CIN: L27106BR1988PLC003002 GST No.: 10AACCG5884D1ZX

Regd. Office - Sipahpur, P.S. - Ahiyapur P.O. - Bhikhanpur Kothi, 6th K.M., Darbhanga Road, Muzaffarpur, Bihar - 842 001.

O621 - 2265675 0621 - 2240571 ganeshudyog@yahoo.co.in info@ganeshsuper.com www.ganeshsuper.com

Date: 22/08/2019

To, BSE Limited, Phiroze Jee Jee Bhoy Towers Dalal Street, Mumbai - 400 001

## Scrip Code: 513448

Sub: Intimation in respect of Book Closure, 'Remote e-voting' and Submission of the Notice for the 31st Annual General Meeting and Annual Report for the financial year 2018-19.

Dear Sir/Madam,

Pursuant to Regulation 30 and 34 of the SEBI (LODR) Regulations, 2015, we are hereby appending the Notice of the 31<sup>st</sup> Annual General Meeting (AGM) of the Company for the Financial Year 2018-19 to be held on Monday, 16<sup>th</sup> September, 2019 at 1:00 p.m. at it Registered Office - Vill- Sipahpur, P/O/- Bhikhanpur Kothi, Muzaffarpur, Bihar-842001 and the Annual Report for the Financial Year 2018-19 for your information and record. The dispatch of the same commenced today.

Further, pursuant to Regulation 42 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time, and Section 91 of the Companies Act, 2013 and Companies (Management & Administration) Rules, 2014, as amended from time to time, the Register of Members and Share Transfer Books of the Company shall remain closed from Tuesday, 10th September, 2019 to Monday, 16th September, 2019 (both days inclusive) for the purpose of AGM.

Further, in terms of Section 108 of the Companies Act, 2013 read with the Companies (Management & Administration) Rules, 2014, as amended from time to time, and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time, the Company is pleased to provide its members, the facility to cast their vote electronically, on all resolutions proposed to be considered at the aforesaid AGM. The facility of casting the votes by 'the members using an electronic voting system from a place other than the venue of the AGM ('Remote e-voting') will be provided by the Central Depository Services. (India) Limited (CDSL).

Further, the facility for voting through polling paper shall be available at the AGM. The members who have already cast their vote through remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote at the AGM. The voting rights of members shall be in proportion to their shares of the paid-up equity share capital of the Company as on 'cut-off date' i.e. Monday, 9th September, 2019.



CIN: L271D6BR1988PLC003002 GST No.: 10AACCG5884D1ZX

Regd. Office - Sipahpur, P.S. - Ahiyapur P.O. - Bhikhanpur Kothi, 6th K.M., Darbhanga Road, Muzaffarpur, Bihar - 842 001.

0621 - 2265675 0621 - 2240571

ganeshudyog@yahoo.co.in info@ganeshsuper.com

m www.ganeshsuper.com

The necessary detail in respect of 'Remote e-voting' and 'cut-off date' is stated below:

SI	Particular	Date
1.	Cut-off Date for identifying the eligibility of members holding shares in physical or demat form, for Remote e- voting and voting at the AGM	9 <sup>th</sup> September, 2019
2.	Remote e-Voting Start Date and Time	Friday 13th September, 2019 at 9:00 a.m.
3.	Remote e-Voting End Date and Time	Sunday 15th September, 2019 on 5:00 p.m.

Kindly take note of the same.

Thanking You, Yours Faithfully,

For Ganesh Foundry & Castings Limited GANESH FOUNDRY & CASTINGS LTD.

Managing Diractor
Ashok Kumar Bajoria

Managing Director

Din:00713573



## **GANESH FOUNDRY & CASTINGS LIMITED**

SIPAHPUR DARBHANGA ROAD, MUZAFFARPUR

**ANNUAL REPORT F.Y. 2018-19** 

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## CORPORATE INFORMATION

## BOARD OF DIRECTORS

Shri Ashok Kumar Bajoria Managing Director DIN: 00713573

Shri Anand Kumar Bajoria Whole Time Director DIN: 00713620

Shri Shyam Sunder Bajoria Whole Time Director DIN: 01066593

Shri Dipendra Kumar Agarwal Non-Executive Independent Director DIN: 07121280

Shri Ashok Kumar Yadav Non-Executive Independent Director DIN: 07074299

Smt Lakshmi Agrawal Non-Executive Independent Director DIN: 07014396

### **BOARD COMMITTEE:-**

## a) AUDIT COMMITTEE

Shri Dipendra Kumar Agarwal (Chairman) Shri Shyam Sunder Bajoria Shri Ashok Kumar Yadav

# b) NOMINATION & REMUNERATION COMMITTEE

Shri Ashok Kumar Yadav (Chiarman) Shri Dipendra Kumar Agarwal Smt Lakshmi Agrawal

# c) STAKEHOLDERS RELATIONSHIP COMMITTEE

Smt Lakshmi Agrawal (Chairman) Shri Dipendra Kumar Agarwal Shri Shyam Sunder Bajoria

### CHIEF FINANCIAL OFFICER

Shri Aditya Apoorva

## COMPANY SECRETARY

Smt Monika Rathi

#### AUDITOR

SPSA & Co Chartered Accountants 16/1A, Abdul Hamid Street, 2nd Floor, Suite No. 2B, Kolkata – 700069

## SECRETARIAL AUDITOR

Rupa Gupta Company Secretary 52, Sankari Para Road Kolkata – 700025

#### COST AUDITOR

Kalisankar & Co Upasana Flat No. B1 P 1/6 Peary Mohan Roy Road Kolkata – 700027

#### BANKERS

HDFC Bank, Muzaffarpur State Bank of India, Muzaffarpur

#### REGISTERED OFFICE

Village- Sipahpur, P.O-Bikhanpur Kothi Darbhanga Road Muzaffarpur, Bihar-842001

Tel: 0621-2265675 Fax: 0621-2249693

Email: ganeshudyog@yahoo.co.in

### LISTED AT

**BSE** Limited

## WEBSITE

www.ganeshsuper.com

## SHARE TRANSFER AGENT

ABS Consultants Private Limited 4, B.B.D Bag (East), Stephen House, Room No. 99, 6th Floor, Kolkata – 700001 Ph No. – 033 22431043 Email – absconsultant@vsnl.net

#### CIN

L27106BR1988PLC003002

## CHAIRMAN'S SPEECH

Dear Members,

I take great pleasure in presenting you the annual report of Ganesh Foundry & Castings Limited for the FY 2018-19. It was yet another year that presented significant opportunities to the Company. We have progressively strengthened our brand and product portfolio and are well-positioned to benefit from the wider macro trends, influencing India's construction and infrastructure segments.

It is our diversified segmental presence which adds to our sustainable performance. We continue to venture into new projects targeting all the sectors of the audience. This ensures balance in marketing and increased revenue, resulting in efficient working capital base. Further, our continued presence in various ventures provides the necessary shield against industry slowdown and enhances our goodwill, which we expect to leverage in our projects.

The Company has posted a net profit of Rs. 67.33 Lakhs for the year ended 2018-19. Further, I am grateful to all our shareholders for your consistent support, and I can assure you that we in Ganesh Foundry & Castings Limited will continue to strive very hard to be worthy of your trust.

On behalf of Ganesh Foundry & Castings Limited's Board of Directors, I want to thank all our shareholders for their sustained support, and all our customers and business partners for their firm faith in our ability to deliver. Going beyond, let me also take this opportunity to thank our entire workforce, who made our growth and success in FY 2018-19 possible through their hard work and dedication. We will continue to put up a good show and achieve newer milestones going ahead.

Warm Regards, Ashok Kumar Bajoria Chairman

#### NOTICE

Notice is hereby given that 31st Annual General Meeting (AGM) of the Members of Ganesh Foundry & Castings Limited will be held on Monday, the 16th September 2019, at 1:00 P.M. at its Registered Office - Vill- Sipahpur, P/O/- Bhikhanpur Kothi, Muzaffarpur, Bihar-842001 to transact the following business:

### ORDINARY BUSINESS

- 1. To receive, consider and adopt the Standalone Audited Financial Statements of the Company for the Financial Year ended 31st March, 2019 and the Reports of the Board of Directors and the Auditors thereon for the Financial Year 31st March, 2019 and in this regard, pass the folloving resolution as Ordinary Resolution:
  - "RESOLVED THAT the audited financial statements of the company for the year ended 31st March, 2019, and the Reports of the Board of Directors and the Auditors thereon for the Financial Year 31st March, 2019 laid before this meeting, be and are hereby considered and adopted."
- To appoint a Director in place of Mr. Anand Kumar Bajoria (DIN: 00713620) Director of the Company, who retires by rotation and being eligible, offers himself for re-appointment and in this regard, pass the following resolution as Ordinary Resolution:
  - "RESOLVED THAT pursuant to the provision of Section 152 of the Companies Act, 2013, Mr. Anand Kumar Bajoria (DIN: 00713620), who retires by rotation at this meeting and being eligible for re-appointment, be and is hereby re-appointed as a Director of the Company, liable to retire by rotation."
- 3. To appoint Statutory Auditors of the Company from the conclusion of this Annual General Meeting until the conclusion of the thirty second Annual General Meeting and to fix their remuneration and in this regard, pass the following resolution as Ordinary Resolution:
  - "RESOLVED THAT pursuant to Sections 139, 142 of the Companies Act, 2013 ("Act") and other applicable provisions, if any, of the said Act and Companies (Audit and Auditors) Rules, 2014 made thereunder and other applicable rules, if any, under the said Act (including any statutory modification(s) or re-enactment thereof for the time being in force) M/s. SPSA & Co., (FIRM REGN. NO: 019888N), Chartered Accountants, Kolkata, be and is hereby appointed as the Statutory Auditors of the Company for one (1) year from the conclusion of this Annual General Meeting till the conclusion of thirty second Annual General Meeting at such remuneration and out of pocket expenses, as maybe determined and recommended by the Audit Committee in consultation with the Auditors and duly approved by the Board of Directors of the Company."

"RESOLVED FURTHER THAT any of the Director or Company Secretary of the Company, be and are hereby authorized to do such act, deeds and things and to file necessary e – forms with the concerned Registrar of Companies, to give effect to the aforementioned resolution."

#### SPECIAL BUSINESS

4. Ratification of Cost Auditors' Remuneration for the Financial Year 2019-20

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

"RESOLVED THAT, in accordance with the provisions of Section 148 of the Companies Act, 2013 and Rule 6(2) of the Companies (Cost Records and Audit Rules) 2014 and other applicable provisions of the Companies Act, 2013 read with rules made thereunder (including any statutory modification(s) thereto or re-enactment thereof, for the time being in force), the

remuneration of M/s Kalisankar & Co, Cost Accountants, appointed by the Board of Directors of the Company as the Cost Auditors to conduct audit of Cost Records maintained in respect of all applicable products of the Company for the financial year 2019-20, at 35000/- (exclusive of Goods and Service Tax & re-imbursement of out of pocket expenses), be and is hereby ratified."

## 5. To Re-appoint Mr. Ashok Kumar Bajoria (DIN: 00713573) as Managing Director

And in this connection to consider, and if thought fit, to pass, the following Resolution as Special Resolution:

"RESOLVED THAT pursuant to provisions of section 196, 197 and 203 read with schedule V and other applicable provisions, if any, of the Companies Act 2013, and the Companies (Appointment and Remuneration of Managerial Personnel) rules, 2014 (including any statutory modifications or re-enactment(s) thereof, for the time being in force); Mr. Ashok Kumar Bajoria (DIN: 00713573) be and is hereby re-appointed as the Managing Director of the Company for a further period of 5 (five) years from the expiry of his present term, that is 1st April, 2019 and thus for a period covering from 1st April, 2019 to 31st March, 2024 on the terms and conditions including remuneration, benefits and perquisites as recommended by the Nomination and Remuneration Committee and as approved by the Board with details as under:

#### A. REMUNERATION:

- a) Salary: Rs.50,000/- per month, increment of which shall be determined by Nomination and Remuneration Committee. However, Managing Director is at liberty to take lesser remuneration, if he so decides, considering the overall financial conditions / constraints of the Company.
- b) Perquisites, benefits and reimbursement of expenses: Shall be allowed in addition to salary which shall be as under:-
  - House Rent Allowance or Rent free accommodation whether furnished or unfurnished.
  - Reimbursement of actual medical expenses incurred including cost of medicines, hospitalization, nursing home and surgical charges and including medical insurance premiums for self and family.
  - iii. Leave travel concession: Leave travel concessions once in a year in respect of self and family not exceeding two month's salary.
  - iv. Leave: Leave with full pay or encashment thereof as per rules of the Company for a maximum amount equal to one month's salary.
  - Club Fees: Payment of Club Fees and expenses subject to maximum of two clubs. This will not include admission and life membership fees.
  - Gas, Electricity and Water at his residence on actual basis.
  - vii. Telephone at residence and/or mobile phone and internet charges, if any, including cost of telephone instruments / handsets.
  - viii. Motor Cars: Provision of Company maintained maximum three motor cars with Driver.
  - ix. Personal Accident Insurance: Personal Accident Policy of such amount as may be decided by the Board of Directors, premium of which shall not exceed Rs.1,00,000/- per annum.
  - x. Gratuity: Gratuity at the rate of half month's salary for each year of completed service and the same shall be payable to him from the date of his first appointment as Managing Director of the Company.
  - xi. He shall also be entitled to reimbursement of reasonable entertainment expenses incurred for the business of the Company and expenses for travelling, boarding and lodging for spouse and attendant(s) during business trips.
  - xii. Other Benefits and remuneration (not covered above): Subject to overall ceiling on remuneration mentioned here below and as specified under the provisions and rules of the Companies Act, 2013 as applicable and effective from time to time. The Managing Director may be given other remuneration, bonus, share in profits, commission, allowances, benefits and perquisites as the Board of Directors may from time to time decide.
  - xiii. As per Articles of Association of the Company, Mr. Ashok Kumar Bajoria, shall not be liable to retire by rotation.

xiv. The aforesaid perquisites and allowances shall be evaluated, wherever applicable, as per the provisions and rules of Income Tax Act, 1961 and in the absence of any such provisions and rules; the perquisites and allowances shall be evaluated at the actual cost.

#### B. OVERALL REMUNERATION:

The aggregate of salary, remuneration and perquisites etc. as above for any financial year shall not exceed the limits prescribed from time to time under section 197 and 198 of Companies Act, 2013 read with Schedule V to the said act as may be in force for the time being and/or any other applicable law, if any. C.

## C. MINIMUM REMUNERARTION:

In the event of loss, absence or inadequacy of profit in any financial year during the currency of tenure of Mr. Ashok Kumar Bajoria as Managing Director, the remuneration aforesaid shall be such amount as prescribed under the applicable provisions and rules of Company's Act, 2013 and/or any other applicable law, if any.

"RESOLVED FURTHER THAT pursuant to Section II of Part II of Schedule V and other applicable provisions of the Act, if any, the Board be and is hereby authorized to pay Mr. Ashok Kumar Bajoria, Managing Director of the company, the remuneration specified supra, as minimum remuneration in case the Company has no profits or its profits are inadequate during any of the five financial years mentioned hereinabove and for the said purpose the Board be and is hereby authorized to approach the relevant authorities and obtain the necessary approvals as and when necessary."

"RESOLVED FURTHER THAT the Board be and is hereby authorized to increase, vary, amend the remuneration within the overall ceiling as provided under Section 197 of the Companies Act, 2013 or such other limits as may be prescribed from time to time or such other remuneration as may be approved by the Board in case the Company does not have any profits or has inadequate profits and also other terms of appointment as deemed expedient or necessary during the tenure mentioned hereinabove as may be prescribed by the authorities giving their sanction or approval, if any."

"RESOLVED FURTHER THAT for the purpose of giving effect to the aforesaid resolution, the Board of Directors of the Company be and is hereby authorized to do all such acts, deeds and things, as it may in its absolute discretion deem necessary, proper or desirable and to settle any question, difficulty or doubt that may arise in the said regard."

By Order of the Board of Director For Ganesh Foundry & Castings Limited

> Sd/-Monika Rathi Company Secretary ICSI Membership No. - A43655

## REGISTERED OFFICE:

Vill- Sipahpur, P/O/- Bhikhanpur Kothi, Muzaffarpur, Bihar -842001 CIN No: L27106BR1988PLC003002 Website: www.ganeshsuper.com Email Id: ashiyaplaza@gmail.com

Place: Muzaffarpur, Date: 05.08.2019

#### NOTES:

- A MEMBER ENTITLED TO ATTEND AND VOTE AT THE ANNUAL GENERAL MEETING (MEETING)
  IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF/HERSELF AND
  A PROXY NEED NOT BE A MEMBER OF THE COMPANY. The proxy form should be duly filled in all
  respect, in order to be effective, should be lodged with the Company at its Registered Office not less
  than 48 hours before the commencement of the meeting.
  - In terms of Rule 19 of the Companies (Management and Administration) Rules, 2014, a person can act as a proxy on behalf of Member not exceeding 50 and holding in aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A member holding more than ten percent of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.
- 2. Relevant Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 read with Regulation 17 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), which sets out details relating to Special Business at the meeting, is annexed hereto. A Ballot Form is also enclosed.
- 3. Pursuant to the provision of section 91 of the Companies Act, 2013 read with Rule 10 of Companies (Management and Administration) Rules, 2014 and pursuant to Regulation 42 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015 the Register of members and share transfer books of the Company will remain closed from Saturday, 7th September, 2019 to Monday, 16th September, 2019 (both days inclusive) for the purpose of Annual General Meeting.
- 4. Corporate Members intending to send their authorised representative(s) to attend the meeting are requested to send to the Registered Office of the Company a duly certified copy of the Board Resolution, pursuant to Section 113 of the Companies Act, 2013, to attend and vote on their behalf at the Annual General Meeting.
- Members who holds shares in physical form in multiple folios, in identical names or joint holding in the same order of names are requested to send share certificates to Share Transfer Agent of the Company, for consolidation into a single folio.
- 6. To support the 'Green Initiative', we request the Members of the Company to register their Email Ids with their DP or with the Share Transfer Agent of the Company, to receive documents /notices electronically from the Company in lieu of physical copies. Please note that, in case you have already registered your E-mail, you are not required to re-register unless there is any change in your Email Id. Members holding shares in physical form are requested to send email at ashiyaplaza@gmail.com to update their Email Ids.
- Members / Proxies are requested to bring the Attendance Slip duly filled in along with their copy of Annual Report at the Meeting. Route Map along with the landmark is forming part of this Annual Report.
- In case of joint holders attending the Meeting, only such joint holder who is higher in th order of names will be entitled to vote.
- 9. As per Securities and Exchange Board of India (SEBI) Notification No. SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018 and further amendment vide Notification No. SEBI/LAD-NRO/GN/2018/49 dated 30th November, 2018, requests for effecting transfer of securities (except in case of transmission and transposition of securities) shall not to be processed from 1st April, 2019 unless the securities are held in the dematerialised form with the depositories. With the said changes which came into effect from 1st April, 2019 Equity shares of the Company shall be eli ible

for transfer only in dematerialised form. Therefore, the Members are requested to take necessary actions to dematerialise their physical Equity Shares of the Company promptly.

- 10. SEBI has mandated submission of Permanent Account Number (PAN) by every participants in securities market for transaction of transfer, transmission/ transposition and deletion of name of deceased holder. Members holding shares in demat form are, therefore, requested to submit PAN details to the Depository Participants with whom they have demat accounts. Members holding shares in physical form can submit their PAN details to the Registrar & Share Transfer Agent of the Company i.e. ABS Consultants Private Limited.
- 11. The Register of Directors and Key Managerial Personnel and their shareholding, maintained under Section 170 of the Companies Act, 2013 will be made available for inspection at the venue of the Meeting by the Members attending the Meeting.
- 12. The Register of contracts or arrangements, in which Directors are interested shall be produced at the commencement of the Meeting of the Company and shall be remain open and accessible during the continuance of the Meeting to any person having the right to attend the Meeting.
- 13. Members who hold shares in dematerialised form are requested to bring their DP ID and Clie .\* ID numbers for easy identification of attendance at the meeting.
- 14. Re-appointment of Directors (Disclosure under Regulation 36(3) Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015 (including any statutory modification(s) or re- enactment(s) thereof for the time being in force)and Secretarial Standard 2 issued by the institute of Company Secretaries of India are set out in the Annexure to the Explanatory Statement).

At the meeting, Mr. Anand Kumar Bajoria retries by rotation and being eligible, offers himself for re-appointment. The Board of Directors of the Company recommends his re-appointment. The information or brief profile to be provided for the aforesaid Director is set out in the Annexure to the Explanatory Statement.

- 15. Electronic copy of the Annual Report for 2018-19 is being sent to all the Members whose Email Ids are registered with the Company/Depository Participants(s) for communication purposes unless any member has requested for a hard copy of the same. For Members who have not registered their Email Ids, physical copies of the Annual Report for 2018-19 are being sent in the permitted mode.
- 16. Members may also note that the Notice of the 31st Annual General Meeting and the Annual Report for 2018-19 will also be available on the Company's website <a href="www.ganeshsuper.com">www.ganeshsuper.com</a> for down odd. The physical copies of the aforesaid documents will also be available at the Registered Office c. the Company during office hours on all working days between 11:00 a.m. to 1:00 p.m., expect Sundays and holidays. Even after registering for e-communication, Members are entitled to receive such communication in physical form, upon making a request for the same, free of cost. For any communication, the Members may also send requests to the Company's investor services Email Id: <a href="mailto:ashiyaplaza@gmail.com">ashiyaplaza@gmail.com</a>.
- 17. In Compliance with provision of Section 108 of the Companies Act, 2013, read with Rule 20 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015 (including any statutory modification(s) or re- enactment(s) thereof for the time being in force) and secretarial Standard 2 issued by the Institute of Company Secretaries of India, as amended from time to time, the Company is pleased to provide Members with the facility to exercise their right to vote on resolutions to be considered at the 31st Annual General Meeting by electronic means and the business may be transacted through e-voting services. The facility of casting the votes by the Member using an electronic voting system from a place other than venue of the meeting ("remote e-voting") will be provided by CDSL.

- 18. The facility for voting through ballot paper shall be made available at the Meeting 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 ballot paper.
- 19. The Members who have cast their vote by remote e-voting prior to the Meeting may also attend the Meeting but shall not be entitled to cast their vote again.

## 20. Voting process and other instructions regarding remote e-voting:

The remote e-voting period commences on Friday 13th September, 2019 at 9:00 a.m. and ends on Sunday 15th September, 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 the cut-off date i.e. Monday, 9th September, 2019, may cast their votes electronically. The e-voting module shall be disabled by the CDSL for voting thereafter.

### Section A: Voting Process

The Members should follow the following steps to cast their votes electronically:

Step 1 Open your web browser during the voting period and log on to the e-voting website:

www.evotingindia.com

Step 2 Click on "Shareholders" tab to cast your vote(s).

Step 3 Please enter User ID -

For account holders in CDSL: Your 16 digits beneficiary ID. a.

b. For account holders in NSDL: Your 8 Character DP ID followed by 8 digits Client ID. Members holding shares in Physical form should enter Folio Number registered with C.

the Company.

Step 4 Enter the Image Verification as displayed and Click on "LOGIN".

Step 5 If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any company, then your existing password is to be used. If you have forgotten the password, then enter the User ID and the image verification code and click on "FORGORT PASSWORD" and enter the details, as

prompted by the system.

Step 6 Follow the steps given below if you are:

6:1 Holding shares in Demat Form or Physical Form and are first time user:

PAN Enter your 10 digit alpha-numeric \*PAN issued by Income Tax Department

(Applicable for both demat shareholders as well as physical shareholders)

\*Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN field.

In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the

PAN field.

DOB Enter the Date of Birth as recorded in your demat account or in the company records

for the said demat account or folio in dd/mm/yyyy format.

Enter the Dividend Bank Details as recorded in your demat account or in the company Dividend Bank

records for the said demat account or folio.

Details Please enter the DOB or Dividend Bank Details in order to login. If the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field.

After entering these details appropriately, click on "SUBMIT" tab. 6:2

6:3 For Demat Holding

> Members holding shares in demat form will now reach "PASSWORD CREATION" menu wherein they are required to create their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not