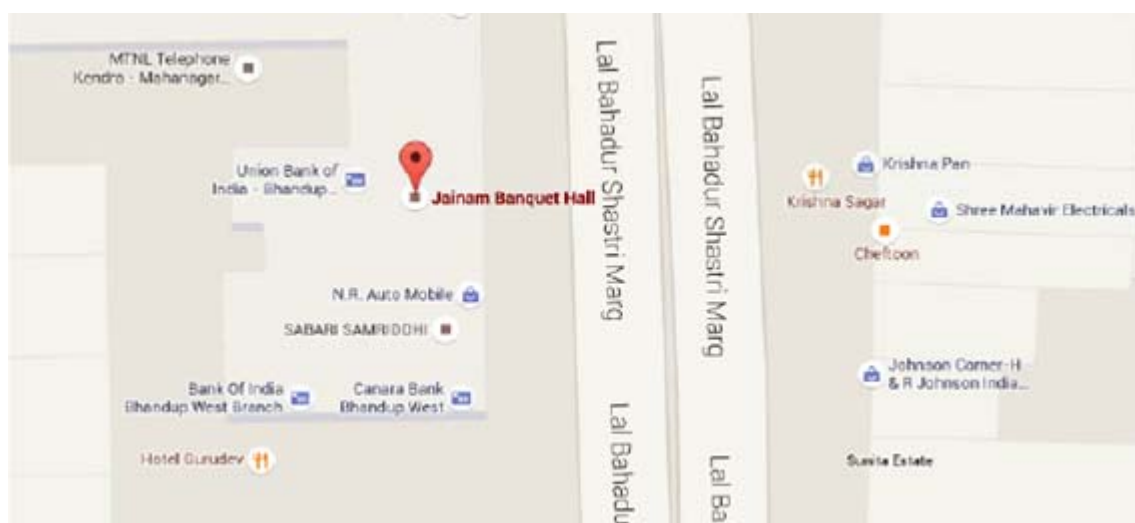
For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.

1. Click on the EVSN for the relevant <Company Name> on which you choose to vote.
2. On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
3. Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
4. After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
5. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
6. You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
7. If Demat account holder has forgotten the same password then enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.



### Note for Non – Individual Shareholders and Custodians

- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves as Corporates.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - After receiving the login details a compliance user should be created using the admin login and password. The Compliance user would be able to link the account(s) for which they wish to vote on.
  - The list of accounts should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
  - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
  - In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com), under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)
  - The Company has appointed, Mr.Aashit Doshi, Practising Company Secretary (Membership No. ACS 28415) as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
  - The Scrutinizer shall, immediately after the conclusion of voting at the general meeting, would count the votes cast at the meeting, thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and make, not later than three (3) days of conclusion of the meeting, a consolidated Scrutinizer’s report of the total votes cast in favour or against, if any, to the Chairperson or a person authorised by him in writing who shall countersign the same
  - The results declared along with the Scrutinizer’s Report shall be placed on the Company’s website [www.kayceeindustries.com](http://www.kayceeindustries.com) and on the website of CDSL [www.evoting.cdsl.com](http://www.evoting.cdsl.com) immediately after the result is declared. The Company shall simultaneously forward the results to BSE Limited (“BSE”) where the shares of the Company are listed.
19. The route map of the venue of the AGM is given herein below. The prominent landmark near the venue is MTNL, Bhandup, Mumbai.



**ADDITIONAL INFORMATION WITH REGARD TO DIRECTORS SEEKING APPOINTMENT /  
RE-APPOINTMENT AT THE SEVENTY THIRD ANNUAL GENERAL MEETING:**

Particulars	Raju Grover	Chandra Prakash Jain
Date of Birth	80/09/1951	08/03/1960
Date of Appointment	31/07/2009	12/02/2016
Qualifications	B.A	B.Com & C.A Intern
Experience	More than 30 years	More than 30 years
Expertise in specific functional areas	Information Technology and Manufacturing	Information Technology and Manufacturing
Terms and condition of appointment / re-appointment along with remuneration to be drawn	NIL	Annexure
Relationship with other Directors, Manager and other KMP	Mother of Ms. Aarti Grover, Managing Director of the Company	NIL
No. of Board meeting attended during the year	7	3
Directorships held in other companies (excluding foreign companies)	1. CMS Computers Limited 2. CMS Traffic Systems Limited 3. CMS-DITL Limited 4. Systime Computers Limited 5. CMS –Ident Private Limited 6. G G Constructions Private Limited 7. Dynamic Hydro Machines Private Limited 8. New Video Private Limited 9. CMS Universal Solutions Private Limited 10. Acu Soft Technologies Private Limited 11. Jess Prasad Engineering & Metallurgical Services Private Limited 12. CMS Info Systems Limited 13. Money Ease Capital pvt. Ltd	NIL