

Radico Khaitan Limited

Registered Office: Rampur Distillery, Bareilly Road, Rampur - 244 901 (UP)

CIN L26941UP1983PLC027278

E-mail: Investor@radico.co.in | Website: www.radicokhaitan.com

Phone: 0595-2350601-2 | Fax: 0595-2350009

NOTICE

NOTICE is hereby given that the 38th Annual General Meeting ("AGM") of the Members of Radico Khaitan Limited (the "Company") will be held on **Thursday, September 29, 2022 at 01:00 P.M.** (IST) at the registered office of the Company at Rampur Distillery, Bareilly Road, Rampur - 244 901, Uttar Pradesh, to transact the following businesses:

Ordinary Business(s)

1. To receive, consider and adopt the audited standalone and consolidated financial statements of the Company for the financial year ended March 31, 2022, together with the reports of the Board of Directors and Auditors thereon and in this regard, to consider and if thought fit, to pass, with or without modifications(s), the following resolution as **Ordinary Resolution**:

"RESOLVED THAT the audited standalone and consolidated financial statements of the Company for the financial year ended March 31, 2022, and the reports of the Board of Directors and Auditors thereon, as circulated to the members, be and are hereby received, considered and adopted."

2. To declare dividend on equity shares of the Company for the financial year ended March 31, 2022, and in this regard, to consider and if thought fit, to pass, with or without modification(s), the following resolution as **Ordinary Resolution**:

"RESOLVED THAT a dividend @ ₹ 3.00 per equity share of face value of ₹ 2/- each of the Company, as recommended by the Board of Directors, be and is hereby declared and the same be paid out of the profits of the Company for the financial year ended March 31, 2022."

3. To re-appoint Mr. Krishan Pal Singh, who retires by rotation as a Director, and, being eligible, offers himself for re-appointment and in this regard, to consider and if thought fit, to pass, with or without modification(s), the following resolution as **Ordinary Resolution**:

"RESOLVED THAT in accordance with the provisions of Section 152 and other applicable provisions of the Companies Act, 2013, Mr. Krishan Pal Singh (DIN: 00178560), who retires by

rotation and being eligible offers himself for the re-appointment, be and is hereby re-appointed as a Director of the Company, liable to retired by rotation."

Special Business(s)

4. To re-appoint Dr. Lalit Khaitan, Chairman & Managing Director of the Company for the period of 5 years effective from February 20, 2023 and in this regard to consider and if thought fit, to pass, with or without modification(s), the following resolution as **Special Resolution**:

"RESOLVED THAT pursuant to the provisions of Sections 196, 197, 198, 203 read with Schedule V and other applicable provisions, if any, of the Companies Act, 2013 (the "Act") and rules made thereunder (including any amendment(s), statutory modification(s) or re-enactment(s) thereof) and applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the "SEBI Listing Regulations"), as amended, and in terms of the Nomination and Remuneration Policy and the Articles of Association of the Company, consent of the members of the Company be and is hereby accorded for the re-appointment of Dr. Lalit Khaitan (holding Director Identification Number: 00238222), who had attained the age of seventy years, as Chairman and Managing Director of the Company, for a period of five years, effective from February 20, 2023 on such terms and conditions including remuneration as set out in the Explanatory Statement annexed to this notice.

RESOLVED FURTHER THAT the terms and conditions of re-appointment and remuneration specified in the Explanatory Statement may be revised, enhanced, altered and varied from time to time by the Board of Directors of the Company, including Nomination and Remuneration Committee (the "Board"), as it may, in its discretion deem fit, considering the performance of the Chairman and Managing Director, profitability of the Company and other relevant factors, to the extent permitted under Section 197 read with

Schedule V of the Act and in accordance with the SEBI Listing Regulations.

RESOLVED FURTHER THAT the Board be and is hereby authorised to do all such acts, deeds and things as it may consider necessary, expedient or desirable, in the best interest of the Company, in order to give effect to this resolution."

5. To re-appoint Mr. Abhishek Khaitan, Managing Director of the Company for the period of 5 years effective from February 20, 2023 and in this regard to consider and if thought fit, to pass, with or without modification(s), the following resolution as **Special Resolution**:

"RESOLVED THAT pursuant to the provisions of Sections 196, 197, 198, 203 read with Schedule V and other applicable provisions, if any, of the Companies Act, 2013 (the "Act") and rules made thereunder (including any amendment(s), statutory modification(s) or re-enactment(s) thereof) and applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the "SEBI Listing Regulations"), as amended, and in terms of the Nomination and Remuneration Policy and the Articles of Association of the Company, consent of the members of the Company be and is hereby accorded for the re-appointment of Mr. Abhishek Khaitan (holding Director Identification Number: 00772865), as Managing Director of the Company, for a period of five years, effective from February 20, 2023 on such terms and conditions including remuneration as set out in the Explanatory Statement annexed to this notice.

RESOLVED FURTHER THAT the terms and conditions of re-appointment and remuneration specified in the Explanatory Statement may be revised, enhanced, altered and varied from time to time by the Board of Directors of the Company, including Nomination and Remuneration Committee (the "Board"), as it may, in its discretion deem fit, considering the performance of the Managing Director, profitability of the Company and other relevant factors, to the extent permitted under Section 197 read with Schedule V of the Act and in accordance with the SEBI Listing Regulations.

RESOLVED FURTHER THAT the Board be and is hereby authorised to do all such acts, deeds and things as it may consider necessary, expedient or desirable, in the best interest of the Company, in order to give effect to this resolution."

6. To re-appoint Mr. Krishan Pal Singh, Whole-time Director of the Company for the period of 3 years effective from February 20, 2023 and in this regard to consider and if thought fit, to pass, with or without modification(s), the following resolution as **Special Resolution**:

"RESOLVED THAT pursuant to the provisions of Sections 196, 197, 198, 203 read with Schedule V and other applicable provisions, if any, of the Companies Act, 2013 (the "Act") and rules made thereunder (including any amendment(s), statutory modification(s) or re-enactment(s) thereof) and applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the "SEBI Listing Regulations"), as amended, and in terms of the Nomination and Remuneration Policy and the Articles of Association of the Company, consent of the members of the Company be and is hereby accorded for the re-appointment of Mr. Krishan Pal Singh (holding Director Identification Number: 00178560), who had attained the age of seventy years, as Whole-time Director of the Company, for a period of three years, effective from February 20, 2023 on such terms and conditions including remuneration as set out in the Explanatory Statement annexed to this notice.

RESOLVED FURTHER THAT the terms and conditions of re-appointment and remuneration specified in the Explanatory Statement may be revised, enhanced, altered and varied from time to time by the Board of Directors of the Company, including Nomination and Remuneration Committee (the "Board"), as it may, in its discretion deem fit, considering the performance of the Whole-time Director, profitability of the Company and other relevant factors, to the extent permitted under Section 197 read with Schedule V of the Act and in accordance with the SEBI Listing Regulations.

RESOLVED FURTHER THAT the Board be and is hereby authorised to do all such acts, deeds and things as it may consider necessary, expedient or desirable, in the best interest of the Company, in order to give effect to this resolution."

7. To ratify the remuneration of Cost Auditors for the financial year 2022-23 and, in this regard, to consider and if thought fit, to pass, with or without modification(s), the following resolution as **Ordinary Resolution**:

"RESOLVED THAT pursuant to the provisions of Section 148 and all other applicable provisions, of

the Companies Act, 2013 read with the Companies (Audit and Auditors) Rules, 2014, as may be amended from time to time, remuneration payable to Mr. R. Krishnan (Membership No. 7799), Cost Accountant, appointed by the Board of Directors of the Company, to conduct audit of the cost records of the Company for the financial year 2022-23, amounting to ₹ 110,000/- (Rupees One Lakh Ten thousand only) apart from reimbursement of actual expenses to be incurred by him in connection with conducting the aforesaid audit, be and is hereby confirmed, ratified and approved.

RESOLVED FURTHER THAT the Board of Directors be and is hereby authorised to do all acts, deeds, matters and things as may be deemed necessary to give effect to this resolution.”

**By order of the Board
For Radico Khaitan Limited**

(Dinesh Kumar Gupta)
VP – Legal & Company Secretary

Place: New Delhi

Date: August 10, 2022

NOTES:

(1) The Explanatory Statements pursuant to Section 102 of the Companies Act, 2013 (the “Act”), in respect of the special business to be transacted at AGM are annexed with this notice.

(2) A member entitled to attend and vote at the 38th Annual General Meeting is entitled to appoint one or more proxies to attend and vote on a poll instead of himself/ herself and the proxy need not be a member of the Company. Pursuant to Section 105 of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014, a person shall not act as proxy for more than fifty (50) members and holding in the aggregate not more than 10% of the total share capital of the Company carrying voting rights. A member holding more than 10% of the total share capital of a Company carrying voting rights may appoint a single person as proxy and such person shall not act as proxy for any other person or shareholder. Proxies, to be effective, must be received by the Company not less than 48 hours before the meeting.

Corporate Members intending to send their authorised representatives to attend the meeting pursuant to Section 113 of the Companies Act, 2013 are requested to send to the Company

a certified copy of the Board Resolution authorising their representative to attend and vote on their behalf at the meeting.

Members are requested to notify immediately the change of address, if any, to the Company or the Share Transfer Agent and Registrar.

- (3) Members are requested to bring their Attendance Slip.
- (4) Members who hold shares in dematerialized form are requested to write their Client ID and DPID and those who hold shares in physical form are requested to write their Folio Number in the attendance slip for attending the Meeting.
- (5) The Register of Members and the Share Transfer Books of the Company will remain closed from **Friday, September 23, 2022 to Thursday, September 29, 2022** both days inclusive.
- (6) The dividend on Equity Shares @ ₹ 3.00 per equity share, if declared at the Meeting, will be paid **on or before October 28, 2022**, to those Members whose names shall appear on the Company's Register of Members on **Thursday, September 22, 2022** and in respect of the shares held in dematerialized form, the dividend will be paid to members whose names are furnished by National Securities Depository Ltd. and Central Depository Services (India) Ltd. as at the closing hours on **Thursday, September 22, 2022**.
- (7) Members holding shares in electronic form are requested to furnish the new Bank Account Number allotted to them by their bank, (after implementation of CBS), along with photocopy of a cheque pertaining to the concerned account, to their Depository Participant (DP). Please send these details to the Company/RTA, if the shares are held in physical form, immediately.

Members holding shares in physical form are advised to submit particulars of their bank account, viz. name and address of the branch of the bank, MICR code of the branch, type of account and account number, relating to shares and unclaimed dividends, change of address, bank details, email address etc. to the RTA latest by **Thursday, September 22, 2022** at Karvy Selenium Tower B, Plot number 31 & 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad - 500032.

- (8) Non-Resident Indian Members are requested to inform the Company's RTA, immediately of:

- (a) Change in their Residential status on return to India for permanent settlement.
 - (b) Particulars of their Bank Account maintained in India with complete name, branch, account type, account number and address of the Bank with Pin Code Number, if not furnished earlier.
- (9) Pursuant to SEBI circular dated April 20, 2018, members whose ledger folios having incomplete details with regard to PAN and Bank particulars are required to compulsorily furnish the same to the RTA or to the Company for registration in the folio.

Members who hold shares in physical form in multiple folios with identical names or joint holding in the same order of names as requested to send the share certificates to the RTA for consolidation into a single folio.

- (10) In case of joint holders, the Member whose name appears as the first holder in the order of names as per the Register of Members of the Company will be entitled to vote at the AGM.

(11) Compulsory transfer of Equity Shares to Investor Education and Protection Fund (IEPF) Account:

In terms of the requirements of Section 124(6) of the Act read with the Investor Education and Protection Fund (IEPF) Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 as amended ("the Rules"), the Company is required to transfer the shares in respect of which the dividend has remained unpaid or unclaimed for a period of seven consecutive years to the IEPF Authority Account.

Members are requested to take note of the same and claim their unclaimed dividends immediately to avoid transfer of the underlying shares to the IEPF Account. The shares transferred to the IEPF Account can be claimed back by the concerned Members from IEPF Authority after complying with the procedure prescribed under the Rules.

Pursuant to the applicable provisions of the Act and the Rules, the amount of dividend remaining unpaid or unclaimed for a period of seven years from the date of transfer to the unpaid dividend account, is required to be transferred to the IEPF Account.

Accordingly, unpaid or unclaimed dividend in respect of Final Dividend for the financial year 2014-15, is being transferred to the IEPF. Members who have not encashed or claimed the dividends that are yet to be transferred to the IEPF, are

requested to contact the Company's RTA at the earliest.

During the Financial Year 2021-22, the Company has transferred 134,260 shares to the IEPF Account.

In terms of the circular, the Company has uploaded the details of unpaid and unclaimed dividend on its website and the same can be viewed on www.radicokhaitan.com.

- (12) In accordance with the provisions of Schedule VI of the SEBI Listing Regulations, the Company had opened a demat account namely "Radico Khaitan Limited - Unclaimed Suspense Account" with Stock Holding Corporation of India Limited and as on March 31, 2022, there is nil shares in the said account.

- (13) As per Regulation 40 of the SEBI Listing Regulations, as amended, and various Circulars issued by SEBI in this regard, securities of listed companies can be transferred and dealt only in dematerialized form. In view of this and to eliminate all risks associated with physical shares and for ease of portfolio management, members holding shares in physical form are requested to consider converting their holdings to dematerialized form. Members can contact the Company or Company's RTA for assistance in this regard.

- (14) Pursuant to Circular No. 20/2020 dated May 05, 2020, and other relevant Circulars issued by the Ministry of Corporate Affairs ("MCA") from time to time in this regard and SEBI Circular Nos. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 and SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 13, 2022 and other relevant circulars issued by the Securities and Exchange Board of India ("SEBI") in this regard from time to time (hereinafter referred to as the "Circulars"), Notice of AGM and Annual Report have been sent through e-mail to those Members / beneficial owners whose name appear in the Register of Members / list of beneficiaries received from the Depositories as on Friday, August 26, 2022 and to those members whose email ids are registered with their Depository Participants or with the Company or its RTA. The same will also be available on the Company's website www.radicokhaitan.com, website of the stock exchanges i.e. BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com, respectively and on the website of Kfin Technologies Limited at [www.https://evoting.kfintech.com](https://evoting.kfintech.com).

- (15) Dividend will be paid, preferably through NECS, wherever such facility is available, under intimation to the members. In case dividend cannot be paid

through NECS, it will be paid through dividend warrants/ demand drafts.

In cases where the payments to the members holding shares in dematerialized form are made by dividend warrants, particulars of bank account registered with their Depository Participants will be considered by the Company for printing the same on dividend warrant.

For those members who have not provided NECS details/ bank account details, the Company shall print the registered address of the members on the dividend warrant.

- (16) Pursuant to the Finance Act, 2020, dividend income is taxable in the hands of shareholders with effect from April 1, 2020 and the Company is required to deduct tax at source from dividend paid to the shareholders at the prescribed rates. The TDS rate may vary depending on the residential status of the shareholder and the documents submitted to the Company in accordance with the provisions of the Income Tax Act, 1961. It is to be noted that dividend for the Financial Year 2021-22 is subject to declaration by the Members in the AGM. Upon declaration, this dividend will be taxable in the hands of the shareholders in the Financial Year 2022-23 (Assessment Year 2023-24). Accordingly, all the details and declarations are required to be furnished for the Financial Year 2022-23 (Assessment Year 2023-24). The rate of TDS for various categories of shareholders along with the required documents are available at the website of the Company at www.radicokhaitan.com.

Kindly note that the aforesaid documents, duly executed, can be sent to the Company as under:

- (A) Executed documents can be sent through email at Investor@radico.co.in;
- (B) Executed documents (in original) can be sent directly at the Corporate Office of the Company at B1/J1, Mohan Cooperative Industrial Area, Mathura Road, New Delhi-110044.

The aforementioned documents may also be uploaded with the RTA at <https://ris.kfintech.com/form15> or e-mail to the RTA at einward.ris@kfintech.com.

The aforesaid executed documents must reach the Company on or before Thursday, September 22, 2022 in order to enable the Company to determine and deduct appropriate TDS/ withholding tax on payment of dividend. It is to be duly noted that the Members sending documents through email are

also required to send the executed documents (in original) at the above mentioned Corporate Office of the Company.

- (17) As per the provisions of the Act, nomination facility is available to the Members in respect of the shares held by them. Members holding shares in physical form may send duly completed and signed nomination form to the RTA. 'Nomination' form can be downloaded from the Company's website www.radicokhaitan.com. Members holding shares in dematerialised form may contact their respective Depository Participants for nomination.
- (18) Every member entitled to vote at the meeting or on any resolution to be moved thereat shall be entitled during the period beginning 24 hours before the time fixed for the commencement of the meeting and ending with the conclusion of the meeting, to inspect the proxies lodged, at any time during the business hours of the Company, provided that not less than three days' notice in writing of the intention so to inspect is given to the Company.
- (19) Green Initiative - Members who are yet to register/ update their email addresses with the Company or with the Depository Participants are once again requested to register/ update the same for receiving the Notice of AGM, Annual Reports and other documents through electronic mode.

Members holding shares in physical form may get their email addresses registered/ updated by providing their Name, Folio Number, E-mail ID and consent to receive the Notice of AGM, Annual Reports and other documents in electronic mode, by sending an email at einward.ris@kfintech.com or investor@radico.co.in. Members holding shares in dematerialised form may get email address registered / updated by providing E-mail ID to their Depository Participant(s).

**By order of the Board
For Radico Khaitan Limited**

(Dinesh Kumar Gupta)
VP - Legal & Company Secretary

Place: New Delhi
Date: August 10, 2022

INSTRUCTIONS FOR REMOTE E-VOTING

Voting through electronic means in terms of the provisions of Section 108 of the Act read with Rule 20 of the Companies (Management and Administration) Rules, 2015 (as amended from time to time) and Regulation 44 of the SEBI Listing Regulations and the MCA Circulars, the Company is pleased to provide the facility of “e-voting” to its Members, to enable them to cast their votes on the resolutions proposed to be passed at the AGM, by electronic means. The instructions for e-voting are given herein below. The Company has engaged the services of KFin Technologies Limited, who will provide the e-voting facility of casting votes to a Shareholder using remote e-voting system (e-voting from a place other than venue of the AGM) (“remote e-voting”). The remote e-voting period commences on **Sunday, September 25, 2022 (9:00 A.M. IST) and ends on Wednesday, September 28, 2022 (5:00 P.M. IST).**

During this period, Members holding shares either in physical form or in dematerialized form, as on Thursday, September 22, 2022 i.e. cut-off date, may cast their vote electronically. The e-voting module shall be disabled by KFin Technologies Limited for voting thereafter. Those

Members, who will be present in the AGM have not cast their vote on the Resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote during the AGM.

The Board of Directors has appointed Mr. Tanuj Vohra, Partner, TVA & Co. LLP, Company Secretaries, to act as the Scrutinizer, to scrutinize the e-voting process in a fair and transparent manner.

Manner of Registering / Updating Email Addresses:

Members holding shares in dematerialised mode, are requested to register their email addresses and mobile numbers with their relevant depositories through their depository participants.

Members holding shares in physical mode are requested to furnish email addresses and mobile numbers with the Company’s RTA, KFin Technologies Limited (“KFintech”), Selenium Tower B, Plot NO. 31 & 32, Gachibowli, Financial District, Nanakramguda, Serilingampally, Hyderabad - 500032, Toll Free Tel: 1- 800-309-4001, Email: einward_ris@kfintech.com, Website: <https://www.kfintech.com/>.

Step 1: Login method for Individual shareholders holding securities in demat mode is given below:

NSDL	CDSL
1. User already registered for IDeAS facility: <ol style="list-style-type: none"> Visit URL: https://eservices.nsdl.com Click on the “Beneficial Owner” icon under “Login” under ‘IDeAS’ section. On the new page, enter User ID and Password. Post successful authentication, click on “Access to e-Voting” Click on company name or e-Voting service provider and you will be re-directed to e-Voting service provider website for casting the vote during the remote e-Voting period. 	1. Existing user who have opted for Easi / Easiest <ol style="list-style-type: none"> Visit URL: https://web.cdslindia.com/myeasi/home/login or URL: www.cdslindia.com Click on New System Myeasi Login with your registered user id and password. The user will see the e-Voting Menu. The Menu will have links of ESP i.e. KFintech e-Voting portal. Click on e-Voting service provider name to cast your vote.
2. User not registered for IDeAS e-Services <ol style="list-style-type: none"> To register click on link: https://eservices.nsdl.com/ Select “Register Online for IDeAS” or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp Proceed with completing the required fields. Follow steps given in points 1 	2. User not registered for Easi/Easiest <ol style="list-style-type: none"> Option to register is available at https://web.cdslindia.com/myeasi/Registration/EasiRegistration Proceed with completing the required fields. Follow the steps given in point 1

NSDL	CDSL
<p>3. Alternatively by directly accessing the e-Voting website of NSDL</p> <ol style="list-style-type: none"> Open URL: https://www.evoting.nsdl.com/ Click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number held with NSDL), Password / OTP and a Verification Code as shown on the screen. Post successful authentication, you will be requested to select the name of the company and the e-Voting Service Provider name, i.e. KFintech. <p>On successful selection, you will be redirected to KFintech e-Voting page for casting your vote during the remote e-Voting period</p>	<p>3. Alternatively, by directly accessing the e-Voting website of CDSL</p> <ol style="list-style-type: none"> Visit URL: www.cdslindia.com Provide your demat Account Number and PAN No. System will authenticate user by sending OTP on registered Mobile & Email as recorded in the demat Account After successful authentication, user will be provided links for the respective ESP, i.e. KFintech where the e- Voting is in progress.

Individual Shareholders (holding securities in demat mode) login through their depository participants.

- You can also login using the login credentials of your demat account through your DP registered with NSDL /CDSL for e-Voting facility.
- Once logged-in, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL / CDSL Depository site after successful authentication, wherein you can see e-Voting feature.
- Click on options available against company name or e-Voting service provider – KFintech and you will be redirected to e-Voting website of KFintech for casting your vote during the remote e-Voting period without any further authentication.

Important notes:

Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at above mentioned website.

Members facing any technical issue - NSDL	Members facing any technical issue - CDSL
Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at evoting@cdslindia.com or contact at 022- 23058738 or 22-23058542-43

Step 2: Login method for e-Voting for shareholders other than Individual's shareholders holding securities in demat mode and shareholders holding securities in physical mode.

A. Members whose email IDs are registered with the Company/ Depository Participants (s), will receive an email from KFintech which will include details of E-Voting Event Number (EVEN), USER ID and password. They will have to follow the following process:

- i. Launch internet browser by typing the URL: <https://emeetings.kfintech.com/>.
- ii. Enter the login credentials (i.e. User ID and password). In case of physical folio, User ID will be EVEN (E-Voting Event Number), followed by folio number. In case of Demat account, User ID will be your DP ID and Client ID. However, if you are already registered with KFintech for e-voting, you can use your existing User ID and password for casting the vote.
- iii. After entering these details appropriately, click on "LOGIN".
- iv. You will now reach password change Menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A- Z), one lower case (a-z), one numeric value (0-9) and a special character (@, #, \$, etc.,). The system will prompt you to change your password and update your contact details like mobile number, email ID etc. on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential.
- v. You need to login again with the new credentials.
- vi. On successful login, the system will prompt you to select the "EVEN" i.e. Radico Khaitan Limited - AGM" and click on "Submit".
- vii. On the voting page, enter the number of shares (which represents the number of votes) as on the Cut-off Date under "FOR/ AGAINST" or alternatively, you may partially enter any number in "FOR" and partially

"AGAINST" but the total number in "FOR/ AGAINST" taken together shall not exceed your total shareholding as mentioned herein above. You may also choose the option ABSTAIN. If the Member does not indicate either "FOR" or "AGAINST" it will be treated as "ABSTAIN" and the shares held will not be counted under either head.

- viii. Members holding multiple folios/demat accounts shall choose the voting process separately for each folio/ demat accounts.
- ix. Voting has to be done for each item of the notice separately. In case you do not desire to cast your vote on any specific item, it will be treated as abstained.
- x. You may then cast your vote by selecting an appropriate option and click on "Submit".
- xi. A confirmation box will be displayed. Click "OK" to confirm else "CANCEL" to modify. Once you have voted on the resolution (s), you will not be allowed to modify your vote. During the voting period, Members can login any number of times till they have voted on the Resolution(s).
- xii. Corporate/Institutional Members (i.e. other than Individuals, HUF, NRI etc.) are also required to send scanned certified true copy (PDF Format) of the Board Resolution/ Authority Letter etc., together with attested specimen signature(s) of the duly authorised representative(s), to the Scrutinizer at email tanujvohra@yahoo.com with a copy marked to evoting@kfintech.com and investor@radico.co.in. The scanned image of the above-mentioned documents should be in the naming format "Corporate Name Even No." The documents should reach the Scrutinizer on or before 17:00 hours on Thursday, September 22, 2022.

B. Members whose email IDs are not registered with the Company/Depository Participants(s), and consequently the Annual Report, Notice of AGM and e-voting instructions cannot be serviced, will have to follow the following process:

- i. Members who have not registered their email address and in consequence the Annual Report, Notice of AGM and e-voting instructions cannot be serviced, may temporarily get their email address and mobile number provided with KFintech, by accessing the link:

<https://ris.kfintech.com/clientservices/mobilereg/mobileemailreg.aspx>. Members are requested to follow the process as guided to capture the email address and mobile number for sending the soft copy of the notice and e-voting instructions along with the User ID and Password. In case of any queries, member may write to einward.ris@kfintech.com.

- ii. Alternatively, member may send an e-mail request at the email id einward.ris@kfintech.com along with scanned copy of the signed copy of the request letter providing the email address, mobile number, self-attested PAN copy and Client Master copy in case of electronic folio and copy of share certificate in case of physical folio for sending the Annual report, Notice of AGM and the e-voting instructions.
- iii. After receiving the e-voting instructions, please follow all steps above to cast your vote by electronic means.

Voting at the Annual General Meeting:

Those Members who will be present in the Meeting and not casted their votes on resolutions through remote e-voting, can vote through Ballot Paper at the Meeting. Members who have already cast their votes by remote e-voting are eligible to attend the Meeting. However, those Members are not entitled to cast their vote again at the Meeting.

The voting rights of the Members shall be in proportion to the paid-up value of their shares in the equity capital of the Company as on the Cut-off date, being, Thursday, September 22, 2022.

OTHER INSTRUCTIONS:

- i. In case of any query and/or grievance, in respect of voting by electronic means, Members may refer to the Help & Frequently Asked Questions (FAQs) and E-voting user manual available at the download section of <https://evoting.kfintech.com> (KFintech Website) or contact Mr. Suresh Babu, (Unit: Radico Khaitan Limited) of KFin Technologies Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032 or at einward.ris@kfintech.com or evoting@kfintech.com or phone no. 040 - 6716 1517 or call toll free No. 1800-309-4001 for any further clarifications.
- ii. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
- iii. In case a person has become a shareholder of the Company after dispatch of AGM Notice but on or before the cut-off date for Remote E-voting i.e., Thursday, September 22, 2022, he/she may obtain the User ID and Password in the manner as mentioned below:
 - a. If the mobile number of the member is registered against Folio No./ DP ID Client ID, the member may send SMS: MYEPWD <space> E-Voting Event Number+Folio No. or DP ID Client ID to 9212993399

Example for NSDL: MYEPWD <SPACE> IN12345612345678

Example for CDSL: MYEPWD <SPACE> 1402345612345678

Example for Physical: MYEPWD <SPACE> XXXX1234567890
 - b. If e-mail address or mobile number of the member is registered against Folio No. / DP ID Client ID, then on the home page of <https://evoting.kfintech.com>, the member may click "Forgot Password" and enter Folio No. or DP ID Client ID and PAN to generate a password.
 - c. Member may call KFintech toll free number 1800-309-4001 for any assistance.
 - d. Member may send an e-mail request to evoting@kfintech.com. However, KFintech shall endeavour to send User ID and Password to those new Members whose mail ids are available.
- iv. Those persons, who have acquired shares and have become Members of the Company after the email of Notice of the AGM by the Company and whose names appear in the Register of Members or Register of beneficial holders as on the cut-off date i.e. Thursday, September 22, 2022 shall view the Notice of the AGM on the Company's website or on the website of the RTA.
- v. Such persons may obtain the login ID and password by sending a request at evoting@kfintech.com. However, if he/she is already registered with NSDL for remote e-voting then he/she can cast his/her vote by using existing User ID and password and by following the procedure as mentioned above or by voting at the AGM.
- vi. Voting rights of the Members shall be in proportion to their shares in the paid- up equity share capital of the Company as on the cut-off date i.e.

Thursday, September 22, 2022. A person who is not a Member as on the cut-off date should treat this Notice for information purposes only.

- vii. Every Client ID No./Folio No. will have one vote, irrespective of number of joint holders.
- viii. The Scrutinizer shall, immediately after the conclusion of voting at the AGM, first count the votes cast during the AGM, thereafter unblock the votes cast through remote e-voting and make, not later than 48 (forty eight) hours of conclusion of the AGM, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman or a person authorised by him in writing, who shall countersign the same.

- ix. The Results declared along with the Scrutinizer's Report(s) will be available on website of the Company (www.radicokhaitan.com) and on Kfintech website (<https://evoting.Kfintech.com>). The results shall simultaneously be communicated to BSE Limited and National Stock Exchange of India Limited.

**By order of the Board
For Radico Khaitan Limited**

(Dinesh Kumar Gupta)

VP – Legal & Company Secretary

Place: New Delhi

Date: August 10, 2022