



## MOHIT PAPER MILLS LIMITED

MOHIT PAPER MILLS LIMITED  
CIN: L21093DL1992PLC116600

### BOARD OF DIRECTORS

#### EXECUTIVE DIRECTORS

Mr. Sandeep Jain	Managing Director cum Chairman	(DIN: 00458048)
Mr. Pradeep Kumar Rajput	Whole Time Director	(DIN: 06685586)

#### NON EXECUTIVE DIRECTORS

Mrs. Shubhi Jain	Director	(DIN: 06685602)
Mrs. Anju Jain	Director	(DIN: 00459540)

#### NON EXECUTIVE INDEPENDENT DIRECTORS

Mr. Sushil Kumar Tyagi	Director	(DIN: 06362605)
Mr. Rachit Jain	Director	(DIN: 06982727)
Mr. Sanjeev Kumar Jain	Director	(DIN: 07018412)
Mr. Sourabh Mathur	Director	(DIN: 08354589)

#### COMPANY SECRETARY

Mr. Shivam Sharma

#### CHIEF FINANCIAL OFFICER (CFO)

Mr. Arvind Kumar Dixit

#### STATUTORY AUDITORS

M/s Anil Sood & Associates  
Chartered Accountants  
New Delhi

#### COST AUDITORS

M/s H. TARA & Co.  
Cost Accountants  
New Delhi

#### BANKERS

Andhra Bank

#### REGISTERED OFFICE

15A/13, Upper Ground Floor,  
East Patel Nagar,  
New Delhi- 110008  
Telephone: 011-25886798

**Website:** [www.mohitpaper.in](http://www.mohitpaper.in)

**E-Mail:** [investorsmohitpaper@gmail.com](mailto:investorsmohitpaper@gmail.com)

#### WORKS:

9<sup>th</sup> KM Stone, Nagina Road,  
Bijnor- 246701 (U.P.)  
Telephone: 01342- 283051

**Website:** [www.mohitpaper.in](http://www.mohitpaper.in)

**E-Mail:** [investorsmohitpaper@gmail.com](mailto:investorsmohitpaper@gmail.com), [mohit.paper@rediffmail.com](mailto:mohit.paper@rediffmail.com)

#### REGISTRAR & TRANSFER AGENT

LINK INTIME INDIA PRIVATE LIMITED

44, Community Centre, 2<sup>nd</sup> Floor, Naraina Industrial Area,  
Phase-1, New Delhi-110028

Phone: 011-41410592, 93, 94

Tele fax: 41410591

E-mail: [delhi@linkintime.co.in](mailto:delhi@linkintime.co.in)

#### INTERNAL AUDITORS

M/s VPSJ & Co.  
Chartered Accountants  
New Delhi

#### SECRETARIAL AUDITORS

M/s PDS & CO.  
Company Secretaries  
New Delhi

#### LISTED ON

BSE Limited (BSE)

**CHAIRMAN MESSAGE**

Dear Shareholder,

Your Company Mohit Paper Mills Limited ("The Company") given it's best performance for the financial ended March, 2020 in unfavorable conditions. Presently your company engaged in single segment i.e. manufacturing of paper. The Board of Director of the company always keep concern on development and growth of the company. Financial year 2019-2020 is not so good for Indian industry specially paper companies based on agro raw materials. *Your company has continuously adjusted our policies and strategies to handle with changing situations and paper industrial developments in domestic markets. We are striving to maintain our existence in Writing Printing Paper and Tissue paper.*

In addition, our company also paying an important role in monitoring effects to environment and quality of life of people in nearby community. This action will further support our sustainable growth in the future and create long term value to stakeholders.

It is certain that financial year 2019-2020 was a challenging year for the company because there were pressure of Indian and international paper industries player but still we were survive to maintain it's best. Further, Your company keeps concern to bring products of the company into new indian markets where we could have better competitive advantages.

It is definite that financial year 2020-2021 will be hard to the company due to COVID-19, it effected the company in all aspects. It is not easy to come out to effect of the COVID-19 but your company's management is formulating policies and plans to rehabilitate the company.

Your Company's polices are designed to provide a clear understanding of company's core values and the standards that govern our business. It also provides guidelines for navigating successfully through ethical challenges. In our competitive global environment, we sometimes encounter situations that test our judgment and integrity. When this happens, the policy and our ideals helps us respond in ways that are true way and comply with both the spirit and letter of the law. It lays the groundwork for how we treat our customers, investors, suppliers and other stakeholders.

We believe that how we achieve our goals is just as important as the ultimate achievement of success. The ethical course of action is always the right course of action. Company's vision and mission is our road map to a successful future, providing guidance on the standards of ethics, personal integrity and compliance that are the foundation of successful business in all aspect.

Your's  
Sandeep Jain,  
Managing Director cum Chairman  
Mohit Paper Mills Limited



## MOHIT PAPER MILLS LIMITED

### MOHIT PAPER MILLS LIMITED

Registered Office: 15A/13, Upper Ground Floor, East Patel Nagar, New Delhi- 110008

Works: 9km stone, Nagina Road, Bijnor, Uttar Pradesh- 246701

CIN: L21093DL1992PLC116600, Telephone: 011-25886798

Website: mohitpaper.in, E-mail: investorsmohitpaper@gmail.com, mohit.paper@rediffmail.com

### NOTICE

Notice is hereby given that the Twenty Eighth (28<sup>th</sup>) Annual General Meeting of the Members of MOHIT PAPER MILLS LIMITED will be held on Monday the 28<sup>th</sup> Day of September, 2020 at 04:00 P.M. IST through Video Conferencing ("VC")/Other Audio Visual Means ("OAVM") in accordance with the applicable provisions of the Companies Act, 2013 ("Act, 2013") and Ministry of Corporate Affairs (MCA) General Circular No. 20/2020 dated 5th May, 2020 read with General Circular No. 14/2020 and 17/2020 dated 8th April, 2020 and 13<sup>th</sup> April, 2020 respectively and also SEBI Circular No. SEBI/HO/CFD/MD1/CIR/P/2020/79 dated May 12, 2020 to transact the following businesses:

### ORDINARY BUSINESS:

#### Item No.1: Adoption of the Financial Statements:

To receive, consider and adopt the Audited Financial Statements of the Company for the year ended March 31, 2020, including the Audited Balance Sheet as at March 31, 2020, the Statement of Profit and Loss for the year ended on that date and the reports of the Board of Directors and Auditors thereon.

#### Item No.2: Appointment of Director:

To appoint a Director in place of Mrs. Anju Jain (DIN-00459540) who retires from office by rotation and being eligible offers herself for re-appointment.

### SPECIAL BUSINESS:

#### Item No.3: Reappointment of Mr. Sandeep Jain (DIN: 00458048) as Managing Director cum CEO:

To consider and if thought fit to pass with or without modification, the following resolution as Ordinary Resolution;

**"RESOLVED THAT** pursuant to provisions of Section 197,198 and 203 read with Schedule V and other applicable provisions, if any, of the Companies Act,2013, (including any statutory modifications or re-enactment(s) thereof or the time being in force), and on the recommendation of Nomination and Remuneration committee and Board. The Members of the company be and is hereby confirm the re-appointed of Mr. Sandeep Jain (DIN-00458048) as Managing Director cum CEO with effect from 24/08/2020 for a term of Five years and on other terms and conditions as follows:

- i. Remuneration as previously decided by the board and confirmed by the members in Annual general Meeting,
- ii. In addition to the salary the Managing Director shall also be entitled to the following perquisites and allowances:
  - Perquisites and allowances:
  - a. The Managing Director shall be entitled to perquisites and allowances like furnished accommodation whether owned by the Company or taken on lease, house maintenance allowance together with reimbursement of expenses or allowance for utilities such as gas, electricity, water, furnishings; repair, servants salaries, medical reimbursement for self and dependent family, medical accident/keyman Insurance, leave travel concession for self and family, club membership subject to maximum of two clubs, such perquisites and allowances will be restricted to an amount equal to his annual salary.
  - b. The value of the perquisites and allowances would be evaluated as per Income Tax Rules, 1962 wherever applicable and at cost in the absence of any such Rule.
  - c. Company's contribution towards Provident Fund as per the rules of the Company,
  - d. Provision for use of Company's Car for official duties and telephone at residence shall not be included in the computation of perquisites and allowances for the purpose of calculating the said ceiling.
  - e. Gratuity payable as per rules to the company but not exceeding half months salary for each completed year of service.

**"RESOLVED FURTHER THAT** pursuant to the applicable provisions of the Companies Act, 2013 and Section II of Part II of Schedule V; the said remuneration and the perquisites be paid/extended to Mr. Sandeep Jain, Managing Director/CEO, as Minimum remuneration in the event of there being loss or inadequacy of profits."

**"RESOLVED FURTHER THAT** the Board of Directors of the Company/Nomination and Remuneration Committee be and are hereby authorized to alter, amend or vary the terms and conditions of appointment including remuneration structure, as it may, at its discretion deem fit from time to time, so as not to exceed the limits specified in Schedule V to the Companies Act, 2013 (including) any statutory modification or re-enactment thereof for the time being in force) or any amendments made thereto"

**"RESOLVED FURTHER THAT** any one of the Directors or the Company Secretary of the Company be and is hereby authorized to do all necessary acts, deeds and things, which maybe usual, expedient or proper to give effect to the above resolution."

**Item No.4: Reappointment of Mr. Pradeep Kumar Rajput (DIN: 06685586) as Whole Time Director:**

To consider and if thought fit to pass with or without modification, the following resolution as **Ordinary Resolution**;

**"RESOLVED THAT** pursuant to provisions of section 196, 197, 198 and 203 read with schedule V and any other applicable provisions, if any, of the Companies Act, 2013 and the rules (including any statutory modifications or re-enactment(s) thereof or the time being in force), and on the recommendation of the Nomination and Remuneration Committee and the Board. The consent of members of the company be and is hereby accorded for the appointment of Mr. Pradeep Kumar Rajput as Whole Time Director (DIN: 06685586) with effect from 24/08/2020 for a term of Five years and on other terms and conditions as follows:

- i. Remuneration as previously decided by the board and confirmed by the members in Annual general Meeting,
- ii. Remuneration in the event of loss or inadequacy of profits:

**"RESOLVED FURTHER THAT** where in any financial year, the company has no profit or its profit are inadequate, the amount of remuneration and benefit shall be paid but subject to the applicable provisions of Schedule of V of the companies Act, 2013"

**"RESOLVED FURTHER THAT** the Board of Directors of the company/Nomination and Remuneration committee be and is/are hereby authorised to alter, amend or vary the terms and conditions of appointment including remuneration structure as it may, at its discretion deem fit from time to time, so as not to exceed the limits specified in Schedule V of the Companies Act, 2013 (including any statutory modifications or re-enactment(s) thereof or the time being in force) or any amendments made thereto."

**"RESOLVED FURTHER THAT** any one of the Directors of the Company be and is/are hereby authorised to do all necessary acts, deeds and things which may be usual, expedient or proper to give effect to the above resolution."

**Item No.5: Ratification of Remuneration of Cost Auditor:**

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 other applicable provisions, if any, of the Companies Act, 2013 and Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force), M/s. H.Tara & Co., Cost Accountants appointed by the Board of Directors of the Company, to conduct the audit of the cost records of Mohit Paper Mills Limited for the financial year 2020-21, the remuneration of 50,000/- p.a. (Rupees Fifty Thousand Only) plus taxes as applicable and reimbursement of actual travel and other out of pocket expenses to be paid to the Cost Auditors of the Company for Financial Year 2020-21 as approved by the Board of Director of the Company be and is hereby ratified."

By Order of the Board of Directors

Sd/-

SHIVAM SHARMA

Company Secretary

M.No.:A42083

Place: New Delhi

Dated: 24/08/ 2020

Registered Office:

Mohit Paper Mills Limited

15A/13, Upper Ground Floor

East Patel Nagar, New Delhi- 110008

CIN: L21093DL1992PLC116600

Website: mohitpaper.in

E-mail: investorsmohitpaper@gmail.com

Telephone: 011-25886798

## NOTES:

1. In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs ("MCA") has vide its General Circular No. 20/2020 dated May 5, 2020 read with General Circular No. 14/2020 and 17/2020 dated April 8, 2020 and April 13, 2020 respectively (collectively referred to as "MCA Circulars") and also SEBI Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 permitted holding of the Annual General Meeting ("the Meeting/AGM") through Video Conferencing ("VC")/Other Audio Visual Means ("OAVM"), without the physical presence of the Members, Directors, Auditors or other eligible persons at a common venue. In compliance with the provisions of the Companies Act, 2013 ("Act, 2013"), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and aforesaid MCA and SEBI Circulars, the AGM of the Company will be conducted through VC/OAVM.
2. The Explanatory Statement as required under Section 102 (1) of the Companies Act, 2013 in respect of rectification of term of Statutory Auditor of the company and the special business is annexed to this Notice.
3. In accordance with the provisions of Section 108 of the Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the SEBI Listing Regulations and in view of the aforesaid MCA and SEBI Circulars, the Company has engaged the services of Link Intime (India) Private Limited (LIPL) to provide the facility of voting by electronic voting system to all the Members to enable them to cast their votes electronically during the AGM in respect of all the businesses to be transacted at the aforesaid Meeting. The facility of casting the votes by the Members using such electronic voting system from a place other than venue of the AGM ("remote e-voting") is also provided by LIPL.
4. VC/OAVM facility provided by the Company, is having a capacity to allow 1000 members to participate at the Meeting on a firstcome- first-served basis. However, the large shareholders (i.e. shareholders holding 2% or more shareholding), promoters, institutional investors, Directors, KMPs, the Chairperson of the Audit Committee, Nomination and Remuneration Committee and Stakeholders' Relationship Committee, Auditors etc. may be allowed to attend the Meeting without restriction on account of first-come-first-served principle.
5. Company is providing two way teleconferencing facility for the ease of participation of the members. The instructions for members attending/ participating in the AGM through VC/ OAVM are provided at point no. 27A.
6. The facility for joining the AGM through VC/OAVM shall be open at least 15 minutes before the time scheduled to start the Meeting and shall not be closed till the expiry of 15 minutes after such scheduled time.
7. In compliance with the aforesaid MCA Circulars and SEBI Circulars, electronic copy of the Annual Report for the financial year 2019-20 and Notice of the AGM of the Company, inter alia, indicating the process and manner of e-voting will be sent only through electronic mode to all the Members whose e-mail IDs are registered with the Company's Registrar & Share Transfer Agent/Depository Participant(s) for communication purposes, as the requirement of sending the hard copies of annual report and notice of AGM has been dispensed with. Members may note that the Notice and Annual Report will also be available on the Company's website [www.mohitpaper.in](http://www.mohitpaper.in), websites of the Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited at [www.bseindia.com](http://www.bseindia.com).
8. Pursuant to the provisions the Act, a Member entitled to attend and vote at the Meeting is entitled to appoint a proxy to attend and vote on a poll instead of him/her and the proxy need not be a Member of the Company. Since the AGM is being held pursuant to the MCA Circulars, through VC/OAVM, physical attendance of Members has been dispensed with. Accordingly, in line with the MCA General Circular No. 14/2020 dated April 08, 2020, 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.
9. Institutional/Corporate Members intending to attend the Meeting are required to send a scan of certified copy of the Board Resolution (JPG/PDF format), pursuant to Section 113 of the Act, 2013, authorizing their representative to attend the Meeting through VC/OAVM on its behalf and vote through remote e-voting. The said Resolution/Authorization shall be sent to the Scrutinizer by email through its registered email address [pbalodia@gmail.com](mailto:pbalodia@gmail.com).
10. Recorded transcript of the Meeting shall be uploaded on the website of the Company and the same shall also be maintained in safe custody of the Company. The registered office of the company shall be deemed to be the

11. place of Meeting for the purpose of recording of the minutes of the proceedings of this AGM.  
The Securities and Exchange Board of India (SEBI) vide its Circular No. CIR/MRD/DP/10/2013 dated March 21, 2013 has mandated all Companies to use approved electronic mode of payment for making cash payments such as dividend to the Members (where core banking details are available) or to print the bank account details of the Members (as per the Company's records) on the physical payment instruments (in case where the core banking details are not available or electronic payment instructions have failed or rejected by the Bank). Hence, the Members are requested to furnish/update their bank account name & branch, bank account number and account type along with other core banking details such as MICR (Magnetic Ink Character Recognition), IFSC (Indian Financial System Code) etc. at the earliest with their Depository Participants (DPs) in case shares are held in electronic form or with the Registrar & Share Transfer Agent of the Company in case of the shares are held in physical form.
12. Members having any queries related to accounts and operations or any other matter to be placed at the AGM of the Company, may write to the Company through an email on [investorsmohitpaper@gmail.com](mailto:investorsmohitpaper@gmail.com), at least seven working days in advance of the Meeting. The same will be replied by the Company suitably.
13. Members are requested to contact the Company's Registrar & Share Transfer Agent (RTA), Link Intime India Private Limited (LIPL) Noble Heights, 1st Floor, Plot NH 2 C-1 Block LSC, Near Savitri Market, Janakpuri, New Delhi-110058 (Phone No.: +91-11-41410592; Fax No.: +91-11-41410591; Email: [delhi@linkintime.co.in](mailto:delhi@linkintime.co.in)) for reply to their queries/redressal of complaints, if any, or contact Mr. Prakash Kumar Biswal OR Company Secretary at the Corporate Office of the Company (Phone No.: +91-11-25886798; Email: [investorsmohitpaper@gmail.com](mailto:investorsmohitpaper@gmail.com)).
14. Members are requested to intimate changes, if any, pertaining to their name, postal address, email address, telephone/mobile numbers, Permanent Account Number (PAN), mandates, nominations, power of attorney, to their DPs in case shares are held in electronic form or to Company's RTA i.e. LIPL in case shares are held in physical form.
15. Members may avail the facility of nomination by nominating a person to whom their shares in the Company shall vest in the event of their death. The prescribed form can be obtained from the Company's RTA i.e. LIPL. Members are requested to submit the said details to their DPs in case the shares are held in electronic form and to LIPL in case the shares are held in physical form.
16. Members who hold shares in physical form in multiple folios in identical names or joint names in the same order of names are requested to send the share certificates to the Company's RTA i.e. LIPL for consolidation into single folio.
17. As per Regulation 40 of the SEBI Listing Regulations, as amended, the securities of the listed company cannot be transferred in physical mode w.e.f. April 01, 2019, except in case of request received for transposition or transmission of securities. In view of this, Members holding shares in physical form are requested to get their shares dematerialized at the earliest. Members can contact the Company or the Company's RTA i.e. LIPL for assistance in this regard.
18. 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 the PAN to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN details to the Company/RTA i.e. LIPL.
19. In keeping with the Ministry of Corporate Affairs' Green Initiative measures, the Company hereby requests the Members who have not registered their email addresses so far, to register their email addresses with their DPs in case shares are held by them in electronic form and with the Company's RTA i.e. LIPL in case shares are held by them in physical form for receiving all communication including annual report, notices, circulars etc. from the Company electronically.
20. Members attending the Meeting through VC/OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act, 2013.
21. Since the AGM will be conducted through VC / OAVM, the Route Map is not annexed to this Notice.
22. The Register of Contracts or Arrangements in which Directors are interested, maintained under Section 189 of



the Act, 2013, the Register of Directors and Key Managerial Personnel and their shareholding, maintained under Section 170 of the Act, 2013 read with Rules issued thereunder will be made available electronically for inspection by the Members during the Meeting. All documents referred to in the Notice will also be available for electronic inspection from the date of circulation of this Notice up to the date of AGM. Also, the Notice for this AGM along with requisite documents and the Annual Report for the financial year 2019-20 shall also be available on the Company's website [www.mohitpaper.in](http://www.mohitpaper.in). Further, the notice received, if any, under Section 160 of the Companies Act, 2013 will be put up on the website of the Company up to the date of the Meeting. Members seeking to inspect such documents can send an email to [investorsmohitpaper@gmail.com](mailto:investorsmohitpaper@gmail.com).

23. The remote e-voting facility will be available during the following voting period:
  - i. Commencement of remote e-voting: From 10.00 a.m. IST of Friday, September 25, 2020.
  - ii. End of remote e-voting: Up to 5.00 p.m. IST of Sunday, September 27, 2020.
24. During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date i.e. Monday, September 21, 2020 may cast their vote through remote e-voting. The remote e-voting module shall be disabled by LIPL for voting thereafter and the facility will be blocked forthwith.

25. **Remote e-Voting Instructions for shareholders:**

1. Open the internet browser and launch the URL: <https://instavote.linkintime.co.in>  
**Those who are first time users of LIPL e-voting platform or holding shares in physical mode have to mandatorily generate their own Password, as under:**  
 » Click on "Sign Up" under 'SHARE HOLDER' tab and register with your following details: -

**A. User ID:** Enter your User ID

- Shareholders/ members holding shares in CDSL demat account shall provide 16 Digit Beneficiary ID
- Shareholders/ members holding shares in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID
- Shareholders/ members holding shares in physical form shall provide Event No. (200155) + Folio Number registered with the Company

**B. PAN:** Enter your 10-digit Permanent Account Number (PAN) (Members who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.

**C. DOB/DOI:** Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP / Company - in DD/MM/YYYY format)

**D. Bank Account Number:** Enter your Bank Account Number (last four digits), as recorded with your DP/Company.

Shareholders/ members holding shares in CDSL demat account shall provide either 'C' or 'D', above  
 Shareholders/ members holding shares in NSDL demat account shall provide 'D', above  
 Shareholders/ members holding shares in physical form but have not recorded 'C' and 'D', shall provide their Folio number in 'D' above

Shareholders/ members who have not updated their email id and PAN in the records of the Company shall send an email for the sequence number to the Company's RTA at [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in)

» Set the password of your choice (The password should contain minimum 8 characters, at least one special Character (@!#\$%&\*), at least one numeral, at least one alphabet and at least one capital letter).

» Click "confirm" (Your password is now generated).

NOTE: If Shareholders/ members are holding shares in demat form and have registered on to e-Voting system of LIPL: <https://instavote.linkintime.co.in>, and/or voted on an earlier event of any company then they can use their existing password to login.

2. Click on 'Login' under 'SHARE HOLDER' tab.
3. Enter your User ID, Password and Image Verification (CAPTCHA) Code and click on 'Submit'.
4. After successful login, you will be able to see the notification for e-voting. Select 'View' icon.
5. E-voting page will appear.
6. Refer the Resolution description and cast your vote by selecting your desired option 'Favour / Against' (If you wish to view the entire Resolution details, click on the 'View Resolution' file link).
7. After selecting the desired option i.e. Favour / Against, click on 'Submit'. A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote.
8. Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on the e-voting system of LIPL at <https://instavote.linkintime.co.in> and register themselves as 'Custodian / Mutual Fund / Corporate Body'. They are also required to upload a scanned certified true copy of the board resolution / authority letter/power of attorney etc. together with attested specimen signature of the duly authorised representative(s) in PDF format in the 'Custodian / Mutual Fund / Corporate Body' login for the Scrutinizer to verify the same.

**If you have forgotten the password:**

Click on 'Login' under 'SHARE HOLDER' tab and further Click 'forgot password?'

Enter User ID, select Mode and Enter Image Verification (CAPTCHA) Code and Click on 'Submit'.

In case shareholders/ members is having valid email address, Password will be sent to his / her registered e-mail address.

Shareholders/ members can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc. as mentioned above.

The password should contain minimum 8 characters, at least one special character (@!#\$%^&\*), at least one numeral, at least one alphabet and at least one capital letter.

It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

For shareholders/ members holding shares in physical form, the details can be used only for voting on the resolutions contained in the Notice. During the voting period, shareholders/ members can login any number of time till they have voted on the resolution(s) for a particular "Event". Shareholders/ members holding multiple folios/demat account shall choose the voting process separately for each of the folios/demat account. In case shareholders/ members have any queries regarding e-voting, they may refer the Frequently Asked Questions ('FAQs') and InstaVote e-Voting manual available at <https://instavote.linkintime.co.in>, under Help section or send an email to [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in) or contact on: - Tel: 022 - 4918 6000.

**26. Instructions for Shareholders/ Members to Vote during the Annual General Meeting through InstaMeet:**

Once the electronic voting is activated by the scrutinizer/ moderator during the meeting, shareholders/



members who have not exercised their vote through the remote e-voting can cast the vote as under:

1. On the Shareholders VC page, click on the link for e-Voting Cast your vote
2. Enter your 16 digit Demat Account No. /Event No. (200155) + Folio Number and OTP (received on the registered mobile number/ registered email Id) received during registration for InstaMeet and click on 'Submit'.
3. After successful login, you will see Resolution Description and against the same the option Favour/ Against for voting.
4. Cast your vote by selecting appropriate option i.e. Favour/ Against as desired. Enter the number of shares (which represents no. of votes) as on the cut-off date under 'Favour/Against'.
5. After selecting the appropriate option i.e. Favour/Against as desired and you have decided to vote, click on Save. A confirmation box will be displayed. If you wish to confirm your vote, click on Confirm, else to change your vote, click on Back and accordingly modify your vote.
6. Once you confirm your vote on the resolution, you will not be allowed to modify or change your vote subsequently.
7. Shareholders/ Members, who will be present in the Annual General Meeting through InstaMeet facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting facility during the meeting. Shareholders/ Members who have voted through Remote e-Voting prior to the Annual General Meeting will be eligible to attend/ participate in the Annual General Meeting through InstaMeet. However, they will not be eligible to vote again during the meeting.
8. Shareholders/ Members are encouraged to join the Meeting through Tablets/ Laptops connected through broadband for better experience.
9. Shareholders/ Members are required to use Internet with a good speed (preferably 2 MBPS download stream) to avoid any disturbance during the meeting.
10. Please note that Shareholders/ Members connecting from Mobile Devices or Tablets or through Laptops connecting via Mobile Hotspot may experience Audio/Visual loss due to fluctuation in their network. It is therefore recommended to use stable Wi-Fi or LAN connection to mitigate any kind of aforesaid glitches.
11. In case shareholders/ members have any queries regarding login/ e-voting, they may send an email to [instameet@linkintime.co.in](mailto:instameet@linkintime.co.in) or contact on: - Tel: 022-49186175.

**27A. Process and manner for attending the Annual General Meeting through InstaMeet:**

1. Open the internet browser and launch the URL: <https://instameet.linkintime.co.in>  
» Select the "Company" and 'Event Date' and register with your following details:-  
**A. Demat Account No. or Folio No:** Enter your 16 digit Demat Account No. or Event No. (200155) + Folio Number  
- Shareholders/ members holding shares in CDSL demat account shall provide 16 Digit Beneficiary ID.  
- Shareholders/ members holding shares in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID.  
- Shareholders/ members holding shares in physical form shall provide Folio Number registered with the Company

**B. PAN:** Enter your 10-digit Permanent Account Number (PAN) (Members who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable).

**C. Mobile No.:** Enter your mobile number.

**D. Email ID:** Enter your email id, as recorded with your DP/Company.

» Click "Go to Meeting" (You are now registered for InstaMeet and your attendance is marked for the meeting).

**27B. Instructions for Shareholders/ Members to Speak during the Annual General Meeting through InstaMeet:**

1. Shareholders who would like to speak during the meeting must register their request 7 days in advance with the company on the [investorsmohitpaper@gmail.com](mailto:investorsmohitpaper@gmail.com).
2. Shareholders will get confirmation on first cum first basis depending upon the provision made by the Company.
3. Shareholders will receive "speaking serial number" once they mark attendance for the meeting.
4. Other shareholder may ask questions to the panellist, via active chat-board during the meeting.
5. Please remember speaking serial number and start your conversation with panellist by switching on video mode and audio of your device. Shareholders are requested to speak only when moderator of the meeting/ management will announce the name and serial number for speaking.
28. The voting rights of Members shall be in proportion to their shares of the total paid up equity share capital of the Company as on the cut-off date.
29. Any person, who acquires shares of the Company and becomes Member of the Company after sending the Notice of the Meeting and holding shares as of the cut-off date i.e. September 21, 2020, needs to refer the instruction above regarding login ID and password and may contact the Company or RTA for any query or assistance in this regard. Any person who is not a Member as on the cut-off date should treat this Notice for information purposes only.
30. The Members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM through VC/OAVM but shall not be entitled to cast their vote again or change it subsequently.
31. Only those Members, whose names are recorded in the Register of Members or in the Register of Beneficial Owners maintained by the Depositories as on the cut-off date shall be entitled to avail the facility of remote e-voting as well as e-voting at the AGM.
32. The Board of Directors of the Company has appointed M/s. PDS & Co., Company Secretaries of A-53, 1<sup>st</sup> Floor, Gurunank Pura, Laxmi Nagar, Delhi- 110092 as the Scrutinizer to scrutinize the e-voting and remote e-voting process for the Annual General Meeting in a fair and transparent manner.
33. The Chairman of the AGM shall, at the AGM, at the end of discussion on the Resolutions on which the voting is to be held, allow voting with the assistance of the scrutinizer, by using e-voting facility for all those Members who are present at the AGM through VC/OAVM but have not cast their votes by availing the remote e-voting facility.
34. The Scrutinizer shall after the conclusion of voting at the Meeting, will first count the votes cast during the Meeting and thereafter unblock the votes cast through remote e-voting and shall make and submit, within 48 hours of the