

# 24<sup>th</sup> Annual Report 2015-2016



**PDOIL**

**POONA DAL AND OIL INDUSTRIES LTD.**



### Board of Directors

Mr. Pradip P. Parakh	Chairman and Managing Director
Mr. Jitendra H. Palnitkar	Independent Director
Mr. Ayushman Mehta	Independent Director
Mr. Gautam Surana	Independent Director
Mr. Prakash Narvekar	Independent Director
Mr. Rakesh Singh	Whole Time Director
Mr. Shankar Jagtap	Whole Time Director
Mr. Geeta Kharade	Whole Time Director

### Registered Office:

CIN: L15313PN1993PLC070263  
71/A, Industrial Estate, Hadapsar  
Pune-411013 Maharashtra India  
Mail id: pdoil@pdbmgroup.com  
**PHONE : 020 26816020/24**  
**FAX: 020 26816021**

### Location of Plant

E-2, MIDC, Kurkumbh, Tal-Daund, Dist-Pune-413801

### Bankers

Central Bank Of India, Pune  
Corporation Bank, Pune

### Auditors

M/s. M.Z. Gandhi & Co. (Chartered Accountant)  
103, Ekta Complex, Sadashiv Peth, Pune-411030

### Secretarial Auditor

Rohit Ravikiran Kulkarni  
Pracising Company Secretary, Pune

### Registrars & Transfer Agents:

Sharex Dynamic (India) Pvt Ltd  
Unit 1, Luthra Ind. Premises, Safed Pool,  
Andheri Kurla Raod, Andheri(E), Mumbai 400072  
Email: Sharexindia@vsnl.com Website: www.sharexindia.com  
Phone: 022 28515606/28515644





**NOTICE IS HEREBY GIVEN THAT THE TWENTY FOURTH ANNUAL GENERAL MEETING OF THE MEMBERS OF POONA DAL AND OIL INDUSTRIES LIMITED WILL BE HELD ON FRIDAY THE 23<sup>RD</sup> DAY OF SEPTEMBER, 2016 AT 3.00 P.M. AT THE REGISTERED OFFICE OF THE COMPANY AT 71/A, HADAPSAR INDUSTRIAL ESTATE, PUNE- 411013 TO TRANSACT THE FOLLOWING BUSINESS.**

#### **ORDINARY BUSINESS**

- 1) To receive, consider and adopt the Balance Sheet of the Company as at March 31, 2016 and the Profit & Loss Account for the year ended as on that date together with the Directors' Report and the Auditors' Report thereon and annexure thereto
- 2) To appoint a Managing Director in place of Mr. Pradip P. Parakh (DIN 00053321) who retires by rotation and being eligible offers himself for reappointment.
- 3) To appoint a Director in place of Mr. Rakesh Singh (DIN: 06987619) who retires by rotation and being eligible offers himself for reappointment.

#### **4) Appointment of Auditors**

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

**"RESOLVED THAT** pursuant to the provisions of Sections 139 of the Companies Act, 2013 ("Act") and other applicable provisions of the Act, if any and the Rules framed there under, as amended from time to time, M/s M.Z. Gandhi & Co. Chartered Accountants (ICAI Firm Registration No. 117819W) be and is hereby re-appointed as the Statutory Auditors of the Company to hold office from the conclusion of this Annual General Meeting till the conclusion of Twenty Fifth Annual General Meeting of the Company to be held in the year 2017, at such remuneration and out-of-pocket expenses etc. as may be mutually agreed upon between the Board of Directors of the Company and the Auditors."

#### **SPECIAL BUSINESS**

- 5) To consider and if thought fit, to pass, with or without modification, the following Resolution as an Ordinary Resolution for regularization of Additional Director, Mr. Shankar Shrirang Jagtap:

**"RESOLVED THAT** Mr. Shankar S. Jagtap who was appointed as an Additional Director & Whole Time Director with effect from 15<sup>th</sup> January, 2016 on the Board of the Company in terms of Section 161 of the companies Act, 2013 and applicable article of Association of the Company and who holds office up to date of this Annual General Meeting and in respect of whom notice has been received from member in writing, under section 160 of the Companies Act, 2013 proposing his candidature for the office of the director be and is hereby appointed as a director of the company".

- 6) To consider and if though fit, to pass with or without modification the following resolution as a Special Resolution for Adoption of New Set of Articles of Association.

**"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** Mr. Pradip Parakh, Managing Director and Mr. Shankar Jagtap, Whole Time Director of the company be and are hereby severally authorized to do all such acts, deeds and action as may be necessary, proper or expedient to give effect this resolution".

- 7) To consider and if though fit, to pass with or without modification the following resolution as a Special Resolution for adoption of new set of Memorandum of Association.

**"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-enactments 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** Mr. Pradip Parakh, Managing Director and Mr. Shankar Jagtap, Whole Time Director of the company be and are hereby severally authorized to do all such acts, deeds and action as may be necessary, proper or expedient to give effect this resolution”.

- 8) To consider and if thought fit, to pass, with or without modification, the following Resolution as an Ordinary Resolution for appointment of Mr. Mayur Sopan Ghule as an Independent Director:

**“RESOLVED THAT** pursuant to the provisions of Sections 149, 152 and other applicable provisions, if any, of the Companies Act, 2013 (“Act”) and the Rules framed there under as read with Schedule IV to the Act, as amended from time to time, Mr. Mayur Sopan Ghule (DIN 07589305), a non-executive director of the Company, who has submitted a declaration that he meets the criteria for independence as provided in Section 149(6) of the Act be and is hereby appointed as an Independent Director of the Company for a tenure of five years with effect from 10<sup>th</sup> August, 2016 to 9<sup>th</sup> August, 2021 and whose office shall not be liable to determination by retirement by rotation”.

- 9) To consider and if thought fit, to pass, with or without modification, the following Resolution as an Ordinary Resolution for an appointment of Ms. Ligy George as an Independent Director:

**“RESOLVED THAT** pursuant to the provisions of Sections 149, 152 and other applicable provisions, if any, of the Companies Act, 2013 (“Act”) and the Rules framed there under as read with Schedule IV to the Act, as amended from time to time, Ms. Ligy George (DIN 07589299), a non-executive director of the Company, who has submitted a declaration that she meets the criteria for independence as provided in Section 149(6) of the Act be and is hereby appointed as an Independent Director of the Company for a tenure of five years with effect from 10<sup>th</sup> August, 2016 to 9<sup>th</sup> August, 2021 and whose office shall not be liable to determination by retirement by rotation”.

- 10) To consider and if thought fit, to pass, with or without modification, the following Resolution as an Ordinary Resolution for appointment of Mr. Kevalchand Manikchand Muthiyan as an Independent Director:

**“RESOLVED THAT** pursuant to the provisions of Sections 149, 152 and other applicable provisions, if any, of the Companies Act, 2013 (“Act”) and the Rules framed thereunder as read with Schedule IV to the Act, as amended from time to time, Mr. Kevalchand Manikchand Muthiyan (DIN: 07597879), a non-executive director of the Company, who has submitted a declaration that he meets the criteria for independence as provided in Section 149(6) of the Act be and is hereby appointed as an Independent Director of the Company for a tenure of five years with effect from 25<sup>th</sup> August, 2016 to 24<sup>th</sup> August, 2021 and whose office shall not be liable to determination by retirement by rotation”.

- 11) To consider and if thought fit, to pass with or without modification(s), the following resolution as an ordinary resolution for approval of Cost Audit fees for the financial year 2016-17

**“RESOLVED THAT** pursuant to Section 148 and other applicable provisions, if any, of the Companies Act, 2013 and the Rules made there under, as amended from time to time, the Company hereby ratifies the remuneration of Rs. 65,000/- plus actual out-of-pocket expenses payable to M. R. Pandit & Associates, Cost Accountants, who are appointed as Cost Auditors by the Board of Directors on 21<sup>st</sup> May 2016 to conduct audit of the cost accounting records maintained by the Company for the financial year 2016 – 2017”.

- 12) To consider if thought fit so to pass with or without modification (s) following resolution as Special resolution for approving the borrowing limit in consortium Finance:

**“RESOLVED THAT** pursuant to provisions of section 180(1)(c) of the Companies Act, 2013, the consent of the company be and is hereby accorded to the Board Of Directors of the Company to borrow any sum or sums of money from time to time, on such terms and conditions and with or without security as the Board of Directors may deem fit from banks, financial institutions or any other kind of lenders notwithstanding that the money or money to be borrowed together with the money already borrowed by the Company (apart from temporary loans obtained from the Company's bankers in the ordinary course of business) may exceed the aggregate of the paid up share capital of the Company and its free reserves, that is to say, reserves not so set aside for any specific purposes, provided however that the total amount so borrowed and remaining outstanding at any particular time which will be secured by such charge/Mortgage shall not exceed Rs. 300 Crores.

**“RESOLVED FURTHER THAT** the Board be and is hereby authorized to delegate all or any of the powers herein conferred, to any Committee of Directors or any one or more Directors of the Company.

**“RESOLVED FURTHER THAT** for the purpose of giving effect to the above, the Board and / or Committee of Directors constituted for this purpose and / or any Director authorized by the Board be and is hereby authorized to negotiate and finalize the terms and conditions in respect of all such sums of monies to be borrowed from time to time as to interest, repayment as it



may think fit, to execute the deed, agreement and any other documents, undertakings, Memorandum of Understanding or papers in this regard as may be required by the lenders and to do all such acts, deeds and things as may be necessary, expedient and incidental thereto to give effect to this resolution and for matter connected therewith or incidental thereto and to settle any question, difficulty or doubt that may arise considered to be in the best interest of the Company”

**For and on behalf of the Board of Directors**

**Sd/-**

**PRADIP P. PARAKH**

**CHAIRMAN & MANAGING DIRECTOR**

**(DIN: 00053321)**

Regd Office:

71/A, Hadapsar Industrial Estate,

Pune – 411013

Tel: 020-26816020, 26816024

Fax: 020-26816021

CIN: L15313PN1993PLC070263

Place: Pune

Date: 10<sup>th</sup> August, 2016

**Notes:**

1. **A member entitled to attend and vote at the meeting is entitled to appoint a proxy(s) to attend and vote in his stead and the proxy(s) need not be a member of the Company. The instrument appointing the proxy should however be deposited not later than 48 hours before the commencement of the meeting at the registered office of the Company. A proxy form is appended with the admission slip. Proxies submitted on behalf of limited companies must be supported by appropriate resolution.**
2. Only registered Members of the Company may attend and vote at the Annual General Meeting. 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.
3. The Register of Members and Share Transfer Books will be closed from Saturday, 17<sup>th</sup> September, 2016 to Friday, 23<sup>rd</sup> September, 2016 (both days inclusive).
4. Pursuant to the provisions of Section 205A(5) and 205C of the Companies Act, 1956, the Company has transferred the unpaid or unclaimed dividends for the financial year 2007-08, to the Investor Education and Protection Fund (the IEPF) established by the Central Government. The dividends for the financial years 2008-09 up to 2012-13, which remain unpaid or unclaimed for a period of 7 years are due to be transferred to IEPF. Members who have so far not encashed their Dividend(s) for the above years are advised to submit their claim to Company's Registrars & Share Transfer Agent, Sharex Dynamic (India) Pvt. Ltd (R&TA) quoting their folio numbers/DP ID & Client ID.
5. To support the 'Green Initiative' by the Ministry of Corporate Affairs (MCA), members are requested to register their email ids with R&TA to enable the documents to be send electronically. Hard copy of the Twenty Fourth Annual Report will be supplied to those members who have not registered their email ids.
6. As per SEBI notification, submission of Permanent Account Number (PAN) is compulsorily required for participating in the securities market. Members holding shares in dematerialized mode are requested to submit the PAN details to their Depository Participant, whereas Members holding shares in physical form are requested to submit the PAN details to the Company's R&TA.
7. Members holding shares in physical form are requested to consider converting their holding to dematerialized form to eliminate all risks associated with physical shares. Members can contact the Company or its R&TA, for assistance in this regard.
8. Members holding shares in physical form and interested in availing nomination facility may obtain necessary application from Company's R&TA. Members holding shares in electronic form may give nomination request to their respective DP directly.
9. A person can act as proxy on behalf of members not exceeding fifty and holding in the aggregate 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 member.
10. In compliance with the provisions of Section 108 of the Companies Act, 2013 and the rule framed there under, the Members are provided with the facility to cast their vote electronically, through the e-voting services provided by Central Depository Services Limited (CDSL), on all the resolutions set forth in this notice. Electronic Copy of the Notice of the AGM of the Company *inter alia* indicating the process and manner of e-voting along with Attendance Slip and Proxy Form is being sent to all the members whose email IDs are registered with the Company/Depositories for communication purposes unless any member has requested for a hard copy of the same. For Members who have not registered their email address, physical copies of the Notice of the AGM of the Company *inter alia* indicating the process and manner of e-voting alongwith Attendance Slip and Proxy Form is being sent in the permitted mode. The details and procedures for e-voting are attached with the annual report.
11. The e-voting period commences on Tuesday, 20<sup>th</sup> September, 2016 (9.00 IST) and ends on Thursday, 22<sup>nd</sup> September, 2016 (5.00 IST). During this period, Members of the Company, holding shares either in physical form or in dematerialized form, as on 16<sup>th</sup> September, 2016, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter. Once the vote on a resolution is cast by a member, he shall not be allowed to change it subsequently. A separate communication is being sent to the Members to avail of the e-voting facility.
12. All relevant documents referred in the Notice shall be open for inspection by the members at the Registered Office of the Company during the normal business hours (10 A.M to 6 P.M) on all working days (except Sunday) upto the date of Annual General Meeting of the Company.
13. Members requiring information on the Audited Statement of Profit and Loss for the year ended 31st March 2016 and the



Balance Sheet as at that date are requested to write to the Company at least seven (7) days before the date of the meeting to enable the Company to furnish the information.

14. The Members, who have voted electronically, are not eligible to vote by ballot paper at the meeting. In case, members cast their vote through both the methods the votes cast through e-voting shall prevail and votes cast through ballot paper shall be considered invalid.
15. Mr. Rohit Ravikiran Kulkarni, Practicing Company Secretary is appointed as Scrutinizer to scrutinise the e-voting and ballot process in a fair and transparent manner.
16. The results declared along with the Scrutinizer's Report shall be placed on the website of CDSL within two working days of passing of the resolutions at the Twenty Fourth Annual General Meeting of the Company on 23<sup>rd</sup> September, 2016 and communicated to the Stock Exchanges where the shares of the Company are listed.
17. Explanatory Statements pursuant to Section 102 of the Companies Act, 2013 in respect of business under item no. 5 to 12 set out above are annexed to and forms part of this notice. The relevant details as required Regulation 36(6) of SEBI(Listing Obligation and Disclosure Requirement) Regulation,2015 of persons seeking an appointment as a director forms part of Management's Discussion and Analysis, which forms part of Director's Report (Annexure II) and members are advised to refer the same.



## Explanatory Statement

### (Pursuant to Section 102 of the Companies Act, 2013)

As required under section 102 of the Companies Act, 2013 ("Act"), the following explanatory statement sets out all material facts relating to the business mentioned at Item Nos. 5 to 12 of the accompanying Notice dated 10<sup>th</sup> August, 2016.

#### Item No. 5

Mr. Shankar Shrirang Jagtap was appointed as an Additional Director w.e.f. January 15, 2016 in accordance with the provisions of Section 161 of the Companies Act, 2013. Pursuant to Section 161 of the Companies Act, 2013 the above director holds office up to the date of the ensuing Annual General Meeting. In this regard the Company has received request in writing from a member of the company proposing Mr. Shankar Shrirang Jagtap candidature for appointment as Director of the Company in accordance with the provisions of Section 160 and all other applicable provisions of the Companies Act, 2013. The Board feels that presence of Mr. Shankar S. Jagtap on the Board is desirable and would be beneficial to the company and hence recommend resolution No. 5 for adoption. None of the Directors, except Mr. Shankar S. Jagtap and Key Managerial Personnel of the Company or their relatives are in any way concerned or interested, financially or otherwise, in the said resolution. The Board recommends resolutions under Item No. 5 to be passed as an ordinary resolution

#### Item No. 6 & 7

Poona Dal and Oil Industries Limited was incorporated as Surodaya Agro Industries Limited on 1<sup>st</sup> January, 1993 under the provisions of Companies Act, 1956. The existing Memorandum and Articles of Association ("MOA & AOA") were based on the Companies Act, 1956 and several clauses / regulations in the existing MOA & AOA contain references to specific sections of the Companies Act, 1956 and which are no longer in force.

The Existing regulations of the Articles of Association are replaced by the new set of regulations and adopted as new set of Articles of Association as per the requirements of Table F of First Schedule in the Companies Act, 2013. The modification in Articles of association is carried out to give effect to provisions of the Companies Act, 2013. Consent of the shareholders by way of a Special Resolution is required in this regard.

None of the Directors, Key Managerial Personnel and their relatives are in any way concerned or interested in the said resolution.

The Directors recommend the aforesaid resolution for the approval by the members as a Special Resolution

#### Item No. 8 to 10

Mr. Mayur Sopan Ghule joined the Board of Directors of the Company as on 10<sup>th</sup> Day of August, 2016 and is Commerce graduate, pursuing Chartered Accountant profession at its Final Level. He possesses expertise in Finance, Accounts and the Board considers that his association with the Company would be of immense benefit to the Company and it is desirable to avail his services as an Independent Director. Accordingly, your Directors recommend the adoption of the resolution at item no. 8. except Mr. Mayur S. Ghule, being an appointee, none of the Directors or Key Managerial Personnel (KMP) of the Company or their relatives are concerned or interested, financial or otherwise, the resolution set out at Item No. 8. This Explanatory Statement may also be regarded as a disclosure under Regulation 36(3) of SEBI (Listing Obligation and Disclosure Requirement), Regulation, 2015.

Ms. Ligy George, a graduate in Science, joined the Board of Directors of the Company as on 10<sup>th</sup> Day of August, 2016 and possesses expertise in technical and quality control operations. She has varied experience in handling Quality Control, Standard measurement and testing. The Board considers that Ms. George's association as a lady Independent Director will be beneficial to the Company to better synergy of operations. Hence, it is recommended to avail services of Ms. Ligy George as an Independent Director and accordingly, your Directors commend adoption of the resolution at item no. 9 except Ms. Ligy George, being an appointee, none of the Directors or KMP of the Company or their relatives are concerned or interested, financial or otherwise, the resolution set out at Item No. 9. This Explanatory Statement may also be regarded as a disclosure under Regulation 36(3) of SEBI (Listing Obligation and Disclosure Requirement), Regulation, 2015.

Mr. Kevalchand Manikchand Muthiyan, joined the board of Directors as on 25<sup>th</sup> August, 2016 and is a Commerce graduate having rich experience over three decades in the field of Finance, Accounts and Taxation. The Board considers that Mr. Kevalchand Muthiyan's guidance and association will be beneficial to the company. It is recommended to avail his services as an Independent Director and accordingly your Directors recommend adoption of the resolution at item no. 10 except Mr. Kevalchand Muthiyan, being an appointee, none of the Directors or KMP of the Company or their relatives are concerned or interested, financial or otherwise, the resolution set out at Item No. 10. This Explanatory Statement may also be regarded as a disclosure under Regulation 36(3) of SEBI (Listing Obligation and Disclosure Requirement), Regulation, 2015.

Mr. Mayur Sopan Ghule, Ms. Ligy George and Mr. Kevalchand M. Muthiyan were co-opted to the Board of Directors on 10<sup>th</sup> August, 2016 and 25<sup>th</sup> August, 2016 as Additional Directors under Independent Category pursuant to section 161, 149 & 152 of the Companies Act, 2013 of the Company. The resolution at item No. 8, 9 & 10 proposes confirmation of the members for their appointment as Directors under Independent Category.





Your Directors recommend the adoption of the resolution at Item No. 8,9 and 10

**Item No.11**

As per recommendation given by the audit committee and further considered by the Board of Directors, Company has appointed the Cost Auditor for the financial year 2016-17. However as per provisions of section 148 of the Companies Act, 2013 and rule 14 of the Companies (Audit and Auditors) Rules, 2014, It required to approve the professional fees, which has decided by the Board of Directors for Cost Audit for the financial year 2016-17. During the year Board has approved the professional fee of Rs.65,000/- plus of out of pocket expenses for cost audit of cost accounts and records maintained by the company. Accordingly your company proposes to ratify the said professional fees of Rs. 65,000/- plus of out of pocket expenses for cost audit by way of an Ordinary Resolution. None of the Directors or Key Managerial Personnel of the Company or their relatives are in any way concerned or interested, financially or otherwise, in the said resolution.

**Item No.12**

The Company requires borrowing funds from time to time to meet both its short term and long terms business objectives, from various external agencies like banks, financial institutions, bodies corporate, individuals or other kind of lenders. According to section 180 (1) (c) of the Companies Act, 2013, the total amount of such borrowings as well as the outstanding at any time cannot exceed the aggregate of paid up capital and free reserves of the Company, except with the consent of the members. The company felt that the said limit is not adequate and needs enhancement, accordingly the resolution having no. 12 has been proposed to increase the limits of borrowing to Rs.300 Crores. It is recommended that the resolution be passed as special resolution. None of the Directors or Key Managerial Personnel of the Company or their relatives are in any way concerned or interested, financially or otherwise, in the said resolution. Through the proposed resolution it is sought to grant authority to the Board of Directors to secure the borrowings, if required, by creating charge/mortgage on the assets of the Company. The existing authority is derived from the earlier resolution. Since it is not practical to seek General Meeting's approval every time a loan is sanctioned, it is proposed to obtain a blanket approval to secure the properties for the loans sanctioned within the limits of Rs. 300 Crores, as stated in it.

**For and on behalf of the Board of Directors**

**Sd/-**

**PRADIP P. PARAKH**

**CHAIRMAN & MANAGING DIRECTOR**

**(DIN: 00053321)**

Place: Pune

Date: 10<sup>th</sup> August, 2016

Regd Office:

71/A, Hadapsar Industrial Estate,

Pune – 411013

Tel: 020-26816020, 26816024

Fax: 020-26816021

CIN: L15313PN1993PLC070263

## PROCEDURE FOR E-VOTING

In compliance with the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, the Company is pleased to provide member's facility to exercise their right to vote at the Twenty Fourth Annual General Meeting by electronic means and the business may be transacted through e-voting services provided by Central Depository Services Limited (CDSL).

The instructions for members voting electronically are as under:

- (i) The voting period begins on 20th September, 2016 at 9.00 a.m. and ends on 22nd September, 2016 at 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 (record date) of 16.09.2015, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
- (iii) Click on Shareholders.
- (iv) Now Enter your User ID
  - a. For CDSL: 16 digits beneficiary ID,
  - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - c. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- (v) Next enter the Image Verification as displayed and Click on Login.
- (vi) 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.
- (vii) If you are a first time user follow the steps given below:

	For Members holding shares in Demat Form and Physical Form
PAN	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)
	<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> </ul>
	<ul style="list-style-type: none"> <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.
	<ul style="list-style-type: none"> <li>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)</li> </ul>

- (viii) After entering these details appropriately, click on "SUBMIT" tab.
- (ix) 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