



SURANA TELECOM AND POWER LIMITED

**31st Annual Report
2019-20**





Solar Street Light



Solar Farm



BOARD OF DIRECTORS

Narender Surana	-	Managing Director
Devendra Surana	-	Non-Executive Director
Mayank Sanghani	-	Independent Director
Dr. R.N. Sreenath	-	Independent Director
Sanjana Jain	-	Independent Director
Baunakar Shekarnath	-	Whole-time Director

STATUTORY COMMITTEES

AUDIT COMMITTEE:

Mayank Sanghani	-	Chairman
Sanjana Jain	-	Member
Dr. R.N. Sreenath	-	Member
Narender Surana	-	Member

NOMINATION & REMUNERATION COMMITTEE:

Dr. R.N. Sreenath	-	Chairman
Mayank Sanghani	-	Member
Sanjana Jain	-	Member

STAKEHOLDERS RELATIONSHIP COMMITTEE:

Mayank Sanghani	-	Chairman
Narender Surana	-	Member
Devendra Surana	-	Member

CORPORATE SOCIAL RESPONSIBILITY (CSR) COMMITTEE:

Narender Surana	-	Chairman
Devendra Surana	-	Member
Dr. R.N. Sreenath	-	Member

CHIEF FINANCIAL OFFICER:

Vinita Surana

COMPANY SECRETARY:

Srinivas Dudam

BANKERS:

HDFC Bank Limited
Indian Overseas Bank

STATUTORY AUDITORS:

Luharuka & Associates

Chartered Accountants
5-4-187/3&4, Soham Mansion, 2nd Floor,
Above Bank of Baroda, M G Road,
Secunderabad-500 003.

INTERNAL AUDITORS:

Sekhar & Co.,

Chartered Accountants
133/4, R. P. Road,
Secunderabad – 500 003.

COST AUDITORS:

Lavanya & Associates

H. No. 8-3-976/29, Shalivahana Nagar,
Srinagar Colony (Post),
Hyderabad – 500 073

SECRETARIAL AUDITOR:

Rakhi Agarwal

Company Secretary in Practice
6-3-660, Flat 520, Block 4,
Amrit Apartments, Kapadia Lane,
Somajiguda, Hyderabad - 500 082

REGISTRAR & TRANSFER AGENT:

KFin Technologies Private Limited

KFintech, Tower B, Plot No 31 & 32
Selenium Building, Financial District, Nanakramguda,
Gachibowli, Hyderabad - 500 032.
Tel No. 040-67162222 / 040-79611000
E-mail: einward.ris@kfintech.com
Website: www.kfintech.com

WORKS:

Solar Power Project

Gujarat Solar Park, Charanka Village
Santalpur Taluk, Patan District, Gujarat

Solar Module Manufacturing Unit

Hard Ware Park

Plot No. 21B, Sy No. 1/1
Kanchaimarat, Raviryala Village,
Maheswaram Mandal, R.R. District.

Non- Conventional Energy (Wind)

Kapatgudda, Gadag District,
Karnataka, India.

REGISTERED OFFICE:

Surana Telecom and Power Limited

5th Floor, Surya Towers, Sardar Patel Road,
Secunderabad – 500 003. India.
Tel: 040 - 27845119, 040 - 44665750
Fax: + 91 40 27818868
E-mail: surana@surana.com.

Investors complaints: cs@surana.com,

investorservices_stl@surana.com

Website: www.surana.com, www.suranatele.com

CIN: L23209TG1989PLC010336



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NOTICE OF 31ST ANNUAL GENERAL MEETING

NOTICE is hereby given that the 31st Annual General Meeting of the members of Surana Telecom and Power Limited will be held on Wednesday the 30th September, 2020 at 11.30 A.M (IST), through Video Conferencing ("VC")/ Other Audio Visual Means ("OAVM") facility to transact the following businesses.

The proceedings of the AGM shall be deemed to be conducted at the Registered Office of the Company which shall be the deemed venue of the AGM.

ORDINARY BUSINESS:

1. To receive, consider and adopt:
 - a) the Audited Financial Statements of the Company for the financial year ended 31st March, 2020, together with the Reports of the Board of Directors and the Auditors thereon; and
 - b) the Audited Consolidated Financial Statements of the Company for the financial year ended 31st March, 2020, together with the Report of the Auditors thereon.
2. To appoint a Director in place of Shri. Devendra Surana (holding DIN 00077296), who retires by rotation and being eligible, offers himself for re-appointment.

SPECIAL BUSINESS:

3. **Re-appointment of Shri. Baunakar Shekarnath (DIN-03371339) as Whole-time Director of the Company.**

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 Sections 196, 197, 203 and any other applicable provisions of the Companies Act, 2013 and the rules made thereunder [including any statutory modification(s) or re-enactment thereof], read with Schedule V to the Companies Act, 2013, as recommended by the Nomination and Remuneration Committee, the consent of members be and is hereby accorded to ratify the re-appointment of Shri. Baunakar Shekarnath (DIN: 03371339), as Whole-Time Director of the Company for a period of three years w.e.f. 9th January, 2020 to 8th January, 2023, without any managerial remuneration and that he shall be liable to retire by rotation.

RESOLVED FURTHER THAT Shri. Baunakar Shekarnath, Whole-time Director, shall be entitled for reimbursement of actual entertainment, travelling, boarding and lodging expenses incurred by him in connection with the Company's business and such other benefits / amenities and other privileges, as may from time to time, be available to other Senior Executives of the Company as per the service rules of the Company.

RESOLVED FURTHER THAT the Board of Directors be and is hereby authorized to alter or vary the scope of remuneration of Shri. Baunakar Shekarnath, Whole-time Director, including the monetary value thereof, to the extent recommended by the Nomination and Remuneration Committee from time to time as may

be considered appropriate, subject to the overall limits specified by this resolution and the Companies Act, 2013.

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to do all such acts and take all such steps as may be necessary, proper or expedient to give effect to this resolution".

4. To ratify and approve the Related Party Transactions:

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

"RESOLVED THAT pursuant to the provisions of Section 188 of the Companies Act, 2013 and other applicable provisions, if any, read with Rule 15 of the Companies (Meetings of Board and its Powers) Rules, 2014, as amended till date, Regulation 23(4) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the members of the Company do hereby confirm, ratify and approve the material related party transactions as detailed below entered/ to be entered into by the Company, and authorise the Audit Committee and the Board of Directors of the Company to enter into arrangements/ transactions with the following entities and finalize all such terms and conditions, as it may deem fit, within the limits mentioned below:

Name of the Related Party	Maximum Transaction Value (₹ in Cr.)	Nature of Transaction
Related party transactions during the year 2019-20:		
Surana Solar Limited	4.14	Purchase of Solar Modules
	4.45	Purchase of Solar Plant
Bhagyanagar Copper Private Limited	9.05	Intercompany Lending
Globecom Infotech Private Limited	6.00	Intercompany Lending
Related party transactions for the year 2020-21:		
Surana Solar Limited	5.00	Sale of Aluminium Channels/ingots
	10.00	Purchase/ Sale of Solar Products
Tejas India Solar Energy Pvt. Ltd.	10.00	Purchase/Sale of solar products
Bhagyanagar Green Energy Pvt. Ltd.	2.00	Sale/ Purchase of solar products
Surana Solar Systems Pvt. Ltd.	5.00	Sale/ Purchase of solar products
Bhagyanagar Securities Pvt. Ltd.	5.00	Intercompany Lending/Borrowing
Surana Solar Systems Pvt. Ltd.	15.00	Intercompany Lending/Borrowing
Tejas India Solar Energy Pvt. Ltd.	10.00	Intercompany Lending/Borrowing

Aryavaan Renewable Energy Pvt. Ltd.	10.00	Intercompany Lending/Borrowing
Surana Solar Limited	20.00	Intercompany Lending/Borrowing
Bhagyanagar Green Energy Pvt. Ltd.	10.00	Intercompany Lending/Borrowing
Tejas Technopark Pvt. Ltd.	10.00	Intercompany Lending/Borrowing
Bhagyanagar Properties Limited	30.00	Intercompany Lending/Borrowing
Bhagyanagar Copper Private Limited	10.00	Intercompany Lending/Borrowing
Globecom Infotech Private Limited	15.00	Intercompany Lending/investment
Hyderabad Solar Private Limited	15.00	Intercompany Lending/investment

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to do all such acts and take all such steps as may be necessary, proper or expedient to give effect to this resolution."

5. Approval for giving Loans, providing Guarantee or Security u/s 185 of the Companies Act, 2013:

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 185 of the Companies Act, 2013, as amended by the Companies (Amendment) Act, 2017, the shareholders of the company do hereby ratify the loans given and accord their consent to the Board of Directors of the Company for giving loan(s) in one or more tranches including loan(s) represented by way of book debt (the "Loan") to, and/or giving of guarantee(s), and/or providing of security(ies) in connection with any Loan taken/to be taken by the following entities, which are falling under the category of 'a person in whom any of the director of the company is interested' as specified in the explanation of 185(2)(b), within the limits as mentioned below for each entity, in its absolute discretion deemed beneficial and in the best interest of the company:

Name of the Related Party	Maximum Transaction Value (₹ in Cr.)	Nature of Transaction
Loans given during the year 2019-20:		
Bhagyanagar Green Energy Pvt. Ltd.	4.00	Intercompany Lending
Bhagyanagar Properties Limited	15.05	Intercompany Lending
Globecom Infotech Private Limited	6.00	Intercompany Lending
Loans/Providing Guarantee/Security during the year 2020-21:		
Bhagyanagar Securities Pvt. Ltd.	5.00	Intercompany Lending

Surana Solar Systems Pvt. Ltd.	15.00	Intercompany Lending
Tejas India Solar Energy Pvt .Ltd.	10.00	Intercompany Lending
Aryavaan Renewable Energy Pvt. Ltd.	10.00	Intercompany Lending
Surana Solar Limited	20.00	Intercompany Lending
Bhagyanagar Green Energy Pvt. Ltd.	5.00	Intercompany Lending
Tejas Technopark Pvt. Ltd.	10.00	Intercompany Lending
Bhagyanagar Properties Limited	30.00	Intercompany Lending
Globecom Infotech Private Limited	15.00	Intercompany Lending
Hyderabad Solar Private Limited	15.00	Intercompany Lending

"RESOLVED FURTHER THAT for the purpose of giving effect to this resolution, the Board of Directors of the Company be and is hereby authorized to negotiate, finalise and agree the terms and conditions of the aforesaid loan/guarantee/security, and to take all necessary steps, to execute all such documents, instruments and writings and to do all necessary acts, deed and things in order to comply with all the legal and procedural formalities and to do all such acts, deeds or things incidental or expedient thereto and as the Board may think fit and suitable."

6. To approve and ratify the remuneration of Cost Auditors for the financial year 2020-21:

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

"RESOLVED THAT pursuant to the provisions of Section 148 and other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactments thereof, for the time being in force), the cost audit fees of ₹ 10,000/- (Rupees Ten Thousand) to be paid to M/s Lavanya & Associates, Cost Accountants in Practice, the Cost Auditors appointed by the Board of Directors of the Company, to conduct the audit of the cost records of the Company for the financial year 2020-21 be and is hereby ratified and approved.

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to do all acts and take all such steps as may be necessary, proper or expedient to give effect to this resolution".

By Order of the Board
For **SURANA TELECOM AND POWER LIMITED**

NARENDER SURANA
MANAGING DIRECTOR
(DIN-00075086)

Place: Secunderabad
Date: 08.08.2020

NOTES:

1. Considering the present Covid-19 pandemic, the Ministry of Corporate Affairs ("MCA") has vide its circular dated May 5, 2020 read together with circulars dated April 8, 2020 and April 13, 2020 (collectively referred to as "MCA Circulars") permitted convening the Annual General Meeting ("AGM" / "Meeting") through Video Conferencing ("VC") or Other Audio Visual Means ("OAVM"), without the physical presence of the members at a common venue. In accordance with the MCA Circulars, provisions of the Companies Act, 2013 ('the Act') and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations"), the AGM of the Company is being held through VC / OAVM. The deemed venue for the AGM shall be the Registered Office of the Company.

KFin Technologies Private Limited, Registrar & Transfer Agent of the Company, (earlier known as Karvy Fintech Private Limited) ("KFin" or "KFinTech") shall be providing facility for remote e-voting, facility for participation in the AGM through VC/OAVM and e-voting during the AGM. The instructions for participation by Members are given in the subsequent paragraphs. Participation at the AGM through VC/OAVM shall be allowed on a first-come-first-serve basis.

2. Generally, a member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote on resolution(s) by poll instead of himself and the proxy need not be a member of the Company. Since this AGM is being held through VC/OAVM pursuant to the MCA Circulars, physical attendance of members has been dispensed with. Accordingly, the facility for appointment of proxies by the members will not be available for the AGM and hence the Proxy Form and Attendance Slip are not annexed hereto.
3. Members attending the AGM through VC/OAVM will be reckoned for the purpose of quorum under Section 103 of the Act.
4. Since the AGM will be held through VC/OAVM, the route map of the venue of the Meeting is not annexed hereto.
5. The Register of Members and Share Transfer Books of the Company will remain closed from 25.09.2020 to 30.09.2020 (both days inclusive) for the purpose of Annual General Meeting.
6. Details of Directors retiring by rotation / seeking appointment / re-appointment at this Meeting are provided in the "Annexure" to the Notice. Director seeking appointment/re-appointment have furnished requisite declarations under Section 164(2) and other applicable provisions of the Companies Act, 2013 including rules framed thereunder.
7. **Dispatch of Annual Report through electronic mode:** In accordance with the MCA General Circular No. 20/2020 dated 5th May, 2020 and SEBI Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12th May, 2020, in view of the prevailing situation and owing to

the difficulties involved in dispatching physical copies of the financial statements (including Board's Report, Auditor's Report or other documents required to be attached therewith) for the financial year ended 31st March, 2020 pursuant to Section 136 of the Act and Notice calling the Annual General Meeting pursuant to Section 101 of the Act read with the Rules framed thereunder, such statements including the Notice of AGM are being sent only in electronic mode to those Members whose e-mail addresses are registered with the Company/ KFinTech or the Depository Participant(s). The Company will not be dispatching physical copies of such statements and Notice of AGM to any Member.

A copy of the Notice of this AGM alongwith Annual Report for the Financial Year 2019-2020 is available on the website of the Company at www.suranatele.com, website of the Stock Exchanges where the shares of the Company are listed 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 at <https://evoting.karvy.com>.

8. Members are requested to register/update their email addresses for receiving all communications (including Annual Report) from the Company electronically:
 - a) Members holding shares in physical form and who have not registered / updated their email addresses with the Company are requested to register / update the same by writing to the Company with details of folio number and attaching a self-attested copy of PAN card at investorservices_stl@surana.com or to KFin Tech at einward.ris@kfinotech.com.
 - b) Members holding shares in dematerialised form are requested to register / update their email addresses with the relevant Depository Participant.
9. A statement pursuant to Section 102(1) of the Act, relating to the Special Business to be transacted at the AGM is annexed hereto.
10. In accordance with the proviso to Regulation 40(1) of the SEBI Listing Regulations, effective from April 1, 2019, transfers of securities of the Company shall not be processed unless the securities are held in dematerialized form with a depository. Accordingly, shareholders holding equity shares in physical form are urged to have their shares dematerialized so as to be able to freely transfer them and participate in corporate actions.
11. **Compulsory transfer of Equity Shares to Investor Education and Protection Fund (IEPF) Authority:** Pursuant to the provisions of Sections 124 and 125 of the Companies Act, 2013 and the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, all shares on which dividend has not been claimed for seven consecutive years or more shall be transferred to IEPF Authority.

The Company has transferred 2,10,349 equity shares to Investor Education and Protection Fund during the financial year ended 31st March, 2020.

To claim the equity shares and dividend which were transferred to IEPF, the shareholders may claim the same from IEPF Authority by submitting an online application in web Form No. IEPF-5 available on the website www.iepf.gov.in and sending a physical copy of the same, duly signed to the Company, along with requisite documents enumerated in the Form No. IEPF-5. No claims shall lie against the Company in respect of the dividend / shares so transferred.

In accordance with the IEPF Rules, the Company has sent individual communication to all Members to claim their dividends before due date to avoid transfer of dividends / shares to IEPF Authority and a Notice in this regard is also published in the Newspapers. It may be noted that unclaimed dividend for the financial year 2012-13 declared on 27.09.2013 is due to be transferred to the IEPF on 27.10.2020 and accordingly the shareholders are requested to claim their unclaimed dividend on or before the said due date. The details of unclaimed dividends and shareholders whose shares are liable to be transferred to the IEPF Authority have been uploaded on company's website at <http://suranatele.com/unclaimed-dividend.html>.

Pursuant to the provisions of Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, the Company has uploaded the details of unclaimed dividend amounts lying with the Company as on 21st September, 2019 (date of last Annual General Meeting) on the website of the Company (www.suranatele.com) and also on the website of Ministry of Corporate Affairs.

The Shareholders who have not encashed their dividends are requested to make their claim either to M/s. KFin Technologies Private Limited, Registrar and Share Transfer Agent or to Registered Office of the Company.

INSTRUCTIONS FOR THE MEMBERS FOR ATTENDING THE AGM THROUGH VC / OAVM:

- 1. Attending the AGM:** Members may access the platform to attend the AGM through VC at <https://emeetings.kfintech.com> by using their remote e-voting credentials. The link for the AGM will be available in the shareholder/Members login where the "Event" and the "Name of the company" can be selected. Please note that the Members who have not registered their e-mail addresses or do not have the User ID and Password for e-voting or have forgotten the User ID and Password may retrieve the same by following the remote e-voting instructions mentioned in this Notice.
- 2.** The facility for joining the AGM shall open 15 minutes before the scheduled time for commencement of the AGM and shall be closed after the expiry of 15 minutes after such scheduled time.
- 3.** Members are encouraged to join the Meeting using Google Chrome (preferred browser), Safari, Internet Explorer, Microsoft Edge or Mozilla Firefox 22.
- 4.** Members will be required to grant access to the web-cam to enable two-way video conferencing.

- 5.** Members are advised to use stable Wi-Fi or LAN connection to participate at the AGM through VC in a smooth manner. Participants may experience audio/video loss due to fluctuation in their respective networks.
- 6. Submission of questions / queries prior to AGM:** The shareholders who do not wish to speak during the AGM but desiring any additional information with regards to Accounts/ Annual Reports or has any question or query are requested to write to the Company at email id: investorservices_stl@surana.com mentioning their name, demat account number/folio number, email id and mobile number. Questions/queries received by the Company till 5.00 P.M. on Sunday, 27th September, 2020 will only be considered and responded during the AGM.
- 7. Speaker Registration before AGM:** Shareholders who would like to express their views/ask questions during the meeting may register themselves as a speaker by visiting the link <https://ris.kfintech.com/agmvcspeakerregistrationon> or before 27th September, 2020, 5.00 P.M. (IST). **Due to limitations of transmission and coordination during the AGM, the Company may have to dispense with or curtail the Speaker Session during the AGM, hence shareholders are encouraged to send their questions etc. in advance.**

Those Members who register themselves as speaker will only be allowed to express views/ask questions during the AGM. The Company reserves the right to restrict the number of questions, number of speakers and time for each speaker depending upon the availability of time for the AGM.
- 8.** Facility of joining the AGM through VC / OAVM shall be available for 1000 members on first come first serve basis. However, the participation of members holding 2% or more shares, promoters, Institutional Investors, Directors, Key Managerial Personnels, Chairperson of Audit Committee, Stakeholders Relationship Committee, Nomination and Remuneration Committee and Auditors are not restricted on first come first serve basis.
- 9.** Members who need technical assistance before or during the AGM, can contact KFinTech at <https://ris.kfintech.com/agmqqa/agmqqa/login.aspx>.
- 10.** Corporate members intending to send their authorised representatives to attend the Annual General Meeting through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM") pursuant to the provisions of Section 113 of Companies Act, 2013 are requested to send a certified copy of the relevant Board resolution to the Company.

INSTRUCTIONS FOR E-VOTING:

In terms of the provisions of Section 108 and 109 of the Companies Act, 2013 (the Act) read with Rule 20 and 21 of the Companies (Management and Administration) Rules, 2014 (hereinafter called "the Rules" for the purpose of this Section of the Notice) and Regulation 44 of the SEBI Listing Regulations, the Company is providing facility to exercise votes on the items of business given in the Notice through

electronic voting system to members holding shares as on 23rd September, 2020 (end of day) being the Cut-off date fixed for determining voting rights of members, entitled to participate in the e-voting process and poll.

The procedure and instructions for e-voting are as follows:

1. Open your web browser during the voting period and navigate to <https://evoting.karvy.com>.
2. Enter the login credentials (i.e., user-id & password). Your folio/DP and Client ID will be your User-ID.

User - ID for Members holding shares in Demat Form:

- For NSDL: 8 Character DP ID followed by 8 Digits Client ID.
- For CDSL: 16 digits beneficiary ID.

For Members holding shares in Physical Form:

- EVENT No. followed by Folio Number registered with the Company.

Password: Your unique password is printed on separate sheet / via email forwarded through the electronic notice.

Enter the Verification code i.e., please enter the alphabets and numbers in the exact way as they are displayed for security reasons.

3. Please contact our toll free no. [1800 3454 001] for any further clarifications.
4. Members can cast their vote online from 09.00 A.M. (IST) on 26th September, 2020 to 5.00 P.M. (IST) on 29th September, 2020.
5. After entering these details appropriately, click on "LOGIN".
6. Members will now reach 'Password Change' menu wherein they are required to mandatorily change their login password in the new password field. The new password has to be of minimum eight characters consisting of at least one upper case (A-Z), one lower case (a-z), one numeric value (0- 9) and a special character. Kindly note that this password can be used by the Demat holders for voting for resolution of any other Company on which they are eligible to vote, provided that Company opts for e-voting through KFIN Technologies Private Limited e-voting platform. System will prompt you to change your password and update any contact details like mobile no., email ID, etc. on first login. You may also enter the 'Secret Question' and answer of your choice to retrieve your password in case you forget it. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
7. You need to login again with the new credentials.
8. On successful login, system will prompt to select the 'Event' i.e. 'Surana Telecom and Power Limited'.
9. If you are holding shares in Demat form and had logged on to "<https://evoting.karvy.com>" and casted your vote earlier for any Company where the System Provider was KFIN Technologies Private Limited, then

your existing login id and password given earlier are to be used.

10. On the voting page, you will see Resolution description and against the same the option FOR/AGAINST/ABSTAIN for voting. Enter the number of shares (which represents number of votes) under 'FOR/AGAINST/ABSTAIN' or alternatively you may partially enter any number in 'FOR' and partially in 'AGAINST', but the total number in 'FOR/ AGAINST' taken together should not exceed your total shareholding. If the Member do not wish to cast vote, then select 'ABSTAIN'. After selecting the resolution(s) you have decided to vote on, and 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.
11. Once you 'CONFIRM' your vote on the Resolution, you will not be allowed to modify your vote.

INSTRUCTIONS FOR MEMBERS FOR VOTING DURING THE AGM SESSION:

1. The e-voting window shall be activated upon instructions of the Chairman during the AGM.
2. E-voting during the AGM is integrate with the VC platform and no separate login is required for the same. The shareholders shall be guided on the process during the AGM.
3. Members / shareholders, attending the AGM through Video Conference and who have not cast their vote on resolutions through remote e-voting shall be eligible to cast their vote through e-voting system available during the AGM.
4. Members who have voted through remote e-voting will be eligible to attend the AGM, however, they will not be allowed to cast their vote again during the AGM.

GENERAL INFORMATION:

1. The Company's equity shares are listed at BSE Limited, Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai – 400001 and National Stock Exchange of India Ltd., Exchange Plaza, 5th Floor, Plot No. C/1, G Block, Bandra-Kurla Complex, Bandra (E), Mumbai - 400 051 and the Company has paid the Listing Fees to the said Stock Exchanges.
2. Members are requested to send all communication relating to shares (Physical and Electronic) to the Company's Registrar and Share Transfer Agent at KFIN Technologies Private Limited (Unit: Surana Telecom and Power Limited Limited), Kfintech, Tower B, Plot 31 &32, Selenium Building, Financial District, Nanakramguda, Gachibowli, Hyderabad – 500032, Telangana State, India.
3. All documents referred to in the Notice will also be available electronically for inspection without any fee by the members from the date of circulation of this Notice up to the date of AGM. Members seeking to inspect such documents can send an email to investorservices_stl@surana.com.



GENERAL INSTRUCTIONS:

1. Members holding shares either in demat or physical mode who are in receipt of Notice, may cast their votes through e-voting.
2. Members opting for e-voting, for which the USER ID and initial password are provided in a separate sheet. Please follow steps from Sl. No. (1) to (11) under heading 'INSTRUCTIONS FOR E-VOTING' above to vote through e-voting platform.
3. The e-voting period commences from 09.00 A.M. (IST) on 26th September, 2020 to 5.00 P.M. (IST) on 29th September, 2020. During this period, the members of the Company, holding shares either in physical form or in demat form, as on the cut-off date of 23rd September, 2020 may cast their votes electronically. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.
4. The Company has appointed Mrs. Rakhi Agarwal, Company Secretary in Practice, Hyderabad, as the Scrutinizer to conduct the voting process (e-voting) in a fair and transparent manner.
5. The Scrutinizer shall, within a period not exceeding 48 hours from the conclusion of the Annual General meeting unlock the votes in the presence of at least two (2) witnesses, not in the employment of the Company and make a Scrutinizer's Report containing the details with respect to votes cast in favour, against, neutral/abstained, shall submit the Report to the Chairman of the Company.
6. Subject to the receipt of sufficient votes, the resolution shall be deemed to be passed at the 31st Annual General Meeting of the Company scheduled to be held on 30th September, 2020, the results declared along with the Scrutinizer's Report shall be placed on the Company's website www.suranatele.com, within 48 hours of conclusion of the Annual General Meeting.

By Order of the Board
For **SURANA TELECOM AND POWER LIMITED**

NARENDER SURANA
MANAGING DIRECTOR
(DIN-00075086)

Place: Secunderabad
Date: 08.08.2020