

## NOTICE CONVENING THE 41<sup>ST</sup> ANNUAL GENERAL MEETING

NOTICE is hereby given that the Forty First Annual General Meeting ('AGM') of the Members of Wendt (India) Limited will be held at 3.00 p.m. on Friday, 21<sup>st</sup> July 2023 through Video Conferencing ('VC')/Other Audio Visual Means ('OAVM') to transact the following business:

### ORDINARY BUSINESS

#### **Item No.1 - Adoption of Standalone Financial Statements**

*To consider and if deemed fit, to pass the following as an Ordinary Resolution:*

**RESOLVED THAT** the Audited Standalone Financial Statements for the year ended 31<sup>st</sup> March 2023 and the Reports of the Board and Independent Auditors' thereon be and are hereby considered, approved and adopted.

#### **Item No.2 - Adoption of Consolidated Financial Statements**

*To consider and if deemed fit, to pass the following as an Ordinary Resolution:*

**RESOLVED THAT** the Audited Consolidated Financial Statements for the year ended 31<sup>st</sup> March 2023 and the Independent Auditors' Report thereon be and are hereby considered, approved and adopted.

#### **Item No.3 - Declaration of Dividend**

*To consider and if deemed fit, to pass the following as an Ordinary Resolution:*

**RESOLVED THAT** a dividend of Rs. 50/- per equity share

of Rs.10/- each be declared for the financial year ended 31<sup>st</sup> March 2023 and that the same be paid out of the profits of the Company to those shareholders whose names appear in the Register of Members as on 14<sup>th</sup> July 2023 in case the shares are held in physical form and to the beneficial holders of the dematerialised shares as per the details provided by National Securities Depository Limited and Central Depository Services (India) Limited in case the shares are held in electronic form considering the book closure from 14<sup>th</sup> July 2023.

**RESOLVED FURTHER THAT** the interim dividend of Rs.30/- per equity share of Rs.10/- each declared by the Board of Directors and paid for the financial year ended 31<sup>st</sup> March 2023 be and is hereby confirmed.

#### **Item No.4 - Re-appointment of Mr. Muthiah Venkatachalam, Director**

*To consider and if deemed fit, to pass the following as an Ordinary Resolution:*

**RESOLVED THAT** Mr. Muthiah Venkatachalam holding DIN 07045802, who retires by rotation and being eligible for re-appointment, be and is hereby re-appointed as a Director of the Company liable to retire by rotation.

**By order of the Board  
For Wendt (India) Limited**

**Arjun Raj P  
Company Secretary**

**Place: Chennai**

**Date : April 21, 2023**

#### **Notes:**

1. The Ministry of Corporate Affairs ('MCA') vide its latest General Circular No. 10/2022 dated 28<sup>th</sup> December 2022 in furtherance to its earlier circulars 20/2020 dated 5<sup>th</sup> May 2020, Circular Nos. 14/2020 dated 8<sup>th</sup> April 2020, 17/2020 dated 13<sup>th</sup> April 2020 and 02/2022 dated 5<sup>th</sup> May 2022 has permitted companies, whose Annual General Meetings (AGM) due to be conducted on or before 30<sup>th</sup> September 2023, to hold their AGMs through Video Conferencing ('VC')/Other Audio Visual Means ('OAVM') not requiring the physical presence of the Members at a common venue.

Considering the extension provided the 41<sup>st</sup> AGM of the Company is being conducted through VC/OAVM in compliance with the provisions of the Companies Act, 2013 ('Act'), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations') and applicable circulars issued in this regard.

Members attending the AGM through VC/OAVM shall be counted for the purpose of reckoning the quorum for the meeting under Section 103 of the Act.

2. A Member entitled to attend and vote at the AGM



is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a Member of the Company. However, as this AGM is being held through VC/OAVM, physical attendance of Members is being dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM. Hence, the Proxy Form and Attendance Slip are not being annexed to this Notice and the resultant requirements for entitlement to appoint a proxy and submission of proxy form does not arise.

M/s. KFin Technologies Limited (formerly known as "KFin Technologies Private Limited"), Hyderabad, is the Company's Registrar and Share Transfer Agent ('RTA').

3. Corporate Members intending to attend the Meeting are requested to send to the Company a certified copy of the Board resolution authorising their representative to attend the AGM and vote on their behalf.
4. The Register of Members and Share Transfer Books of the Company will remain closed from Friday, 14<sup>th</sup> July 2023 to Friday, 21<sup>st</sup> July 2023 (both days inclusive) for the purpose of payment of final dividend for the financial year ended 31<sup>st</sup> March 2023. Subject to the provisions of the Act, the dividend as recommended by the Board, if declared at the meeting will be paid by Friday, 11<sup>th</sup> August 2023.
5. Dividends remaining unclaimed/unpaid for a period of seven (7) years is required to be transferred to the Investor Education Protection Fund ('IEPF'). During the year, the Company has transferred unclaimed/unencashed dividends up to the interim dividend declared for FY 2015-16 to the IEPF.

The Company has uploaded the details of unpaid and unclaimed amounts lying with it as on 31<sup>st</sup> March 2022 on the website [www.wendtindia.com](http://www.wendtindia.com) as also on the website of the Ministry of Corporate Affairs in line with the amendments made to the IEPF Rules during the year. Members can ascertain the status of their unclaimed dividend amounts from these websites.

Members who have not encashed their warrants in respect of the final dividend declared for financial year 2015-16 and subsequent dividends thereon may write to the Company Secretary or RTA immediately for claiming their dividends.

As per Section 124(6) of the Companies Act, 2013 and extant Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, the Company is required to transfer the shares in respect of which dividend has not been paid or claimed for seven consecutive years or more to the IEPF Authority. As at 31<sup>st</sup> March 2023, the Company has transferred 10,726 shares to the IEPF Authority. Further, the Company has uploaded the details of the above on its website for the information of Members.

Members are entitled to claim the shares from the IEPF Authority by making an application online along with the requisite documents in Form IEPF-5 available on the website <http://www.iepf.gov.in/IEPF/corporates.html>. Shareholders are requested to contact the Company's RTA or the Company in this regard.

Members are requested to note that the dividends declared and paid by the Company with effect from 1<sup>st</sup> April 2020 are taxed in the hands of the recipient of dividend i.e. shareholders. Hence, effective 1<sup>st</sup> April 2020 all dividends paid/ to be paid by the Company are subject to deducting tax at the applicable rate prescribed under the Income Tax Act, 1961. Members may note that in the absence of the details of the PAN, the Company would be required to deduct tax at a higher rate prescribed under the Income Tax Act, 1961. Hence, Members who have not furnished their PAN to the Company are requested to immediately submit a copy of the same. Members seeking non-deduction of tax on their dividends may submit Form 15G/15H as applicable to the Company on a yearly basis at the link <https://ris.kfintech.com/form15/>. The detailed information with respect to tax deduction at source on dividend payments including the formats of Form 15G/Form 15H for seeking exemption is available at the link <https://ris.kfintech.com/form15/> as well as <https://wendtindia.com/investors/>. Members may contact the Company Secretary in case of any clarification in this regard.

6. The Securities and Exchange Board of India (SEBI) vide its circular SEBI/HO/MIRSDMIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 has made it mandatory for holders of physical securities to furnish their PAN, email address, mobile number, bank account details and also to either register or declare opt out for nomination



facility against the shares held in the Company. Also, new forms were introduced with respect to investor servicing, the details of which are available on the website of the Company at <https://wendtindia.com/investors/>.

#### Freezing of Folios without PAN, KYC details and Nomination:

7. In terms of SEBI circular dated 16<sup>th</sup> March 2023 in pursuance of the earlier circular dated 3<sup>rd</sup> November 2021, folios wherein any one of the document/details viz. PAN, Aadhar and Nomination are not available or provided to the Company/RTA before October 01, 2023, shall be frozen and the shareholders will not be eligible to lodge grievance or avail service request from the RTA or be eligible for receipt of dividend in physical mode. After December 31, 2025, the frozen folios shall be referred by the RTA/Company to the Administering Authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002. Hence, Members are requested to provide the above details immediately to the Company/RTA in case it has not been provided so far.
8. Members are advised to intimate the details of their bank account to facilitate electronic remittance of dividend or for being incorporated in the dividend warrants. This would help avoiding fraudulent encashment of the warrants. Members may follow the process detailed below for updation of their bank account for timely receipt of dividends:
9. Members are requested to note that in terms of the SEBI (Listing Obligations and Disclosure

Requirements) Regulations, 2015 (amended from time to time), with effect from 1<sup>st</sup> April 2019, shares of the Company can be transferred only in dematerialised form. In view of the above, Members are advised to dematerialise the shares held by them in physical form. This will also eliminate all risks associated with holding securities in physical form and provide ease in portfolio management. For further information, please contact us at [investorservices@wendtindia.com](mailto:investorservices@wendtindia.com) or the RTA at [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com).

10. Registration of e-mail address by Members and details for obtaining/downloading the electronic copy of the Annual Report and Notice convening the AGM:

MCA vide its circulars dated 28<sup>th</sup> December 2022, 5<sup>th</sup> May 2022 and 5<sup>th</sup> May 2020 and SEBI vide circulars dated 5<sup>th</sup> January 2023 and 13<sup>th</sup> May 2022 has exempted companies from sending Annual Reports in physical mode. Accordingly, an electronic copy of the Annual Report is being sent to all the Members holding shares in dematerialised form and whose e-mail addresses are available with the DPs as well as to all the Members holding shares in physical mode whose e-mail addresses are registered with the Company/RTA for communication purposes. Procedure for obtaining the Annual Report, AGM notice as well as electronic voting (e-voting) instructions for Members whose e-mail addresses are not registered with the DPs or with RTA is provided herein and also available on the website of the Company. The Annual Report

Type of holder	Process for updating bank account details
<b>Physical</b>	<p>Members are requested to send the following documents to the Company's RTA by way of 'In Person Verification' (IPV) or Post to the RTA's office or electronic mode with e-sign to <a href="mailto:einward.ris@kfintech.com">einward.ris@kfintech.com</a> by providing the following:</p> <ul style="list-style-type: none"> <li>- Signed request letter mentioning the Folio No., and name of the Member;</li> <li>- Self-attested copy of PAN;</li> <li>- Self-attested copy of any address proof including Aadhar, Passport etc.;</li> <li>- Copy of share certificate(s) (front and back);</li> <li>- Cancelled cheque bearing the name of the first named shareholder;</li> <li>- Form ISR-1, Form ISR-2 &amp; Form SH-13/ISR-3 duly filled up.</li> </ul>
<b>Demat</b>	<p>Members to contact their respective DPs and register their PAN, e-mail address and bank account details in their demat account, as per the process recommended by the DP.</p>



is also available on the Company's website at <https://wendtindia.com/investors/>, website of the Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com) respectively as well as the website of RTA at <https://evoting.kfintech.com/>.

11. Additional information pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standards on General Meetings in respect of the Director seeking re-appointment at the AGM is furnished and forms part of the Notice. The Director has furnished the requisite consent/declaration for his re-appointment.
12. The business set out in the Notice would be transacted through electronic voting. Pursuant to Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, and amendments thereof, the Company e-voting facility will be made available to Members to cast their votes electronically on all resolutions set forth in the Notice convening the 41<sup>st</sup> AGM. The Company has engaged the services of M/s. KFin Technologies Limited to provide remote e-voting facility and voting facility during the AGM Instapoll to enable Members to exercise their votes in a secured

manner. The instructions for remote e-voting as well as Instapoll is provided in this Notice.

The Board of Directors have appointed Mr. R Sridharan of M/s. R Sridharan & Associates or failing him Ms. Srinidhi Sridharan of M/s. Srinidhi Sridharan Associates, Practising Company Secretaries as the Scrutiniser to scrutinise the e-voting process in a fair and transparent manner.

The Notice and the instructions for attending the AGM and exercising the voting are being sent in electronic form to all the Members whose e-mail addresses are registered with the Company/their DPs for communication purposes. For others who have not registered their e-mail addresses, please refer the instructions in Note 10 above.

In view of the exemptions provided, no physical or hard copies of the Notice and Annual Report will be sent to Members who have not registered their e-mail addresses with the Company/ RTA. However, in line with SEBI circular dated 5<sup>th</sup> January 2023, hard copy of annual report will be sent to the shareholders who request for the same. A request in this regard, can be made by sending an email to [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) or [investorservices@wendtindia.com](mailto:investorservices@wendtindia.com).

Members may follow the process detailed below for registration of e-mail addresses to obtain the Annual Report and Notice:

Type of holder	Process to be followed for registration of e-mail address
<b>Physical</b>	<p>Members are requested to send the following documents to the Company's RTA by way of 'In Person Verification' (IPV) or Post to the RTA's office or electronic mode with e-sign to <a href="mailto:einward.ris@kfintech.com">einward.ris@kfintech.com</a> or <a href="mailto:investorservices@wendtindia.com">investorservices@wendtindia.com</a></p> <ul style="list-style-type: none"> <li>- Signed request letter mentioning the Folio No., name of the Member, e-mail address and mobile number;</li> <li>- Self-attested copy of PAN;</li> <li>- Self-attested copy of any address proof including Aadhar, Passport etc.;</li> <li>- Copy of share certificate(s) (front and back);</li> <li>- Form ISR-1 duly signed for updation of KYC details including e-mail address.</li> </ul>
<b>Demat</b>	Members may contact their DPs and register or update their respective e-mail addresses in the demat account, as per the process recommended by the DP.



Members can also send the abovementioned documents addressed to M/s. KFin Technologies Limited at Selenium Building, Tower-B, Plot No. 31 & 32, Financial District, Nanakramguda, Serilingampally, Hyderabad - 500 032.

As an eco-friendly measure intending to benefit the society at large, we request you to be part of the

e-initiative and register your e-mail address to receive all communication and documents including Annual reports from time to time in electronic form to the e-mail address provided by you.

In case of any queries, Members may write to [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) or [investorservices@wendtindia.com](mailto:investorservices@wendtindia.com) by quoting their Folio number or DP and Client ID.

13. All documents referred to in the accompanying Notice shall be open for inspection during normal business hours (9.30 a.m. to 5.30 p.m.) on all working days up to the date of the AGM. The Register of Directors and Key Managerial Personnel and their shareholding and the Register of Contracts or Arrangements in which the Directors are interested, maintained under the Companies Act, 2013 will be available for inspection by the Members electronically during the meeting. Members seeking to inspect such documents can send an e-mail to [investorservices@wendtindia.com](mailto:investorservices@wendtindia.com).

Members holding shares in physical form are

requested to address all correspondence relating to their shareholding to the Company's RTA or to the Company. Members holding shares in dematerialised form may send such correspondence to their respective DPs.

#### **14. Instructions for attending the AGM and voting:**

##### **14. 1. Instructions for remote e-Voting before the AGM:**

While Members can vote electronically during the AGM, they can also avail remote e-voting facility provided by the Company for voting before the AGM. Pursuant to the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended from time to time and the provisions of Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Members are provided with the facility to cast their votes electronically, through the e-voting services provided by M/s. KFin Technologies Limited ('KFin') on all resolutions set forth in this Notice. The facility for voting will also be made available during the AGM and Members attending the Meeting who have not cast their vote(s) by remote e-voting will be able to vote during the AGM (Instapoll).

Members (individuals holding shares in demat mode) can avail remote e-voting facility, by using a single login credential in websites of Depositories/ Depository Participants.



The process and manner for e-Voting is as below:

**I. In case of individual shareholders holding shares in demat mode:**

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL	<p><b>1. User already registered for IDeAS e-Services:</b></p> <ol style="list-style-type: none"> <li>Visit URL: <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a>.</li> <li>Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under "IDeAS" section.</li> <li>A new screen will open. Enter your User ID and Password. After successful authentication, you will be able to see e-Voting services.</li> <li>Click on "Access to e-Voting" appearing on the left hand side under e-Voting services and you will be able to see e-Voting page.</li> <li>Click on options available against Company name or e-Voting service provider - Kfintech and you will be redirected to Kfintech's e-Voting website for casting your vote during the remote e-Voting period.</li> </ol> <p><b>2. User not yet registered for IDeAS e-Services</b></p> <ol style="list-style-type: none"> <li>To register, click on link: <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a></li> <li>Select "Register Online for IDeAS" or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a></li> <li>Please follow steps given in point 1.</li> </ol> <p><b>3. Directly accessing the e-Voting website of NSDL</b></p> <ol style="list-style-type: none"> <li>Open URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a></li> <li>Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section.</li> <li>A new screen will open. Enter your User ID (i.e. your sixteen digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen.</li> <li>After successful authentication, you will be redirected to NSDL website wherein you can see e-Voting page. Click on options available against Company name or e-Voting service provider - Kfintech and you will be redirected to e-Voting website of KFin Technologies Limited for casting your vote during the remote e-Voting period.</li> </ol>
Individual Shareholders holding securities in demat mode with CDSL	<p><b>1. Existing user already registered for Easi/Easiest</b></p> <ol style="list-style-type: none"> <li>Visit URL: <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or URL: <a href="http://www.cdslindia.com">www.cdslindia.com</a></li> <li>Click on New System My easi.</li> <li>After successful login of Easi/Easiest, the user will be also able to see the e-Voting Menu. The Menu will have links of ESP i.e. Kfintech portal. Click on Kfintech to cast your vote.</li> </ol> <p><b>2. User not registered for Easi/Easiest</b></p> <ol style="list-style-type: none"> <li>Option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></li> <li>Please follow the steps given in point 1.</li> </ol> <p><b>3. Directly accessing the e-Voting website of CDSL</b></p> <ol style="list-style-type: none"> <li>Visit URL: <a href="https://evoting.cdslindia.com/Evoting/EvotingLogin">https://evoting.cdslindia.com/Evoting/EvotingLogin</a></li> <li>Enter your demat account number and PAN No.</li> <li>The system will authenticate the user by sending OTP on registered Mobile and e-mail as recorded in the demat Account. After successful authentication, the user will be provided links for the respective ESP i.e. Kfintech where you can vote during the remote e-Voting period.</li> </ol>
Individual Shareholder login through their demat accounts / Website of Depository Participant	<ol style="list-style-type: none"> <li>You can also login using the login credentials of your demat account through your DP registered with NSDL/CDSL for e-Voting facility.</li> <li>Once logged-in, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature.</li> <li>Click on options available against company name or e-Voting service provider - Kfintech and you will be redirected to e-Voting website of KFin Technologies Limited for casting your vote during the remote e-Voting period.</li> </ol>



Members who are unable to retrieve User ID/password are advised to use Forgot User ID and Forgot Password options available at respective websites.

Members are advised to update their mobile number and e-mail ID with their DPs to access e-Voting facility.

**Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL:**

Login type	Help desk details
Securities held with NSDL	Please contact NSDL help desk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or contact the toll free no.:18001020990 and 1800224430
Securities held with CDSL	Please contact CDSL help desk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at: 1800 22 55 33

**ii. In case of Members other than individuals and those holding securities in physical mode**

**A. In case a Member receives an e-mail from RTA [for Members whose e-mail addresses are registered with the Company/Depository Participant(s)]:**

- i. Launch internet browser by typing the URL: <https://evoting.kfintech.com/>
- ii. Enter the login credentials (i.e. User ID and password). In case of physical folio, User ID will be Event number 7323 followed by folio number. In case of Demat account, User ID will be your DPID and Client ID. However, if you are already registered with KFin for e-voting, you can use your existing User ID and password for casting your vote.
- ii. After entering these details appropriately, click on "LOGIN".
- iv. You will now reach password change Menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character (@, #, \$ etc.). The system will prompt you to change your password and update your contact details like mobile number, e-mail address etc., on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential.
- v. You need to login again with the new credentials.
- vi. On successful login, the system will prompt you to select e-voting event i.e., Wendt (India) Limited. Now you are ready for e-voting as "cast vote" page opens.

- vii. On the voting page, enter the number of shares (which represents the number of votes) as on the cut-off date under "FOR/AGAINST" or alternatively, you may partially enter any number in "FOR" and partially "AGAINST" but the total number in "FOR/AGAINST" taken together shall not exceed your total shareholding as mentioned herein above. You may also choose the option "ABSTAIN". If the Member does not indicate either "FOR" or "AGAINST" it will be treated as "ABSTAIN" and the shares held will not be counted under either head.
- viii. Members holding multiple folios/demat accounts shall choose the voting process separately for each folio/demat account.
- ix. Voting has to be done for each item of the Notice separately. In case you do not desire to cast your vote on any specific item, it will be treated as abstained.
- x. You may cast your vote by selecting an appropriate option and click on "Submit".
- xi. A confirmation box will be displayed. Click "OK" to confirm else "CANCEL" to modify. Once you have voted on the resolution, you will not be allowed to modify your vote. During the voting period, Members can login any number of times till they have voted on the Resolution(s).
- xii. Corporate/Institutional Members (i.e. other than Individuals, HUF, NRI etc.) are also required to send scanned certified true copy (PDF) of the Board Resolution/ Authorisation Letter etc., together with attested specimen signature(s) of the duly authorised representative(s), to the Scrutiniser at [rsaevoting@gmail.com](mailto:rsaevoting@gmail.com) with a copy marked to [evoting@kfintech.com](mailto:evoting@kfintech.com). The scanned image of the above mentioned documents should be in the naming format "Wendt- 41<sup>st</sup> AGM".



**B. Members holding shares in dematerialised form whose e-mail addresses are not registered with the Company/DPs:**

- i. Please follow the steps provided in Note 10 in this Notice to obtain the User ID and password.
- ii. Please follow all steps from sl. no. (i) to sl. no. (xii) of 14.1 (ii) (A) to cast your vote by electronic means.

**C. Other Instructions:**

- i. In case of Individual Members holding securities in demat mode who becomes a Member of the Company after despatch of Notice of the Meeting and holding shares as on the cut-off date i.e. 14<sup>th</sup> July 2023 may follow the steps mentioned under point no. (i) in 14.1.
- ii. Any person holding shares in physical form and non-individual Members who becomes a Member of the Company after despatch of Notice of the Meeting and holding shares as on the cut-off date i.e., 14<sup>th</sup> July 2023 may obtain the User ID and password by sending an e-mail request to [evoting@kfintech.com](mailto:evoting@kfintech.com). If the Member is already registered with KFin's e-voting platform, then he/she can use the existing password for logging in. If the e-mail address or mobile number of the Member is registered against Folio No./DP ID Client ID, then on the home page of <https://evoting.kfintech.com/>, the Member may click "Forgot Password" and enter Folio No. or DP ID Client ID and PAN to generate a password.

If the mobile number of the Member is registered against Folio No./DP ID Client ID, the Member may send SMS: MYEPWD <space> E-Voting Even Number + Folio No. or DP ID Client ID to 9212993399.

Example for NSDL-MYEPWD <SPACE> IN12345612345678

Example for CDSL-MYEPWD <SPACE> 1402345612345678

Example for Physical-MYEPWD<SPACE> XXXX1234567890

- iii. The remote e-voting period commences on 18<sup>th</sup> July 2023 (9.00 a.m. IST) and ends on 20<sup>th</sup> July 2023 (5.00 p.m. IST). During this period, Members of the Company, holding shares either in physical form or in dematerialised form, as on the cut-off date i.e. 14<sup>th</sup> July 2023 may cast their vote electronically in the manner and process set out here in above. The remote e-voting module shall be disabled for voting thereafter. Once the vote on a resolution is

cast by the Member, the Member will not be allowed to change it subsequently.

- iv. You can also update your mobile number and e-mail address in the user profile details of the folio which may be used for sending future communication(s).
- v. In case of any queries, you may refer Help & FAQ section in <https://evoting.kfintech.com> (KFin website) or call KFin on 040-67162222; Toll Free No.1800 309 4001.

**14.2. Instructions for attending the AGM through VC:**

- a) Members can attend the AGM through the video conferencing facility provided by RTA. Members can access the facility at <https://emeetings.kfintech.com/>. Members whose email IDs are registered with the Company/ Depository Participant(s), will receive an e-mail from RTA with the User ID and password.
- b) Members are requested to follow the below procedure to join the AGM:
  - i. Launch internet browser (Chrome/ Firefox/ Safari) by typing the URL: <https://emeetings.kfintech.com>.
  - ii. Enter the login credentials.
  - iii. After logging in, click on 'Video Conference' option.
  - iv. Click on Camera icon appearing against AGM event of Wendt (India) Limited, to attend the Meeting.
- c) The facility to join the AGM through VC/OAVM will be open 30 minutes before the time scheduled for the AGM and will be available for Members on first come first served basis.
- d) In case of joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to participate and vote at the AGM.
- e) Please note that participants connecting from Mobile Devices or Tablets or through laptops or devices connecting via Mobile Hotspot may experience Audio/Video loss due to fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN connection to mitigate any kind of aforesaid glitches. Members are encouraged to join the Meeting through Laptop devices with Google Chrome for better experience.



- f) To join the meeting, Members will be required to permit the use of Camera, if any. It is suggested to use an internet facility with a good speed and bandwidth to avoid any disturbance during the meeting. The Company will not be responsible for any disruption in the proceedings caused due to technical issues including in adequate bandwidth or internet at the end of the shareholder.
- g) **AGM queries to be sent in prior to the AGM:** As the AGM is being conducted through VC/OAVM, Members who would like to express their views or ask questions can login to <https://emeetings.kfintech.com/>, click on 'Post your Questions' and post their queries in the window provided during the period 16<sup>th</sup> July 2023 to 19<sup>th</sup> July 2023. Queries received by the Company on or before 19<sup>th</sup> July 2023 shall only be considered and responded to during the AGM.
- h) **Registration as a Speaker at the AGM:** Members who would like to express their views or ask questions during the AGM will have to register themselves as a Speaker by logging in <https://emeetings.kfintech.com/>, click on 'Speaker Registration' in the window provided in the link during the period 16<sup>th</sup> July 2023 to 19<sup>th</sup> July 2023. Those Members who have registered themselves as a Speaker on or before 19<sup>th</sup> July 2023 will only be allowed to express their views or ask questions during the AGM. Speakers are requested to submit their questions at the time of registration, to enable the Company to respond appropriately.
- i) The Company reserves the right to restrict the number of questions and number of speakers depending on the availability of time for smooth conduct of the AGM. Please note that Members are entitled to attend the AGM and ask questions only if the Member continues to hold the shares as of cut-off date.
- j) A person who is not a member as on the cut-off date, should treat the Notice for information purpose only.
- Detailed instructions for joining the AGM through video conferencing is also available at <https://www.wendtindia.com/investors/>.
- 14.3 Instructions for voting during the AGM through Instapoll:**
- (i) Only those Members present during the AGM through Video Conference facility and who have not cast their vote through remote e-voting earlier are eligible to vote through e-voting in the AGM. Members who have voted through remote e-voting will be eligible to attend the AGM but will not be permitted to vote again.
- (ii) The facility to cast the vote at the AGM would be available on the left hand corner of the Video Conferencing screen in the form of a 'Thumb' sign and will be activated once the voting is announced by the Chairman during the Meeting. Members can click on the same to take them to the 'Instapoll' page.
- (iii) On clicking 'Instapoll', Members will reach the Resolution page. Please follow the instructions given to vote on the resolutions.
15. The voting rights of Members shall be in proportion to their shareholding as on the cut-off date 14<sup>th</sup> July 2023. The Scrutiniser shall immediately after the conclusion of voting at the AGM first count the votes cast at the meeting, thereafter unblock the votes cast through remote e-voting in the digital presence of at least two (2) witnesses not in the employment of the Company and make a consolidated Scrutiniser's Report of the votes cast to the Chairman of the Company. For the purpose of ensuring that Members who have cast their votes through remote e-voting do not vote again at the Meeting, the Scrutiniser will have access, after closure of the period for remote e-voting for details relating to Members as the Scrutiniser may require except the manner in which the Members have cast their votes.
- The results will be declared not later than two working days of the conclusion of the meeting. The results declared along with the Scrutiniser's Report will be placed on the Company's website [www.wendtindia.com](http://www.wendtindia.com), as well as the website of RTA i.e. <https://evoting.kfintech.com> immediately after declaration of results by the Chairman/ Authorised person and the Company shall simultaneously forward the results to NSE/ BSE for placing it on their respective websites.
16. Resolutions passed through e-voting would be deemed to have been passed as on the date of the AGM i.e. 21<sup>st</sup> July 2023.
17. Since the AGM will be held through VC/OAVM, the Route Map is not annexed to this Notice.
18. For easy and quick reference, key details required for reference by Members is annexed to this Notice.



## STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013:

As required under section 102 of the Companies Act, 2013 ('the Act'), the following statement sets out all material facts relating to the business mentioned under item no. 4 of the accompanying Notice.

Mr. Muthiah Venkatachalam, the only Director liable to retire by rotation, will retire by rotation at this AGM pursuant to Section 152(6) of the Companies Act, 2013 and being eligible has offered himself for appointment. The Company has received the requisite consent and disclosure forms from him.

Mr. Muthiah Venkatachalam is an undergraduate from University of St Andrews, United Kingdom. He has also completed M.A. (Hons.) in Management studies from St Andrews, United Kingdom. He has over a decade experience working with different organisations including The Lenton Group (Hong Kong) and The Boston Consulting Group. He is the founder and Director of Social Restaurants Private Limited and holds Directorships in Ceres Enterprises Private Limited and

Murugappa Educational and Medical Foundation. He was also involved in setting up of a dedicated team to build the Agency Channel for Retail Health Insurance for operating from 600 branches across India for Cholamandalam MS General Insurance Company Limited.

Considering his rich experience and expertise, it is desirable to continue to avail his services as a Director. Accordingly, the Board recommends the resolution in relation to the re-appointment of Mr. Muthiah Venkatachalam as a Director for approval by the Members of the Company.

### Memorandum of Interest:

Except Mr. Muthiah Venkatachalam, being the person to whom the business set out in the Notice for approval relates to, none of the other Directors or Key Managerial Personnel of the Company or their relatives are interested or concerned, financially or otherwise in the aforesaid Ordinary Resolution.

**By order of the Board  
For Wendt (India) Limited**

**Arjun Raj P  
Company Secretary**

**Place: Chennai  
Date: April 21, 2023**