



# Satia Industries Limited

**34th**

**Annual Report**

**2014-15**

## BOARD OF DIRECTORS

DR. AJAY SATIA  
SH. R.K.BHANDARI  
SH. AVINASH CHANDER AHUJA  
SH. A.KRISHNA  
SH. S.K. ARORA  
SH. DINESH SHARMA  
SH. I.D. SINGH  
SMT. BINDU SATIA  
SH. CHIRAG SATIA  
SH. J.R. SHARMA

CHAIRMAN CUM MANAGING DIRECTOR  
WHOLE TIME DIRECTOR  
INDEPENDENT DIRECTOR  
INDEPENDENT DIRECTOR  
INDEPENDENT DIRECTOR  
INDEPENDENT DIRECTOR  
INDEPENDENT DIRECTOR  
DIRECTOR  
EXECUTIVE DIRECTOR  
DIRECTOR (LEGAL)

### Chief Financial Officer

Sh. Ashok Kumar Khurana

### Company Secretary

Mr Rakesh Kumar Dhuria

### Statutory Auditors

M/s.Rakesh Bansal & Co.  
Chartered Accountants  
Muktsar-152026

### Registered Office & Works

Malout - Muktsar Road,  
Village Rupana  
Distt. Muktsar - 152032  
(Punjab)

### Branch Offices

613-615, Naurang House,  
21 K.G. Marg, New Delhi-110001

SCO 90-92, Sector 80 C,  
Madhya Marg,  
Chandigarh - 160018

304, Navjeevan Complex,  
29 Station Road,  
Jaipur - 302006

### BANKERS

Punjab National Bank  
Central Bank of India

### CONTENTS

### PAGE NO.

1. NOTICE	1
2. DIRECTOR'S REPORT	16
3. CORPORATE GOVERNANCE REPORT	27
4. AUDITOR'S REPORT	46
5. BALANCE SHEET	50
6. PROFIT AND LOSS ACCOUNT	51
7. NOTES ON ACCOUNT	52
9. CASH FLOW STATEMENT	79

### Registrar and Transfer Agent

Beetal Financial & Computer Services (P) Ltd  
Beetal House, 3<sup>rd</sup> Floor, 99, Madangir,  
Behind Local Shopping Complex,  
Near Dada Harsukhdas Mandir, New Delhi-110062  
Phone : 011-29961281-83, Fax:011-29961284  
Email: beetal@rediffmail.com



## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 34<sup>th</sup> Annual General Meeting of the Members of Satia Industries Ltd. will be held on Wednesday, 30<sup>th</sup> September, 2015 at 10:00 A.M. at the Registered Office of the Company at VPO Rupana, Malout Muktsar Road, Distt: Muktsar to transact the following businesses:-

### Ordinary Business

1. To receive, consider and adopt the Audited Balance Sheet of the Company as at 31st March, 2015 and Profit and Loss Account for the year ended on that date along with the Report of the Auditors and Directors thereon.
2. To declare dividend, if any for the Financial Year 2014-15
3. To appoint a Director in place of Sh. R.K.Bhandari, who retires by rotation, being eligible and offers himself for re-appointment
4. **To Consider and if thought fit, to pass the following resolution with or without modification(s) as an Ordinary Resolution:-**

“**RESOLVED** that consent of the Company be and is hereby accorded to the ratification of the appointment of M/s Rakesh Bansal & Co., Chartered Accountants, Muktsar (ICAI Registration No.090278), who were appointed to hold office from the conclusion of 33<sup>rd</sup> Annual General Meeting until the conclusion of the 36<sup>th</sup> Annual General Meeting as a statutory Auditors of the Company on such remuneration as may be fixed by the Board of Directors of the Company”.

### Special Business

- 5 **To appoint Sh S.K.Arora (DIN: 01647525) as an Independent Director and in this regard 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 Sections 149, 152 read with Schedule IV and all

other applicable provisions of the Companies Act, 2013 and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force) and Clause 49 of the Listing Agreement, Sh S.K.Arora (DIN: 01647525), who was appointed as a Director liable to retire by rotation and whose term expires at this Annual General Meeting and in respect of whom the Company has received a notice in writing under Section 160 of the Companies Act, 2013 from a member proposing his candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company to hold office for 5 (five) consecutive years for a term up to the conclusion of the 39<sup>th</sup> Annual General Meeting of the Company in the calendar year, 2020”

- 6 **To appoint Sh I.D.Singh (DIN: 00825892) as an Independent Director and in this regard 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 Sections 149, 152 read with Schedule IV and all other applicable provisions of the Companies Act, 2013 and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force) and Clause 49 of the Listing Agreement, Sh I.D.Singh (DIN: 00825892), who was appointed as a Director liable to retire by rotation and whose term expires at this Annual General Meeting and in respect of whom the Company has received a notice in writing under Section 160 of the Companies Act, 2013 from a member proposing his candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company to hold office for 5 (five) consecutive years for a term up to the conclusion of the 39<sup>th</sup> Annual General Meeting of the Company in the calendar year 2020”



- 7 **To appoint Smt Bindu Satia (Din 01164115) as a Director and in this regard to consider and if thought fit, to pass, with or without modification(s), the following resolution as an Ordinary Resolution:**

**“RESOLVED** that Smt. Bindu Satia (Din No 01164115) , who was appointed as an Additional Director of the Company by the Board of Directors pursuant to Section 161 of the Companies Act, 2013 and holds office upto the date of this Annual General Meeting and in respect of whom the Company has received a notice in writing from a Member under Section 160 of the Act proposing his candidature for the office of Director of the Company be and is hereby appointed as a Director of the Company subject to annual retirement under the Articles of Association of the Company”

- 8 **To appoint Sh Chirag Satia (Din 03426414) as a Director and in this regard to consider and if thought fit, to pass, with or without modification(s), the following resolution as an Ordinary Resolution:**

**“RESOLVED** that Sh. Chirag Satia (Din No 03426414) , who was appointed as an Additional Director of the Company by the Board of Directors pursuant to Section 161 of the Companies Act, 2013 and holds office up to the date of this Annual General Meeting and in respect of whom the Company has received a notice in writing from a Member under Section 160 of the Act proposing his candidature for the office of Director of the Company be and is hereby appointed as a Director of the Company subject to annual retirement under the Articles of Association of the Company”

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

**“RESOLVED** that pursuant to the provisions of Section 180(1 )(a) and other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modifications or re-

enactments thereof), the Memorandum and Articles of Association of the Company and subject to such other approvals and permissions as may be required, consent of the Members be and is hereby accorded to the Company, to sell, mortgage and / or charge, in addition to the mortgages / charges created / to be created by the Company in such form and manner and with such ranking and at such time and on such terms and conditions as the Board of Directors and / or the Committee of Directors may determine, on all or any of the movable and / or immovable properties of the Company, and / or the interest held by the Company in all or any of the movable and / or immovable properties, both present and future and / or the whole or any part of the undertaking(s) of the Company, together with the power to take over the management of business and concern of the Company in certain events of default, in favor of lender(s), agent(s), and trustee(s) for securing the borrowings of the Company availed / to be availed by way of loan(s) (in foreign currency and / or rupee currency) and securities (comprising fully / partly convertible debentures and / or non-convertible debentures with or without detachable or non-datchable warrants and / or secured premium notes and / or floating rate notes / bonds or other debt instruments), issued / to be issued by the Company, from time to time, subject to the limits of Rs 1000/- crore from time to time, together with interest at the respective agreed rates, additional interest, compound interest in case of default, accumulated interest, liquidated damages, commitment charges, premia on prepayment, remuneration of the agent(s) and / or trustee(s), premium (if any) on redemption, all other costs, charges and expenses, including any increase as a result of devaluation / revaluation / fluctuation in the rates of exchange and all other monies payable by the Company in terms of the Loan Agreement(s), Debenture Trust Deed(s) or any other agreement / document, entered into / to be entered into between the Company and the lender(s) / investor(s) / agent(s) and / or trustee(s), in respect of the said loans, borrowings



/debentures and containing such specific terms and conditions and covenants in respect of enforcement of security as may be stipulated in that behalf and agreed to between the Board of Directors and / or the Committee of Directors and the lender(s), agent(s) and / or trustee(s)."

**"RESOLVED FURTHER** that in connection with the above, the Board/Committee of Directors be and is hereby authorized to do all such acts, deeds, matters and things as may be deemed necessary, desirable, proper or expedient for the purpose of passing the above resolution"

#### 10 **Re-appointment of Dr Ajay Satia, Chairman Cum Managing Director and fixation of his remuneration**

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

**"RESOLVED** that in accordance with the provisions of Sections 196, 197, 198 and 203 read with Schedule V and all other applicable provisions, if any, of the Companies Act, 2013 and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and / or any other guidelines issued by the Central Government from time to time (including any statutory modification (s) or re-enactment thereof for the time being in force) and subject to the approval of the Central Government, if and to the extent necessary, consent of the Company be and is hereby accorded to the re-appointment of Dr. Ajay Satia (DIN : 00850792 ) as the Chairman cum Managing Director of the Company and to his receiving remuneration, benefits and amenities as the Chairman Cum Managing Director for a period from 01<sup>st</sup> October, 2015 to 30<sup>th</sup> September, 2018, upon the terms, conditions and stipulations contained in the Agreement entered into between the Company and Dr. Ajay Satia, Chairman Cum Managing Director and as stated herebelow:-

##### **1. Terms:**

##### **a) Salary : Rs 1200000/-PM**

##### **b) Perquisites/benefits**

- i) Company owned/ leased accommodation or reasonable house rent allowance while posted in any place other than Muktsar.
- ii) Reimbursement of medical and hospitalization expenses including dental and optical treatment for self and family and mediclaim insurance premium.
- iii) First class air fare or first class air conditioned railway fare and other actual expenses borne for self and family anywhere in India or abroad once a year while on leave including boarding lodging and surface travel expenses. The necessary foreign exchange for the purpose, if required will be provided by the company but subject to any regulation prescribed by Reserve Bank of India and in force for the time being.

##### **iv) Personal Accidental Insurance.**

**"RESOLVED FURTHER** that based on the recommendation of the Nomination and Remuneration Committee, the Board of Directors be and is hereby authorized to vary the terms and conditions of appointment, including determination of remuneration payable to Dr. Ajay Satia, in such manner as the Board may in its absolute discretion deem fit, provided, however, that the remuneration payable to Dr. Ajay Satia, shall not exceed the maximum limits for payment of managerial remuneration specified in Section 197 of the Companies Act, 2013 and Schedule V to the Companies Act, 2013 or any amendments thereto as may be made from time to time or the maximum limits for payment of managerial remuneration as may be prescribed in accordance with the laws, policies, rules, regulations and guidelines in force from time to time"

**"RESOLVED FURTHER that** where in any financial year during the tenure of office of Dr. Ajay Satia, the Company has no profits or its profits are inadequate, the Company shall pay remuneration, benefits and amenities to Dr. Ajay





Satia as specified in the draft Agreement referred to above, based on the recommendation of the Nomination and Remuneration Committee and subject to the approval of the Central Government, if and to the extent necessary or in the alternative, pay remuneration to Dr. Ajay Satia by way of salary, dearness allowance, perquisites and any other allowances within the ceiling limits prescribed in Section II of Part II of Schedule V to the Companies Act, 2013 or any amendments thereto as may be made from time to time.

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

**11 Re-appointment of Sh R.K.Bhndari, Whole Time Director and fixation of his remuneration.**

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

**“RESOLVED** that in accordance with the provisions of Sections 196, 197, 198 and 203 read with Schedule V and all other applicable provisions, if any, of the Companies Act, 2013 and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and / or any other guidelines issued by the Central Government from time to time (including any statutory modification (s) or re-enactment thereof, for the time being in force) and subject to the approval of the Central Government, if and to the extent necessary, consent of the Company be and is hereby accorded to the appointment of Sh R.K.Bhandari, (DIN : 00732588) as Whole Time Director of the Company and to his receiving remuneration, benefits and amenities for a period from 01<sup>st</sup> October, 2015 to 30<sup>th</sup> September, 2018, upon the terms, conditions and stipulations contained in the Agreement to be entered into between the Company and Sh R.K.Bhandari, a draft whereof is placed before the meeting and initialed by the Chairman for the

purpose of identification and as stated herebelow”

**I. Terms:**

- 1) Salary: Rs. 260000/- PM with an annual increment of Rs 25000/- PM as per agreement.
- b) Perquisites/ benefits
  - i) Company owned/ leased accommodation or reasonable house rent allowance while posted in any place other than Muktsar.
  - ii) Reimbursement of medical and hospitalization expenses including dental and optical treatment for self and family and mediclaim insurance premium.
  - iii) First class air fare or first class air conditioned railway fare and other actual expenses borne for self and family anywhere in India or abroad once a year while on leave including boarding lodging and surface travel expenses. The necessary foreign exchange for the purpose, if required will be provided by the company but subject to any regulation prescribed by Reserve Bank of India and in force for the time being.
  - iv) Personal Accidental Insurance.
  - v) In addition to above Sh R.K.Bhandari, shall be entitled to all such perquisites/ benefits which he was enjoying as Whole Time Director of Company the total value of which shall not exceed Rs 150000/- in a year.
  - vi) Sh R.K.Bhandari will be entitled to one month's leave in a year and also to the benefit of provident Fund, Gratuity and superannuation Fund as per the applicable rules and the Company's policy.

**“RESOLVED FURTHER** that based on the recommendation of the Nomination and Remuneration Committee, the Board of Directors



be and is hereby authorized to vary the terms and conditions of appointment, including determination of remuneration payable to Sh R.K.Bhandari, in such manner as the Board may in its absolute discretion deem fit, provided, however, that the remuneration payable to Sh R.K.Bhandari, shall not exceed the maximum limits for payment of managerial remuneration specified in Section 197 of the Companies Act, 2013 and Schedule V to the Companies Act, 2013 or any amendments thereto as may be made from time to time or the maximum limits for payment of managerial remuneration as may be prescribed in accordance with the laws, policies, rules, regulations and guidelines in force from time to time;

**“RESOLVED FURTHER** that where in any financial year during the tenure of office of Sh R.K.Bhandari, the Company has no profits or its profits are inadequate, the Company shall pay remuneration, benefits and amenities to Sh R.K.Bhandari as specified in the draft Agreement referred to above, based on the recommendation of the Nomination and Remuneration Committee and subject to the approval of the Central Government, if and to the extent necessary or in the alternative, pay remuneration to Sh R.K.Bhandari by way of salary, dearness allowance, perquisites and any other allowances within the ceiling limits prescribed in Section II of Part II of Schedule V to the Companies Act, 2013 or any amendments thereto as may be made from time to time. In that event, the following perquisites shall, however, not be included in the computation of the ceiling on remuneration specified hereinabove:

- (a) Contribution to provident fund, superannuation fund or annuity fund and benefits under the Company's Pension Scheme, to the extent these, either singly or put together, are not taxable under the Income Tax Act, 1961;
- (b) Gratuity payable at a rate not exceeding half a month's salary for each completed year of service; and

(c) Encashment of leave at the end of the tenure;

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

## 12 **Appointment of Sh Chirag Satia as Executive Director and fixation of his remuneration**

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

**“RESOLVED** that in accordance with the provisions of Sections 196, 197, 198 and 203 read with Schedule V and all other applicable provisions, if any, of the Companies Act, 2013 and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and / or any other guidelines issued by the Central Government from time to time (including any statutory modification (s) or re-enactment thereof, for the time being in force) and subject to the approval of the Central Government, if and to the extent necessary, consent of the Company be and is hereby accorded to the appointment of Sh Chirag Satia (DIN : 03426414) as Executive Director of the Company and to his receiving remuneration, benefits and amenities for a period from 01<sup>st</sup> October, 2015 to 30<sup>th</sup> September, 2018, upon the terms, conditions and stipulations contained in the Agreement to be entered into between the Company and Sh Chirag Satia, a draft whereof is placed before the meeting and initialed by the Chairman for the purpose of identification and as stated herebelow”

### **I. Terms:**

- 1) Salary: Rs. 300000/- PM with an annual increment of Rs 25000/- PM as per agreement.
- b) Perquisites/ benefits
  - i) Company owned/ leased accommodation or reasonable house rent allowance while posted in any place other than Muktsar.
  - vii) Reimbursement of medical and



hospitalization expenses including dental and optical treatment for self and family and mediclaim insurance premium.

- viii) First class air fare or first class air conditioned railway fare and other actual expenses borne for self and family anywhere in India or abroad once a year while on leave including boarding lodging and surface travel expenses. The necessary foreign exchange for the purpose, if required will be provided by the company but subject to any regulation prescribed by Reserve Bank of India and in force for the time being.
- ix) Personal Accidental Insurance.
- x) In addition to above Sh Chirag Satia, shall be entitled to all such perquisites/ benefits which he was enjoying as Whole Time Director of Company the total value of which shall not exceed Rs 150000/- in a year.
- xi) Sh Chirag Satia will be entitled to one month's leave in a year and also to the benefit of provident Fund, Gratuity and superannuation Fund as per the applicable rules and the Company's policy.

**“RESOLVED FURTHER** that based on the recommendation of the Nomination and Remuneration Committee, the Board of Directors be and is hereby authorized to vary the terms and conditions of appointment, including determination of remuneration payable to Sh Chirag Satia, in such manner as the Board may in its absolute discretion deem fit, provided, however, that the remuneration payable to Sh Chirag Satia, shall not exceed the maximum limits for payment of managerial remuneration specified in Section 197 of the Companies Act, 2013 and Schedule V to the Companies Act, 2013 or any amendments

thereto as may be made from time to time or the maximum limits for payment of managerial remuneration as may be prescribed in accordance with the laws, policies, rules, regulations and guidelines in force from time to time;

**“RESOLVED FURTHER** that where in any financial year during the tenure of office of Sh Chirag Satia, the Company has no profits or its profits are inadequate, the Company shall pay remuneration, benefits and amenities to Sh Chirag Satia as specified in the draft Agreement referred to above, based on the recommendation of the Nomination and Remuneration Committee and subject to the approval of the Central Government, if and to the extent necessary or in the alternative, pay remuneration to Sh Chirag Satia by way of salary, dearness allowance, perquisites and any other allowances within the ceiling limits prescribed in Section II of Part II of Schedule V to the Companies Act, 2013 or any amendments thereto as may be made from time to time. In that event, the following perquisites shall, however, not be included in the computation of the ceiling on remuneration specified hereinabove:

- (d) Contribution to provident fund, superannuation fund or annuity fund and benefits under the Company's Pension Scheme, to the extent these, either singly or put together, are not taxable under the Income Tax Act, 1961;
- (e) Gratuity payable at a rate not exceeding half a month's salary for each completed year of service; and
- (f) Encashment of leave at the end of the tenure;

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

Place : Rupana  
Dated : 13.08.2015

By Order of the Board  
For Satia Industries Ltd.

(Rakesh Kumar Dhuria)  
Company Secretary



**NOTES:**

1. A Member entitled to attend and vote at the Meeting is entitled to appoint proxy to attend and vote on poll instead of himself and the proxy need not be a Member of the Company. The proxies should, however, be deposited at the Registered Office of the Company not less than forty eight hours before the commencement of the Meeting.
  2. A person can act as a 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 a proxy for any other person or shareholder
  - 3) Corporate members intending to send their authorized representatives to attend the Meeting are requested to send to the Company a certified copy of the Board Resolution authorizing their representative to attend and vote on their behalf at the Meeting
  - 4) Brief resume of Directors including those proposed to be appointed / re-appointed, nature of their expertise in specific functional areas, names of companies in which they hold directorships and memberships / chairmanships of Board Committees, shareholding and relationships between directors *inter-se* as stipulated under Clause 49 of the Listing Agreement with the Stock Exchanges, are provided in the Corporate Governance Report forming part of the Annual Report
  - 5) Members are requested to bring their copies of Annual Report at the Meeting.
  - 6) Members are requested to notify immediately any change in their address, to the Registered Office of the Company.
  - 7) All documents as referred in the above notice and explanatory statement are open for inspection at the Registered Office of the Company during office hours on all working days between 11:00 A.M. to 1:00 P.M. up to the date of Annual General Meeting.
  - 8) Members seeking any information with regards to Annual Accounts at the time of Meeting, are requested to send their queries to the company so as to reach at least ten days before the date of Meeting, to enable the management to keep the relevant information ready at the time of Meeting.
  - 9) The Register of Members and Share Transfer Books of the Company will remain closed from 25.09.2015 to 30.09.2015 both days inclusive.
  10. The Company shares are listed at the BSE Limited w.e.f 07.07.2015 and admitted for dealing at T Group
  - 11) In compliance with the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of Companies (Management and Administration) Rules, 2014, the Shareholders are informed that the Company is pleased to offer e-voting facility as an alternative mode of voting which will enable the Members to cast their votes electronically. Necessary arrangements have been made by the Company with Central Depository Services (India) Limited (CDSL) to facilitate E-voting. E-voting is optional and Members shall have the option to vote either through e-voting or in person at the General Meeting. The detailed procedure is mentioned below. For the aforesaid purpose, the Company has appointed Mr Gourav Bansal, C.A as scrutinizer for scrutinizing e-voting process in a fair and transparent manner
  - 12) In pursuance to the provisions of Section 110 of the Companies Act, 2013. Special resolution proposed at item No 9 are required to be passed by shareholders by way of postal ballot only and therefore, the proposed resolution is being separately circulated to the Members and Members are requested to exercise their voting right
- The instructions for shareholders voting electronically are as under:
- (i) The voting period begins on 27.09.2015 9.00AM and ends on 29.09.2015 5.00PM.



During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date 23.09.2015 (record date) may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.

- (ii) Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
- (iii) The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
- (iv) Click on Shareholders.
- (v) 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.
- (vi) Next enter the Image Verification as displayed and Click on Login.
- (vii) 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.
- (viii) If you are a first time user follow the steps given below:

	<b>For Members holding shares in Demat Form and Physical Form</b>
PAN	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders). 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. Sequence number is printed on

	the label of address affixed on Annual Report. 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
Dividend Bank Details <b>OR</b> Date of Birth (DOB)	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login. If both 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 (v).

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