



# **FINANCIAL HIGHLIGHTS**

				(Rs. in Lac)		
Particulars	2019	2018	2017	2016	2015	
STANDALONE						
Financial Positions:						
Share Capital	977	977	977	977	977	
Reserves & Surplus	35741	28876	24379	22587	20455	
Net Worth	36718	29853	25356	23564	21432	
Net Block (WDV)	3141	3222	3449	3581	3302	
Summary of Operations						
Total Income	54252	44346	29616	21836	23889	
Profit before Interest,						
Depreciation & Tax	12314	8156	4318	3565	3569	
Interest	395	724	1118	725	918	
Depreciation	320	316	306	282	275∖	
Profit/(Loss) before Tax	11599	7116	2894	2558	2376	
Profit/(Loss) after Tax	7344	4756	2028	1718	1684	
Equity Dividend (%)	75	40	20	20	20	
Earing Per Share (Rs.)	75.19	48.69	20.76	17.59	19.83	
CONSOLIDATED Financial Positions:						
Share Capital	977	977	977	977	977	
Reserves & Surplus	39742	28356	24882	23088	24030	
Net Worth	40719	29333	25859	24065	25007	
Net Block (WDV)	12828	13690	12790	13684	10452	
Summary of Operations	12020	10070	12770	10001	10 102	
Total Income	117712	86373	72306	74195	48546	
Profit before Interest,	117712	00070	72000	74170	10010	
Depreciation & Tax	24988	10513	4925	5048	5266	
Interest	758	1426	2332	1831	1411	
Depreciation	1942	2214	1564	2685	721	
Profit/(Loss) before Tax	22288	6873	1029	532	3134	
Profit/(Loss) after Tax	15733	3567	-189	101	1849	
Equity Dividend (%)	75	40	20	20	20	
Earing Per Share (Rs.)	128.70	41.03	7.27	1.03	21.76	
(2007)				1.00		

Note : Figures of 2019 are subject to the approval of Members to be declared within forty eight hours from the conclusion of ensuing AGM  $\,$ 

# **WPIL Limited**

CIN: L36900WB1952PLC020274

### **DIRECTORS**

P. AGARWAL

- Managing Director

K. K. GANERIWALA

— Executive Director

V. N. AGARWAL.

SAMARENDRA NATH ROY

RITU AGARWAL (MRS.)

ANJAN DASGUPTA

RAKESH AMOL

### **AUDITORS**

S.R. BATLIBOI & CO. LLP

**Chartered Accountants** 

# GENERAL MANAGER (FINANCE) AND COMPANY SECRETARY

U. CHAKRAVARTY

### **BANKERS**

STATE BANK OF INDIA

**IDBI BANK LIMITED** 

YES BANK LIMITED

AXIS BANK

### REGISTRAR

MCS SHARE TRANSFER AGENT LIMITED, 383, LAKE GARDENS, 1ST FLOOR,

KOLKATA - 700045

PHONE NO. (033) 4072-4051-53 FAX NO. (033) 4072-4050

E-mail: mcssta@rediffmail.com

### **REGISTERED OFFICE**

TRINITY PLAZA, 3RD FLOOR 84/1A, TOPSIA ROAD (SOUTH) KOLKATA-700 046

### **EASTERN REGION OFFICE**

TRINITY PLAZA, 5TH FLOOR 84/1A, TOPSIA ROAD (SOUTH) KOLKATA-700 046

### **WESTERN REGION OFFICE**

C-41, ROAD NO.34 WAGLE INDUSTRIAL ESTATE THANE-400604

# **SOUTHERN REGION OFFICE**

1H, 1ST FLOOR, MANDIRA APARTMENT 23-A, DR. B. N. ROAD, T. NAGAR CHENNAI- 600 017

CHAMBER 4, 1ST FLOOR Opp. LB. STADIUM K. L. K. ESTATE 5-9-62, FATEH MAIDAN ROAD HYDERABAD-500 001

# **NORTHERN REGION OFFICE**

A-5, SECTOR 22, MEERUT ROAD GHAZIABAD-201 003 (U.P.)

### **MANUFACTURING FACILITIES**

- i) 22, FERRY FUND ROAD, PANIHATI, SODEPUR KOLKATA-700 114 (W.B.)
- ii) A-5 & A-6 SECTOR 22, MEERUT ROAD GHAZIABAD-201 003 (U.P.)
- iii) 180/176, UPEN BANERJEE ROAD KOLKATA-700 060, (W.B.)R
- iv) BIREN ROY ROAD (WEST) GANIPUR, MAHESHTALA 24 PARGANAS (SOUTH) PIN-700141, (W.B.)
- v) PLOT NO. 1-1-2A-1-1A-1/P/1/C MIDC, BUTIBORI INDUSTRIAL AREA NAGPUR- 441122, MAHARASHTRA
- vi) PLOT C-41, ROAD NO. 34, WAGLE INDUSTRIAL ESTATE, THANE 400604, MAHARASHTRA

# **WPIL**

# **WPIL Limited**

#### NOTICE OF THE ANNUAL GENERAL MEETING TO THE MEMBERS

NOTICE is hereby given that the SIXTY FIFTH ANNUAL GENERAL MEETING of the Members of the Company will be held at "Kala Kunj" (Basement) Hall, Kalamandir, 48, Shakespeare Sarani, Kolkata-70001 on Friday, the 9th day of August, 2019 at 2:00 P.M to transact the following business:

#### **ORDINARY BUSINESS:**

- 1. To receive, consider and adopt:
  - a. the Audited Financial Statements of the Company for the financial year ended March 31,2019, 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 March 31,2019, together with the Report of the Auditors thereon.
- 2. To declare Dividend.
- 3. To appoint a Director in place of Mr. V. N. Agarwal (DIN 00408731) who retires by rotation at this meeting and being eligible, offers himself for re-appointment.
- 4. To appoint a Woman Director in place of Mrs. Ritu Agarwal (DIN 00006509) who retires by rotation at this meeting and being eligible, offers herself for re-appointment.

### **SPECIAL BUSINESS**

- 5. To consider and, if thought fit, to give your assent to the following resolution as Ordinary Resolution:
  - "RESOLVED THAT the Members hereby ratify the actions of the Board of Directors pursuant to the provisions of Section 148(3) and other applicable provisions of the Companies Act, 2013, if any, read with Rule 14 (a) (ii) of the Companies (Audit and Auditors) Rules, 2014 for approving the recommendations of Audit Committee towards remuneration of Rs. 85,000/- plus applicable GST (Goods and Service Tax) and out of pocket expenses payable to Messers. D. Radhakrishnan & Co. Cost Accountants to conduct the audit of Cost records maintained by the Company in respect of 'other machinery' for the financial year ended 31st March, 2019."
- 6. To consider and, if thought fit, to give your assent to the following resolution as Ordinary Resolution:
  - "RESOLVED THAT pursuant to Sections 149,152 and other applicable provisions, if any, of the Companies Act, 2013 and Companies (Appointment and Qualification of Directors) Rules, 2014, as amended by Companies (Appointment and Qualification of Directors) Second Amendment Rules, 2018 read with Schedule IV Companies Act, 2013 (including any statutory modification (s) or enactment thereof for the time being in force) and Regulation 25 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, Mr. Rakesh Amol (DIN 01374484), who has submitted declaration of independence under Section 149(6) of the Companies Act, 2013, Companies (Appointment and Qualification of Directors) Second Amendment Rules, 2018 and Regulation 16 (1) (b) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended by (Listing Obligations and Disclosure Requirements) (Amendment) Regulations, 2018 and is eligible for appointment and in respect of whom the Company has received a notice in written from a member under Section 160 of the Companies Act, 2013 signifying his intention to propose Mr. Rakesh Amol as a candidate for the office of the Director of the Company, be and



is hereby appointed as an Independent Director of the Company to hold the office for an initial period of five years from the conclusion of Company's Sixty Fifth Annual General Meeting to the Conclusion of Seventieth Annual General Meeting and whose office shall not be liable to retire by rotation"

7. To consider and, if thought fit, to give your assent to the following resolution as Special Resolution:

"RESOLVED THAT Pursuant to the Sections 149, 152 and other applicable provisions of the Companies Act, 2013 and the Companies (appointment and Qualification of Directors) Rules, 2014, as amended by Companies (Appointment and Qualification of Directors) Second Amendment Rules, 2018 read with Schedule IV to the Companies Act, 2013 (including any statutory modification(s) or enactment thereof for the time being in force) and Regulation 25 of the Securities and Exchange Board Of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, and Regulation 17 (1A) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) (Amendment) Regulations, 2018 (effective from April 1, 2019), Mr Samarendra Nath Roy (DIN 00408742) an existing Independent Director who has submitted declaration of independence under Section 149(6) of the Companies Act, 2013, Companies (Appointment and Qualification of Directors) Second Amendment Rules, 2018 and Regulation 16 (1) (b) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended by SEBI (Listing Obligations and Disclosure Requirements) (Amendment) Regulations, 2018 and whose current term of office of five years be completed on conclusion of ensuing Sixty fifth Annual General Meeting be and is hereby re-appointed as Independent Director for a period of further five years from the conclusion Sixty fifth Annual General Meeting of the Company to the Conclusion of Seventieth Annual General Meeting of the Company notwithstanding that Mr. Samarendra Nath Roy has already attained the age of Seventy Five years as on 1st April, 2019 and that his office shall not be liable to retire by rotation"

Registered Office: Trinity Plaza, 3rd Floor 84/1A, Topsia Road (South) Kolkata-700 046

Date : 23rd May, 2019

Place: Kolkata

CIN: L36900WB1952PLC020274

By Order of the Board

U. CHAKRAVARTY General Manager (Finance) and Company Secretary

# **WPIL**

#### **NOTES:**

- A Member entitled to attend and vote at the Annual General Meeting is entitled to appoint a proxy
  to attend and vote instead of himself and such proxy need not be a Member of the Company. The proxy
  in order to be effective must reach at the Registered Office of the Company at least 48 hours before the time fixed
  for the Meeting.
  - A person can not act as a Proxy on behalf of the Members not exceeding fifty and holding in aggregate shares not more than 10 Percent of the total Share Capital of the Company. The Proxy-holder shall prove his identity at the time of attending the Meeting.
- 2. The Register of Members and Share Transfer Books will remain closed from Saturday, the 3rd August, 2019 to Friday, the 9th August, 2019 (both days inclusive).
- 3. Subject to the provisions of Section 126 of the Companies Act, 2013, dividend as recommended by the Board of Directors for the year ended 31st March, 2019, if declared, will be payable to those Members whose names appear in the Register of Members as at the close of the business on 2nd August, 2019 and in respect of shares held in dematerialized form, as per the list of beneficial owners furnished to the Company by NSDL/CDSL as at the close of business on 2nd August, 2019. The dividend warrants will be posted on or around 16th August, 2019.
- 4. Mr. U. Chakravarty, General Manager (Finance) and Company Secretary has been designated as the Compliance Officer of the Company. Members may communicate with the Compliance Officer in relation to any query pertaining to their shareholdings.
- 5. As per Section 72 of the Companies Act, 2013, the facility for making nominations is available for Members in respect of shares held by them. Members holding the shares in single name and who have not yet registered their nomination are requested to register the same by submitting the Form No. SH-13. If a member desires to cancel the earlier nomination and record fresh nomination, he may submit the same in Form No. SH-14. Nomination forms can be obtained from MCS Share Transfer Agent Limited, Registrar and Share Transfer Agent of the Company, in case they hold shares in physical form. If they hold the shares in dematerialized form, they may contact their respective depositories for such nominations. However, both the forms may be downloaded from the website of Ministry of Corporate affairs at www.mca.gov.in.
- 6. Members who hold the shares in physical form are requested to inform mandatorily their Income Tax permanent Account Number (PAN) and Bank Account particulars to the R&T Agent. For payment of dividend from financial year (2018-19 and onwards) and unclaimed dividend from financial year 2011-12 to 2017-18, Bank Account particulars should contain the information as to (a) Bank Account No. (b) Bank Name & Branch (c) self-attested one photo copy of Cheque (bearing printed name of the shareholder) (d) Reason for dividend remaining unclaimed. However, Members not having cheque bearing their printed name should provide a self-attested copy of bank passbook or statement attested by Bank Manager.
- 7. Members holding shares in physical form are requested to notify change in addresses, if any, quoting their folio numbers to the R&T Agent of the Company.
- 8. Members holding shares in multiple folios are requested to submit their application to R&T Agent for consolidation of folios into single folio.
- 9. Members holding shares in physical form are requested to note that in order to avoid any loss/interception in postal transit and also to get prompt credit of dividend through Electronic Clearing Services (ECS), they should submit their ECS details. Alternatively, Members may provide details of their bank accounts quoting their folio numbers to the R&T Agent to enable them to print such details on the dividend warrants.



- 10. Members holding shares in electronic form may please note that their bank details as furnished by the respective Depositories to the Company will be printed on the dividend warrants as per the applicable regulations of the Depositories and the Company will not entertain any direct request from such Members for change/deletion in such bank details. Further instructions, if any, already given by them in respect of shares held in physical form will not be automatically applicable to the dividend paid on shares held in electronic form. Members therefore may give instructions regarding bank accounts in which they wish to receive dividend, to their Depository participants.
- 11. In terms of the provisions of Companies Act, unpaid/unclaimed dividend relating to the financial year 2011-12 which ended on 31st March, 2012 will be transferred to the "Investor Education and Protection Fund" in the month of September, 2019.
- 12. Pursuant to the provisions of Section 124(5) of the Companies Act, 2013, dividend which remains unpaid or unclaimed for a period of 7 (seven) years is required to be transferred to the "Investor Education and Protection Fund" (IEPF) of Central Government. Members who have not yet encashed dividend from the financial year 2011-12 to 2017-18 are required to send their claims to MCS Share Transfer Agent Limited, 1st Floor ,383, Lake Gardens, Kolkata-700045 immediately along with unencashed dividend warrants lying with them. It may also be noted that once the unclaimed dividend is transferred to the IEPF as above, no claim shall lie in respect thereof.
- 13. In terms of provisions of Section 124(6) of the Companies Act, 2013, read with Rule 6 of the "Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 and Amendment Rules, 2017, all Ordinary shares in respect of which dividend have remained unpaid/unclaimed for seven consecutive years or more had been transferred by the Company to the Demat Account of IEPF Authority through Depositories by following the procedures to prescribed by Ministry of Corporate Affairs. The Company has communicated this fact in details through letter dated 16.03.2017 & 27.06.2018 sent by Registered Post to its concerned shareholders and also through advertisement in the Newspaper. To avoid further transfer of shares to IEPF Authority, Members are requested to comply with the requirements as specified in note No. 12 above.
- 14. Members whose shares have already been transferred to the Demat Account of IEPF Authority through Depositories as stated in note No. 13 above, may access to Company's website at www.wpil.co.in to find out the details and accordingly may prefer an application to Investor Education and Protection Fund Authority (IEPFA) for claiming unpaid amount and shares out of IEPF by filling on line form no. IEPF-5 pursuant to sub-section 3 of Section 125 of the Companies Act, 2013 and rule 6(13) & 8(1) of the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016. Mr.U.Chakravarty, General Manager (Finance) and Company Secretary has been designated as the Nodal Officer of the Company to coordinate between Members and IEPFA whenever required. Members may communicate with the Nodal Officer in relation to any query above matter at e-mail id uchakravarty@wpil.co.in.
- 15. The notice of the Meeting along with route map to AGM venue will be available on the Company's website http://www.wpil.co.in and the website of the National Securities Depository Limited (NSDL) at http://www.evoting.nsdl.com.
- 16. Relevant statements, pursuant to Section 102(1) of the Companies Act, 2013, in respect of items of special business are annexed hereto.
- 17. In Compliance with provisions of Section 108 of the Companies Act, 2013, read with Rule 20 of the Companies (Management & Administration) Rules, 2014, as amended the Companies (Management & Administration) Rules, 2015 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide Members facility to exercise their right to vote on all resolutions proposed to be considered at the Annual General Meeting (AGM) by electronic means and the business may be transacted through electronic voting services. The facility of casting the votes by the Members using voting system from a place other



- than the venue of the AGM ("remote e-voting") will be provided by the National Securities Depository Limited (NSDL).
- 18. The facility for voting through Polling Paper shall be made available at the AGM and the Members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through Polling Paper.
- 19. The remote e-voting period commences on Tuesday, the 6th August, 2019 at 9:00 A.M. and ends on Thursday, the 8th August, 2019 at 5:00 P.M. During this period, Members of the Company, holding shares either in physical form or in dematerialized form, as on cut-off date of, 2nd August, 2019 may cast their votes by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution cast by the Member, the Member shall not allowed to change it subsequently.
- 20. The procedure to login to e-Voting website consists of two steps as detailed hereunder:

# Step 1: Log-in to NSDL e-Voting system

- a) Visit the e-Voting website of NSDL. Open web browser by typing the URL: https://www.evoting.nsdl.com/.
- b) Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholders' section.
- c) A new screen will open. You will have to enter your User ID, your Password and a Verification Code as shown on the screen. Alternatively, if you are registered for NSDL e-services i.e. IDEAS, you can log-in at https://eservices.nsdl.com/with your existing IDEAS login. Once you log-in to NSDL e-services after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.
- d) Your User ID details will be as per details given below:
  - i) For Members who hold shares in demat account with NSDL: 8 Character DP ID followed by 8 Digit Client ID (For example if your DP ID is IN300\*\*\* and Client ID is 12\*\*\*\*\* then your user ID is IN300\*\*\*12\*\*\*\*\*).
  - ii) For Members who hold shares in demat account with CDSL: 16 Digit Beneficiary ID (For example if your Beneficiary ID is 12\*\*\*\*\*\*\*\* then your user ID is 12\*\*\*\*\*\*\*).
  - iii) For Members holding shares in Physical Form: EVEN Number followed by Folio Number registered with the company (For example if folio number is 001\*\*\* and EVEN is 101456 then user ID is 101456001\*\*\*).
- e) Your password details are given below:
  - If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
  - ii) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need enter the 'initial password' and the system will force you to change your password.
  - iii) How to retrieve your 'initial password'?
    - i. If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a pdf file. Open the pdf file. The password to open the pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The pdf file contains your 'User ID' and your 'initial password'.



- ii. If your email ID is not registered, your 'initial password' is communicated to you on your postal address.
- f) If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
  - i) Click on "Forgot User Details/Password?" (If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
  - ii) "Physical User Reset Password?" (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
  - iii) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.inmentioningyourdemataccountnumber/folionumber, your PAN, your name and your registered address.
  - iv) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL
- g) After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
- h) Now, you will have to click on "Login" button.
- i) After you click on the "Login" button, Home page of e-Voting will open.

### Step 2: Cast your vote electronically on NSDL e-Voting system.

- a) After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
- b) After click on Active Voting Cycles, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle is in active status.
- c) Select "EVEN" of WPIL Limited.
- d) Now you are ready for e-Voting as the Voting page opens.
- e) Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
- f) Upon confirmation, the message "Vote cast successfully" will be displayed.
- g) You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
- h) Once you confirm your vote on the resolution, you will not be allowed to modify your vote.
- i) Institutional shareholders (i.e other than individual, HUF, NRI etc) are required to send scan copy (PDF format/ JPG format) of relevant Board Resolution/Authority letter together with attested specimen signature of duly authorized signatory(ies) who are authorised to vote, to the Scrutinizer through e-mail to Scrutinizer pvsm17@rediffmail.com with a copy marked to evoting@nsdl.co.in
- j) In case of any query, you may refer the Frequently Asked Question (FAQs) for Members and remote e-voting user manual for Members available at the "downloads" section of www.evoting.nsdl.com or call on toll free no. : 1800-222-990.
- 21. The notice is being sent to all Members, whose names appear on the Register of Members as received from NSDL/CDSL as on Saturday, 22nd June, 2019. The dispatch of notice, Attendance Slip, Proxy Form and E-voting

# **WPIL**

- Particulars will be completed on Tuesday, 2nd July, 2019..
- 22. Any person who acquires the shares of the Company and becomes a Member of the Company after dispatch of notice and holding shares as of the cut-off date of 2nd August,2019, may obtain the login ID and password by sending a request at evoting@nsdl.co.in or mcssta@rediffmail.com.
- 23. The Voting rights shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of 2nd August, 2019
- 24. A Member may participate in AGM even after exercising his right to vote through remote e-voting, but shall not be allowed to vote again at the AGM
- 25. A person, whose name is recorded in the Register of Members or in the Register of Beneficial Owners maintained by the Depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting or voting at the AGM through Polling Paper.
- 26. The Board of Directors of the Company has appointed Mr. P.V. Subramanian, Company Secretary in whole time practice, (CP No. 2077) as a Scrutinizer for conducting the entire process of polling (both voting electronically and through Polling Paper) in a fair and transparent manner.
- 27. The Chairman shall, at the AGM, at the end of the discussion on the resolutions on which the voting is to be held, allow voting with the assistance of Scrutinizer, by the use of polling papers for all those members who are present at the AGM but have not cast their votes by availing remote e-voting facility.
- 28. The Scrutinizer after conclusion of voting at the AGM, shall first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in presence of at least two witnesses, not being in the employment of Company and shall make, not later than forty eight hours of the conclusion of AGM a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman, who shall countersign the same and declare the Results of the voting forthwith.
- 29. The Results declared along with report of Scrutinizer shall be placed on the Company's website www.wpil.co.in and on the website of NSDL immediately after the declaration of the Results by the Chairman. The Results shall also be immediately forwarded to BSE Limited, Mumbai and CSE Limited, Kolkata.

# **Request to the Members:**

- Members desiring any relevant information on the Accounts at the Annual General Meeting are requested to write to the Company at least seven days in advance, so as to enable the Company to keep the information ready.
- 2. As a measure of economy and green initiative resorted by the Company, copies of the Annual Report will not be distributed at the Annual General Meeting. Members are requested to bring their copies of Annual Report to the Meeting.
- 3. Members who hold shares in dematerialized form are requested to bring their Client ID and DP ID numbers for ensuring easy identification of attendance at the Meeting.
- 4. For convenience of the Members, attendance slip is annexed to the proxy form. Members are requested to fill in and affix their signatures at the space provided therein and handover the Attendance slip at the entrance of the place of Meeting. Proxy/Representative of a member should mark on the Attendance slip as "Proxy" or "Representative" as the case may be.