

INTEGRATED MATERIAL HANDLING SOLUTIONS TRUSTED & DIFFERENTIATED



1. Stacker Reclaimer at NPGC*



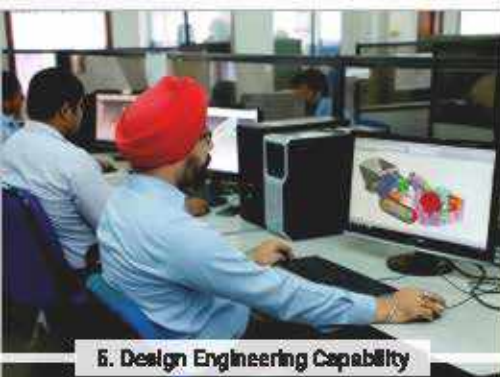
2. Stack Assembly for TSL, Kalinganagar



3. Travelling Wagon Loader at HMPL



4. Works at Jamshedpur



5. Design Engineering Capability



6. Side Discharge Loaders for CIL

57th ANNUAL REPORT 2019-2020

Credibility | Capability | Customer Centricity

Extract: Anti-Bribery Anti-Corruption Policy

- TRF Ltd., its subsidiaries & JV's conduct its operations and business activities in consonance with applicable laws and highest ethical standards.
- The Company upholds all laws relevant to countering bribery and corruption.
- The policy specifically deals with 'supply' side of bribery (i.e. bribe giving) by making it a substantive offence under the PCA.
- It is applicable to all individuals at all levels & it requires them to take steps to record, comply and follow procedures set in place.
- The Company has designated a Compliance Officer / Chief Ethics Counsellor & Vigilance to ensure compliance with the provisions of this ABAC Policy.
- Company personnel are required to follow the related processes and adhere to the system of internal controls for supplier selection.
- Company personnel are not allowed to make political contributions from the funds, properties or other resources of the company except political contributions approved by the Board, in accordance with the TCoC and in compliance with applicable laws.
- All conflicts of interest are reported to the Compliance Officer/ Chief Ethics Counsellor & Vigilance & who in turn reports it to the Managing Director.
- All company personnel are encouraged to raise concerns about any bribery issue or suspicion of malpractice or any case of corrupt practices.

Extract: Anti-Money Laundering (AML)/Counter-Terrorist Financing (CTF)

- The purpose of the AML Policy is to prevent the involvement of TRF Ltd. (& its JVs / subsidiaries) in any money laundering activities.
- It is to ensure that the company complies with all relevant legislative / regulatory provisions related to AML (and related KYCs).
- The company ensures that its policies, procedures, systems and controls, appropriately and adequately, addresses the requirements of KYC and AML rules & regulations.
- The company seeks to comply with relevant laws, rules, regulations, codes and standards of good practice at all times, in conducting its business with due skill, care and diligence.
- The company conducts its business only with reputable customers, business partners, service providers, contractors and consultants who are involved in legitimate business activities.
- AML Compliance Officer (AMLCO) is a designated officer for overseeing and monitoring the AML programme.
- Customer identification includes conducting client due diligence measures before establishing client relationship.
- The transactions with customers and other third parties are monitored on an on-going basis by all functions. All suspicious activities identified are to be reported to AMLCO/Chief Ethics Counsellor & Vigilance.
- The company implements employee training programme so that all the members are adequately trained in AML/CTF guidelines.

Extract: Gift & Hospitality Policy

- Personnel of TRF Ltd. cannot, directly or indirectly, give or promise to give or accept any gift and hospitality; with the intention of obtaining or retaining business for the company.
- There may be situations where a company personnel may have to offer or give gifts and/or hospitality that is beyond the scope of the policy. In such situations, a prior written approval from Managing Director is taken.
- If a company personnel is offered gift or hospitality that is beyond the scope of the policy then the person is required to politely reject it. However, there may be occasions when such gifts cannot be refused. All gifts and hospitality received or given beyond the allowed value are declared and entered in the 'Gifts Register' with the Chief Ethics Counsellor and Vigilance.
- All company personnel are required to exercise extra care and caution when interacting with government officials and act with the highest level of integrity.
- Company personnel are required to ensure that, when they enter into an agreement(s) with any third party for performance of any service(s) for or on behalf of the company then this policy is annexed to such agreements.
- Company personnel who breach this policy are liable to face disciplinary action, up to and including the termination of their employment or other engagement, as the case may be.

To know the above policies in detail, visit- www.trf.co.in/corporate/policies-pledges/

1. Stacker Reclaimer at Nabinagar Power Generating Co. Till date TRF has supplied over 125 Stacker Reclaimers; known for durability and reliability
2. 40 mtr Stack Assembly for fume exhaust system for Tata Steel Ltd, Kalinganagar
3. Travelling Wagon Loader at Haldia Met Coke (P) Ltd. TWLs supplied since 1992 are operational till date
4. Works at Jamshedpur is known for precision fabrication and machining capability
5. Design Engineering Team. One-stop solution providers
6. Side Discharge Loaders for Coal India Limited. SDLs are in use for coal mining for over three decades

TRF LIMITED

CIN: L74210JH1962PLC000700

BOARD OF DIRECTORS

Mr. T. V. Narendran - Chairman
Mr. Ranaveer Sinha
Mr. Sabyasachi Hajara
Ms. Neera Saggi
Ms. Ramya Hariharan
Mr. Krishnava Satyaki Dutt
Mr. Koushik Chatterjee
Mr. Rajesh Ranjan Jha
Mr. Vinayak Kashinath Deshpande
Mr. Alok Krishna - Managing Director

MANAGEMENT

Mr. Alok Krishna - Managing Director
Mr. N. S. Raghu - Chief Financial Officer
Mr. Sucharit Chakrabarti - Assistant Vice President, Projects
Mr. Subhashish Datta - Company Secretary & Chief Commercial

Registered Office

11, Station Road, Burmamines, Jamshedpur- 831007
Phone : 91 657 2345727, Fax: 91 657 2345715
Email : comp_sec@trf.co.in
Website : www.trf.co.in

Bankers

Axis Bank	IDBI Bank
HDFC Bank	Indian Bank
Bank of Baroda	Central Bank of India
Canara Bank	

Registrars & Transfer Agents

TSR Darashaw Consultants Private Limited
6-10, Haji Moosa Patrawala Industrial Estate,
20, Dr. E. Moses Road, Mahalaxmi, Mumbai - 400011
Tel. no : (022) 6656-8484 Fax no. : (022) 6656-8494
E-mail: csg-unit@tsrdarashaw.com
Website: www.tsrdarashaw.com

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57th Annual General Meeting of TRF Limited will be held on Friday, September 18, 2020 at 3.00 p.m. (IST)
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Notice

Notice is hereby given that the 57th Annual General Meeting of the Members of TRF Limited will be held on Friday, September 18, 2020, at 3.00 p.m. (IST) through Video Conferencing ('VC')/Other Audio-Visual Means ('OAVM'), to transact the following business:

Ordinary Business :

Item No. 1 - Adoption of Audited Standalone Financial Statements

To receive, consider and adopt the Audited Standalone Financial Statements of the Company for the Financial Year ended March 31, 2020 together with the Reports of the Board of Directors and the Auditors thereon.

Item No. 2 - Adoption of Audited Consolidated Financial Statements

To receive, consider and adopt the Audited Consolidated Financial Statements of the Company for the Financial Year ended March 31, 2020 together with the Report of the Auditors thereon.

Item No. 3 - Re-appointment of a Director

To appoint a Director in the place of Mr. Rajesh Ranjan Jha (DIN:07715246), who retires by rotation in terms of Section 152(6) of the Companies Act, 2013 and, being eligible, seeks re-appointment.

Special Business :

Item No. 4 - Appointment of Mr. T. V. Narendran as a Director

To consider and if thought fit, to pass the following resolution as an Ordinary Resolution:

"RESOLVED THAT Mr. T. V. Narendran (DIN:03083605) who was appointed by the Board of Directors, based on the recommendation of the Nomination and Remuneration Committee, as an Additional Director of the Company effective November 13, 2019 and who holds office upto the date of this Annual General Meeting of the Company under Section 161 and any other applicable provisions, if any, of the Companies Act, 2013 ('Act') (including any modification or re-enactment thereof) and Article 104 of the Articles of Association of the Company and who is eligible for appointment and has consented to act as a Director of the Company and in respect of whom the Company has received a notice in writing from a Member under Section 160(1) 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 liable to retire by rotation."

Item No. 5 - Appointment of Mr. Koushik Chatterjee as a Director

To consider and if thought fit, to pass the following resolution as an Ordinary Resolution:

"RESOLVED THAT Mr. Koushik Chatterjee (DIN:00004989) who was appointed by the Board of Directors, based on the recommendation of the Nomination and Remuneration Committee, as an Additional Director of the Company effective November 13, 2019 and who holds office up to the date of this Annual General Meeting of the Company under Section 161 and any other applicable provisions, if any, of the Companies Act, 2013 ('Act') (including any modification or re-enactment thereof) and Article 104 of the Articles of Association of the Company and who is eligible for appointment and has consented to act as a Director of the Company and in respect of whom the Company has received a notice in writing from a Member under Section 160(1) 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 liable to retire by rotation."

Item No. 6 - Appointment of Ms. Ramya Hariharan as an Independent Director

To consider and if thought fit, to pass the following resolution as an Ordinary Resolution:

"RESOLVED THAT Ms. Ramya Hariharan (DIN:06928511), who was appointed by the Board of Directors, based on the recommendation of the Nomination and Remuneration Committee, as an Additional Director of the Company effective September 19, 2019 and who holds office up to the date of this Annual General Meeting of the Company under Section 161 and any other applicable provisions, if any, of the Companies Act, 2013 ('Act') (including any modification or re-enactment thereof) and Article 104 of the Articles of Association of the Company and who is eligible for appointment and has consented to act as a Director of the Company and in respect of whom the Company has received a notice in writing from a Member under Section 160(1) of the Act proposing her candidature for the office of Director of the Company, be and is hereby appointed as a Director of the Company.

RESOLVED FURTHER THAT pursuant to the provisions of Sections 149, 152 and other applicable provisions, if any, of the Act, the Companies (Appointment and Qualifications of Directors) Rules, 2014, read with Schedule IV to the Act and Regulation 17 and other applicable regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('SEBI Listing Regulations'), as amended from time to time, Ms. Ramya Hariharan (DIN:06928511), who meets the criteria for independence as provided in Section 149(6) of the Act along with the rules framed thereunder and Regulation 16(1)(b) of the SEBI Listing Regulations and who has submitted a declaration to that effect, be and is hereby appointed as an Independent Director of the Company, based on the recommendations of the Nomination and Remuneration Committee, to hold office for a term of five years commencing effective September 19, 2019 through September 18, 2024, not liable to retire by rotation."

Item No. 7- Appointment of Mr. Krishnava Satyaki Dutt as an Independent Director

To consider and, if thought fit, to pass the following resolution as an Ordinary Resolution:

"RESOLVED THAT Mr. Krishnava Satyaki Dutt (DIN:02792753), who was appointed by the Board of Directors, based on the recommendation of the Nomination and Remuneration Committee as an Additional Director of the Company effective October 15, 2019 and who holds office up to the date of this Annual General Meeting of the Company under Section 161 and any other applicable provisions, if any, of the Companies Act, 2013 ('Act') (including any modification or re-enactment thereof) and Article 104 of the Articles of Association of the Company and who is eligible for appointment and has consented to act as a Director of the Company and in respect of whom the Company has received a notice in writing from a Member under Section 160(1) 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.

RESOLVED FURTHER THAT pursuant to the provisions of Sections 149, 152 and other applicable provisions, if any, of the Act, the Companies (Appointment and Qualifications of Directors) Rules, 2014, read with Schedule IV to the Act and Regulation 17 and other applicable regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('SEBI Listing Regulations'), as amended from time to time, Mr. Krishnava Satyaki Dutt (DIN:02792753), who meets the criteria for independence as provided in Section 149(6) of the Act along with the rules framed thereunder and Regulation 16(1)(b) of the SEBI Listing Regulations and who has submitted a declaration to that effect, be and is hereby appointed as an Independent Director of the Company, based on the recommendations of the Nomination and Remuneration Committee, to hold office for a term of five years commencing effective October 15, 2019 through October 14, 2024, not liable to retire by rotation."

Item No. 8 - Re-appointment of Mr. Sabyasachi Hajara as an Independent Director

To consider and, if thought fit, to pass the following resolution as a Special Resolution:

"RESOLVED THAT pursuant to the provisions of Sections 149, 152 and other applicable provisions, if any, of the Companies Act, 2013 ('Act'), the Companies (Appointment and Qualifications of Directors) Rules, 2014, read with Schedule IV to the Act and Regulation 17 and other applicable regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('SEBI Listing Regulations'), as amended from time to time, Mr. Sabyasachi Hajara (DIN: 00004485), who was appointed as an Independent Director at the 52nd Annual General Meeting of the Company and who holds office up to September 25, 2020 and who is eligible for re-appointment and who meets the criteria for independence as provided in Section 149(6) of the Act along with the rules framed thereunder and Regulation 16(1)(b) of SEBI Listing Regulations and who has submitted a declaration to that effect and in respect of whom the Company has received a Notice in writing from a Member under Section 160(1) of the Act proposing his candidature for the office of Director, be and is hereby re-appointed as an Independent Director of the Company, based on the recommendations of the Nomination and Remuneration Committee, to hold office for a second term commencing with effect from September 26, 2020 up to December 2, 2022, not liable to retire by rotation."

Item No. 9 - Appointment of Mr. Alok Krishna as a Director

To consider and, if thought fit, to pass the following resolution as an Ordinary Resolution:

"RESOLVED THAT Mr. Alok Krishna (DIN: 08066195), who was appointed by the Board of Directors, based on the recommendation of the Nomination and Remuneration Committee as an Additional Director of the Company effective November 13, 2019 and holds office upto the date of this Annual General Meeting of the Company under Section 161 and any other applicable provisions, if any, of the Companies Act, 2013 ('Act') and Article 104 of the Articles of Association of the Company and who is eligible for appointment and has consented to act as a Director of the Company and in respect of whom the Company has received a notice in writing from a Member under section 160(1) 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, not liable to retire by rotation."

Item No. 10 - Appointment of Mr. Alok Krishna as Managing Director

To consider and, if thought fit, to pass the following resolution as a Special Resolution:

"RESOLVED THAT pursuant to the provisions of Sections 196, 197, 203 and any other applicable provisions, if any, read along with Schedule V of the Companies Act, 2013 ('Act') and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, as amended from time to time, the consent of the Members be and is hereby accorded to the appointment and terms of remuneration of Mr. Alok Krishna (08066195) as the Managing Director ('MD') of the Company for a period of three years effective November 13, 2019 through November 12, 2022, not liable to retire by rotation, upon the terms and conditions set out in the Statement annexed to the Notice convening the 57th Annual General Meeting including the remuneration to be paid in the event of loss or inadequacy of profits in any financial year during his said tenure, within the overall limits of Section 197 of the Act, as recommended and approved by the Nomination and Remuneration Committee, with liberty to the Board of Directors (the 'Board' which term includes a duly constituted Committee of the Board of Directors) to alter and vary the terms and conditions of the said appointment (including remuneration) as it may deem fit, and in such manner as may be agreed to between the Board and Mr. Alok Krishna.

RESOLVED FURTHER THAT the Board be and is hereby authorised to take all such steps as may be necessary, proper and expedient to give effect to this Resolution."

Item No. 11 - Ratification of Remuneration of Cost Auditors

To consider and, if thought fit, to pass the following resolution as an Ordinary Resolution:

"RESOLVED THAT pursuant to Section 148 and other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Audit and Auditors) Rules, 2014, including any amendment, modification or variation thereof, the Company hereby ratifies the remuneration of Rs. 3.5 lakh plus applicable taxes and reimbursement of out-of-pocket expenses payable to Messrs Shome & Banerjee, Cost Accountants (Firm Registration Number - 000001) who have been appointed by the Board of Directors on the recommendation of the Audit Committee, as the Cost Auditors of the Company, to conduct the audit of the cost records maintained by the Company as prescribed under the Companies (Cost Records and Audit) Rules, 2014, as amended, for the Financial Year ending March 2021."

RESOLVED FURTHER THAT the Board of Directors (the '**Board**' which term includes a duly constituted Committee of the Board of Directors) be and is hereby authorized to do all such acts, deeds, matters and things as may be considered necessary, desirable and expedient for giving effect to this Resolution and/or otherwise considered by them to be in the best interest of the Company."

NOTES :

- (a) The Statement, pursuant to Section 102 of the Companies Act, 2013, as amended ('**Act**') with respect to Item Nos. 4 to 11 forms part of this Notice. Additional information, pursuant to Regulations 26(4) and 36(3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, ('**SEBI Listing Regulations**') and Secretarial Standard on General Meetings issued by The Institute of Company Secretaries of India in respect of Directors seeking appointment/re-appointment at this 57th Annual General Meeting ('**Meeting**' or '**AGM**') is furnished as an annexure to the Notice.
- (b) In view of the global outbreak of the COVID-19 pandemic, the Ministry of Corporate Affairs ('**MCA**') has vide its General Circular No. 20/2020 dated May 5, 2020 in relation to 'Clarification on holding of annual general meeting (**AGM**) through video conferencing ('**VC**') or other audio visual means ('**OAVM**') read with General Circular No. 14/2020 dated April 8, 2020 and the General Circular No. 17/2020 dated April 13, 2020 in relation to 'Clarification on passing of ordinary and special resolutions by companies under the Companies Act, 2013 and the rules made thereunder on account of the threat posed by Covid-19' (collectively referred to as '**MCA Circulars**') and SEBI vide its circular dated May 12, 2020 in relation to 'Additional relaxation in relation to compliance with certain provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 - COVID-19 pandemic' ('**SEBI Circular**') permitted the holding of the AGM through VC or OAVM, without the physical presence of the Members at a common venue. In compliance with the provisions of the Act, SEBI Listing Regulations' and MCA Circulars & SEBI Circular, the 57th AGM of the Company is being held through VC/OAVM on Friday, September 18, 2020 at 3.00 p.m. (IST). The deemed venue for the 57th AGM will be 11, Station Road, Burma Mines, Jamshedpur - 831 007.
- (c) **PURSUANT TO PROVISIONS OF THE ACT, A MEMBER ENTITLED TO ATTEND AND VOTE AT THE ANNUAL GENERAL MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE AT THE MEETING ON HIS/HER BEHALF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY. SINCE THIS AGM IS BEING HELD PURSUANT TO THE MCA CIRCULARS THROUGH VC/OAVM, THE REQUIREMENT OF PHYSICAL ATTENDANCE OF MEMBERS HAS BEEN DISPENSED WITH. ACCORDINGLY, IN TERMS OF THE MCA CIRCULARS AND SEBI CIRCULAR, THE FACILITY FOR APPOINTMENT OF PROXIES BY THE MEMBERS WILL NOT BE AVAILABLE FOR THIS AGM AND HENCE THE PROXY FORM, ROUTE MAP AND ATTENDANCE SLIP ARE NOT ANNEXED TO THIS NOTICE.**

- (d) The Members can join the AGM in the VC/OAVM mode 30 minutes before and 15 minutes after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The Members will be able to view the proceedings on the e-voting website of National Securities Depository Limited's ('NSDL') at www.evoting.nsdl.com. The facility of participation at the AGM through VC/OAVM will be made available to at least 1,000 Members on a first come first served basis as per the MCA Circulars.
- (e) Institutional Investors, who are Members of the Company, are encouraged to attend the 57th AGM through VC/OAVM mode and vote electronically. Pursuant to the provisions of the Act, the Institutional/Corporate Shareholders (i.e. other than individuals/HUF, NRI, etc.) are required to send a scanned copy (PDF/JPG Format) of its Board or governing body Resolution/Authorization etc., authorizing its representative to attend the AGM through VC/OAVM on its behalf and to vote through remote e-voting. The said Resolution/Authorization shall be sent to the Scrutinizer by e-mail through its registered e-mail address to pramodkumar.pcs@gmail.com with a copy marked to evoting@nsdl.co.in
- (f) The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Act.
- (g) In case of joint holders, the member whose name appears as the first holder in the order of the names as per the Register of Members of the Company will be entitled to vote at the meeting.
- (h) In line with the MCA Circular dated May 5, 2020 and SEBI Circular dated May 12, 2020, the Notice of the AGM along with the Annual Report 2019-20 is being sent only through electronic mode to those Members whose e-mail addresses are registered with the Company/Depositories. The Notice convening the 57th AGM has been uploaded on the website of the Company at www.trf.co.in and may also be accessed from the relevant section of the websites of the Stock Exchanges i.e. BSE Limited, National Stock Exchange of India Limited and Calcutta Stock Exchange Limited at www.bseindia.com, www.nseindia.com and www.cse-india.com respectively. The Notice is also available on the website of NSDL at www.evoting.nsdl.com.
- (i) **Book Closure :** The Register of Members and share transfer books of the Company will be closed from Monday, August 17, 2020 to Thursday, August 20, 2020 (both days inclusive) for the purpose of AGM for Financial Year 2019-20.
- (j) **Nomination facility :** As per the provisions of Section 72 of the Act, the facility for making nomination is available to the Members in respect of the shares held by them. Members who have not yet registered their nomination are requested to register the same by submitting Form No. SH-13. If a Member desires to cancel the earlier nomination and record a fresh nomination, he/she may submit the same in Form SH-14. The said forms can be downloaded from the Company's website at www.trf.co.in. Members are requested to submit the said form to their DP in case the shares are held in electronic form and to the RTA at csg-unit@tsrdarashaw.com in case the shares are held in physical form, quoting their folio no(s).
- (k) **Consolidation of Physical Share Certificates :** Members holding shares in physical form, in identical order of names, in more than one folio are requested to send to the Company or Registrar, the details of such folios together with the share certificates for consolidating their holdings in one folio. A consolidated share certificate will be issued to such Members after making requisite changes.
- (l) The attention of Members is particularly drawn to the Corporate Governance Report forming part of the Board's Report in respect of unclaimed and unpaid dividends and transfer of dividends/shares to the Investor Education & Protection Fund.
- (m) As per Regulation 40 of the SEBI Listing Regulations, as amended, securities of the listed companies can be transferred only in dematerialized form with effect from April 1, 2019, except in case of request received for transmission or transposition of securities. 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 may contact the Company's RTA, TSR Darashaw Consultants Private Limited at 6-10, Haji Moosa Patrawala Industrial Estate, 20, Dr. E. Moses Road, Mahalaxmi, Mumbai-400011 for assistance in this regard.

- (n) To prevent fraudulent transactions, Members are advised to exercise due diligence and notify the Company of any change in address or demise of any Member as soon as possible. Members are also advised to not leave their demat account(s) dormant for long. Periodic statement of holdings should be obtained from the concerned Depository Participant and holdings should be verified from time to time.

PROCESS FOR REGISTERING E-MAIL ADDRESS :

- i. **One time registration of e-mail address with RTA for receiving the Annual Report for Financial Year 2019-20 and cast votes electronically:** The Company has made special arrangements with RTA for registration of e-mail address of those Members (holding shares either in electronic or physical form) who wish to receive this Annual Report for Financial Year 2019-20 and cast votes electronically. Eligible Members whose e-mail addresses are not registered with the Company/DPs are required to provide the same to RTA on or before 5.00 p.m. (IST) on **Monday, September 7, 2020**.

Process to be followed for one time registration of e-mail address is as follows:

- a) Visit the link : <https://green.tsrdarashaw.com/green/events/login/tr>
- b) Enter the DP ID & Client ID/Physical Folio Number and PAN details. In the event, the PAN details are not available on record for Physical Folio, Member to enter one of the share certificate numbers
- c) Enter your e-mail address and mobile number
- d) The system will then confirm the e-mail address for receiving this AGM Notice and Annual Report for Financial Year 2019-20.

The above system also provides a facility to the Members holding shares in physical form to upload a self-attested copy of their PAN Card, if the PAN details are not updated in accordance with the requirements prescribed by SEBI.

After successful submission of the e-mail address, NSDL will e-mail a copy of this AGM Notice and Annual Report for Financial Year 2019-20 along with the e-Voting user ID and password. In case of any queries, Members may write to csg-unit@tsrdarashaw.com or evoting@nsdl.co.in.

- ii. **Registration of e-mail address permanently with Company/DP :** Members are requested to register the e-mail address with their concerned DPs, in respect of electronic holding and with RTA, in respect of physical holding, by writing to them at csg-unit@tsrdarashaw.com. Further, those Members who have already registered their e-mail addresses are requested to keep their e-mail addresses validated/updated with their DPs/RTA to enable servicing of notices/documents/Annual Reports and other communications electronically to their e-mail address in future.
- iii. Alternatively, Members may also send an e-mail request to evoting@nsdl.co.in along with the following documents for procuring user id and password and registration of e-mail addresses for e-voting for the resolutions set out in this Notice:
- In case shares are held in physical form, please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), self-attested scanned copy of PAN card, self-attested scanned copy of Aadhaar Card
 - In case shares are held in demat form, please provide DP ID-Client ID (8 digit DP ID + 8 digit Client ID or 16 digit Beneficiary ID), Name, client master or copy of Consolidated Account statement, self-attested scanned copy of PAN card, self-attested scanned copy of Aadhaar Card.