



# SPECIALITY PAPERS LIMITED

Manufacturers of Speciality Grade Papers

CIN : L21012GJ1961PLC001073

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Date: 29.08.2019

To,  
Department of Corporate Services,  
**BSE LIMITED**  
P. J. Towers, Dalal Street,  
Mumbai - 400 001.

**Scrip Code: 502465**

**Sub: Submission Of Annual Report Of 58<sup>th</sup> Annual General Meeting For The FY 2018-19 Held On 22<sup>nd</sup> August, 2019- Regulation 34 Of The SEBI (Listing Obligations And Disclosure Requirements), Regulations, 2015**

Dear Sir,

In pursuance with the Regulation 34 of the SEBI (Listing Obligations and Disclosure requirements) Regulations, 2015, please find enclosed herewith the Annual Report of the 58<sup>th</sup> Annual General Meeting for the FY 2018-19 held on 58<sup>th</sup> June, 2019 at 11.00 A.M at No 8 National Highway Village Morai, Vapi, P O Box 7, Valsad, Gujarat, 396191.

**For SPECIALTY PAPERS LIMITED**

**PREETI AGARWAL**  
**COMPANY SECRETARY**  
**Membership No. A58211**





# 2019

## Annual Report

**SPECIALITY PAPERS LIMITED**  
**58<sup>th</sup> ANNUAL REPORT**

## CORPORATE INFORMATION

### BOARD COMMITTEE

Nemchand Jethalal Gala	:	Managing Director
Dayaram R. Sharma	:	Non-Executive Non Independent Director
Tanil M. Shah	:	Non-Executive Independent Director
Bhakti Ashish Thakkar	:	Woman Independent Director

### AUDIT COMMITTEE

Tanil Mafatlal Shah	:	Chairman
Nemchand Jethala Gala	:	Member
Bhakti Ashish Thakkar	:	Member

### SHAREHOLDERS / INVESTOR GRIEVANCE COMMITTEE

Dayaram Ramdular Sharma	:	Chairman
Tanil Mafatlal Shah	:	Member
Bhakti Ashish Thakkar	:	Member

### NOMINATION AND REMUNERATION COMMITTEE

Tanil Mafatlal Shah	:	Chairman
Nemchand Jethalal Gala	:	Member
Bhakti Ashish Thakkar	:	Member

### REGISTERED OFFICE

### LISTED AT

Village Morai, National Highway No.8, Vapi, Dist. Valsad, Gujarat-396191 Tel No: 260 2437159/60 Email Id :- <a href="mailto:cssspeciality@gmail.com">cssspeciality@gmail.com</a> Web Site :- <a href="http://www.specialitypapersltd.com">www.specialitypapersltd.com</a>	BSE Limited
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### AUDITORS

### COMPANY SECRETARY & COMPLIANCE OFFICER

Agarwal Sangneria & Co. Chartered Accountants 208, Maker Bhavan-3,Behind Aaykar Bhavan, 21 New Marine Lines, Mumbai-400020.	Preeti Agarwal .
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### REGISTRAR SHARE TRANSFER AGENT

### BANKERS

Big Share Services Private Limited E-2/3, Ansa Industrial Estate, Sakivihar Road, Saki Naka, Andheri (East), Mumbai-400072	Canara Bank-Kakad Market Branch
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**NOTICE**

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**NOTICE is hereby given that the 58th Annual General Meeting of Members of SPECIALITY PAPERS LIMITED will be held at the registered office of the company situated at National Highway No. 8, Village Morai, Vapi, P O Box 7, Valsad, Gujarat- 396191 on August 22nd, 2019, Thursday at 11:00 am to transact the following business:**

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**ORDINARY BUSINESS**

1. To receive, consider and adopt the Audited Balance Sheet as at March 31, 2019 and the Profit and Loss Account for the year ended on that date together with the Schedules thereon, along with the Reports of the Directors and Auditors thereon.

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

“RESOLVED THAT the Audited Financial Statements of the Company for the financial year ended March 31, 2019 including the Audited Balance Sheet as at March 31, 2019 and Statement of Profit & Loss for the year ended on that date and the Reports of the Board of Directors and Auditors of the Company for the financial year ended March 31, 2019 along with all annexures as laid before this Annual General Meeting be and are hereby received, considered and adopted.”

2. To appoint a Director in place of Mr. Dayaram Ramdular Sharma Jain (DIN: 07870766), who retires by rotation and being eligible offered himself for re-appointment.

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

**“RESOLVED THAT Mr. Dayaram Ramdular Sharma Jain, (DIN: 07870766) who retires by rotation at this Annual General Meeting be and is hereby re-appointed as a Director of the Company and that his period of office be liable to determination by retirement of Directors by rotation.”**

**SPECIAL BUSINESS**

1. **REGULARISATION OF ADDITIONAL DIRECTOR, MR. HIREN BORICHA BY APPOINTING HIM AS MANAGING DIRECTOR OF THE COMPANY**

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

“RESOLVED THAT, Mr. Hiren Boricha (DIN- 08466784), who was appointed as an Additional Director with effect from 6th June, 2019 on the Board of Directors of the Company in terms of Section 161 of the Companies Act, 2013 and who holds office up to the date of this Annual General Meeting, be and is hereby appointed as an Managing Director of the Company.

**RESOLVED FURTHER THAT**, the Board of Directors of the Company be and are hereby severally authorized to sign the requisite forms / documents and to do all such acts, deeds and things and execute all such documents, instruments and writings as may be required to give effect to the aforesaid resolution.”

Notes:

A MEMBER ENTITLED TO ATTEND AND VOTE AT THE GENERAL MEETING IS ENTITLED TO APPOINT A PROXY, WHO NEED NOT BE A MEMBER, TO ATTEND AND VOTE ON POLL ON BEHALF OF HIMSELF/ HERSELF. The instrument appointing the Proxy, in order to be effective, should be duly completed and deposited at the Registered Office of the Company, not less than 48 (forty eight) hours before the commencement of the Meeting. A proxy form for the Annual General Meeting (AGM) is enclosed.

A person can act as a proxy on behalf of the Members not exceeding fifty 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 the Company carrying voting rights may appoint a single person as a proxy and such person shall not act as a proxy for any other person or Member. Proxies submitted on behalf of limited companies, societies, etc. must be supported by valid and effective resolution/ authority, as applicable.

The register of Members and the Share Transfer Books of the Company will remain closed from Friday, 16<sup>th</sup> August, 2019 to Thursday, 22<sup>nd</sup> August, 2019 (both days inclusive) for the purpose of the 58<sup>th</sup> Annual General Meeting of the Company to be held on 22<sup>nd</sup> August 2019.

1. Electronic copy of the 58<sup>th</sup> Annual Report 2018-19, 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/ Depository Participant(s) 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 58<sup>th</sup> Annual Report 2018- 19, inter alia, indicating the process and manner of e-voting along with Attendance Slip and Proxy Form is being sent in the physical mode.
2. Members are requested to :-
  - a. Write to the Company at least 7 days before the date of the meeting, in case they desire any information as regards the Audited Accounts for the financial year ended 31<sup>st</sup> March 2019, so as to enable the Company to keep the information ready.
  - b. Bring their copy of annual report, attendance slip and their photo identity proof at the Annual General Meeting.
  - c. Intimate to the Registrar & Transfer Agent (R&TA) of the Company immediately, about any change in their address, where the shares are held in electronic form, such change is to be informed to the Depository Participant(DP) and not to the company /R&TA.

- e. Quote Registered Folio No. or DP ID/Client ID no. in all their correspondence.
  - f. Approach the R&TA of the Company for consolidation of folios.
  - g. Avail of Nomination facility by filing in and forwarding the nomination form to the R&TA, if not already done.
  - h. Send all share transfer lodgments (physical mode)/ correspondence to the R&TA of the Company, M/s. Big Share Services Pvt Ltd up to the date of book closure.
3. Corporate Members are requested to forward a certified copy of the Board Resolution authorizing. their representatives to attend and vote at the Annual General Meeting.
  4. The Company has listed its shares on the BSE Limited.
  5. All the documents referred to in the Notice are open for inspection at the Registered Office of the Company between 12:00 p.m. to 4:00 p.m. on all working days except Saturdays, Sundays and Public Holidays until the date of the Annual General Meeting or any adjournment(s) thereof.
  6. The Company is supporting “Green Initiative in Corporate Governance”, a step taken by the Ministry of Corporate Affairs wherein the service of various documents including Notice, Directors’ Report, Annual Accounts and various correspondences by a Company can be made through electronic mode which shall also be in compliance with the provisions of Section 20 of the Companies Act, 2013. Supporting this initiative the Company sends its Annual Report to the members whose email ids are available in electronic form. To support this initiative in full measure, Members who have not registered their email address with the Depository through their concerned Depository Participants (DPs) are requested to register the same with their DPs. Members who hold shares in physical form are requested to register their email address with Big Share Services Pvt Ltd.
- In case you desire to receive the documents mentioned above in physical form or register or change your email address, you are requested to send an e-mail to [csspeciality@gmail.com](mailto:csspeciality@gmail.com)
7. In terms of Section 108 of the Companies Act, 2013, read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the Listing Regulations, the Company has made arrangement to its members to exercise their right to vote at Annual General Meeting by electronic means.
  8. The members shall note that the facility for voting shall also be provided at the meeting through poll paper and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their voting rights at the meeting. If the members have already cast their vote by remote e-voting prior to the meeting they may attend the meeting but shall not be entitled to cast their vote again and his vote, if any, cast at the meeting shall be treated as invalid.

The instructions for members for voting electronically are as under:-



- (i) The voting period begins Monday, 19th August 2019 at 11:00 a.m. and ends on Wednesday, 21st August 2019 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 16th August 2019 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:

	<b>For Members holding shares in Demat Form and Physical Form</b>
<b>PAN</b>	<p>Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)</p> <ul style="list-style-type: none"><li>• Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN field.</li><li>• In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field.</li></ul>



<div>Dividend</div> <div>Bank</div> <div>Details</div> <div>OR Date</div> <div>of Birth</div> <div>(DOB)</div>	<p>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.</p> <ul style="list-style-type: none"> <li>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).</li> </ul>
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- (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 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.
- (x) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (xi) Click on the EVSN for the relevant <SPECIALITY PAPERS LIMITED> on which you choose to vote.
- (xii) On the voting page, you will see “RESOLUTION DESCRIPTION” and against the same the option “YES/NO” for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xiii) Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- (xiv) After selecting the resolution you have decided to vote on, click on “SUBMIT”. A confirmation box will be displayed. If you wish to confirm your vote, click on “OK”, else to change your vote, click on “CANCEL” and accordingly modify your vote.
- (xv) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- (xvi) You can also take a print of the votes cast by clicking on “Click here to print” option on the Voting page.

- (xvii) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xviii) Shareholders can also cast their vote using CDSL's mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.
- (xix) Note for Non – Individual Shareholders and Custodians
- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves as Corporates.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
  - The list of accounts linked in the login should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
  - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- (xx) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com), under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
11. The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date (record date) of 16th August 2019.
12. M/s Jaymin Modi & Co. Company Secretaries (Membership No. ACS 44248) has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner (Including the ballot form received from the members who do not have access to e-voting process) in a fair and transparent manner.
13. The Scrutinizer shall immediately after the conclusion of voting at the general meeting, first count the votes cast at the meeting and thereafter unblock the votes cast through e- voting in the presence of at least two (2) witnesses not in the employment of the Company and make, within a period not exceeding three (3) days from the conclusion of the meeting a Consolidated Scrutinizer's Report of the total votes cast in favour or against, or invalid votes in connection with the