

TODAYS WRITING INSTRUMENTS LIMITED



Todays Writing Instruments Ltd.

Regd. Office & Factory : Survey No. 251/2, Valsad Falia, Dadra - 396193. D&NH (U.T.). INDIA

Tel : 91-260-2669818/ 819/ 820, Fax : 91-260-2668536.

Corporate Office : 201, Hari Om Chambers, B-16, New Link Rd., Andheri (W), Mumbai - 400053, INDIA.

Tel. : 91-22-6695 4900, Fax : 91-22-6695 4910. Email: todays@todays-pens.com, Website : www.todays.co.in

Corporate Identification No. : L74999DN1992PLC000041

TWIL/2016-17/SEC/419

Date: 02/11/2017

- 1) BOMBAY STOCK EXCHANGE LIMITED
CORPORATE RELATION DEPARTMENT
P.J. TOWER DALAL STREET,
FORT, MUMBAI 400001
- 2) NATIONAL STOCK EXCHANGE OF INDIA LIMITED
EXCHANGE PLAZA, BANDRA KURLA COMPLEX,
BANDRA (E), MUMBAI-400051

Script Code: 531830

TODAYS

Dear Sir,

Re: Notice of Book Closure and Annual General Meeting for FY 2016-17

This is to inform you that the 25th Annual General Meeting (AGM) of the Company will be held on Thursday, 30th November 2017 at 10.00 a.m. at the Registered office of the Company at Survey No. 251/2, Valsad Falia, Near Jain Temple, Dadra, Dadra Nagar Haveli, (U.T.)- 396193. A copy of the notice of the AGM is attached herewith for your information and record.

The Register of Members and Share Transfer books of the Company shall remain closed from Sunday, 26th November 2017 to Wednesday, 29th November 2017 (both days inclusive).

Further, pursuant to the provisions of Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements), Regulations 2015 read with Section 108 of the Companies Act, 2013 and the Rules made thereunder, the Company is pleased to provide its members, the facility to exercise their right to vote at the 25th AGM by electronic means (remote e-voting) and the business may be transacted through e-voting services provided by National Securities Depository Limited (NSDL). The voting period begins on Sunday, 26th November 2017 at 9.00 a.m to Wednesday, 29th November 2017 at 5.00 p.m. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) i.e Thursday 23rd November 2017 may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter.

Kindly take the above information on record.

Sincerely,

For Todays Writing Instruments Limited


Compliance Officer

Encl: Notice of AGM

