



Date: 11.03.2024

BSE Limited
Phiroze Jeejeebhoy Towers
Dalal Street, Fort
Mumbai - 400 001.

Ref: PG Foils Limited (BSE Code 526747)
Scrip ID: PGFOILQ

Sub: Postal Ballot Notice – Disclosure under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”)

Dear Sir / Ma’am,

This is further to our letter dated January 9, 2024 informing the Stock Exchange about the decision of the Board of Directors of the Company for Re-appointment of Mr. Pankaj Raj Shah (DIN 00160558) as a Managing Director for a period of 5 years from January 17, 2024 up to January 16, 2029. In terms of Regulation 30 of the SEBI Listing Regulations, we enclose a copy of postal ballot notice seeking the approval of members for his re-appointment by way of special resolution.

In compliance with Ministry of Corporate Affairs General Circular Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020, 22/2020 dated June 15, 2020, 33/2020 dated September 28, 2020, 39/2020 dated December 31, 2020, 10/2021 dated June 23, 2021, 20/2021 dated December 8, 2021, 02/2022 dated May 5, 2022 and 11/2022 dated December 28, 2022 and 09/2023 dated September, 2023 this postal ballot notice is being sent only through electronic mode to those members whose e-mail addresses are registered with the Company/Depositories and whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories as on the Cut-off date i.e. Friday, March 08, 2024 (“Cut-off date”).

The Company has engaged the services of Central Depository Services (India) Limited (“CDSL”) to provide remote e-voting facility to its Members. The remote e-voting period commences from 9:00 a.m. (IST), Thursday, March 14, 2024 and ends at 5.00 p.m. (IST), Saturday, April 13, 2024. The e-voting module shall be disabled by CDSL thereafter. Communication of assent or dissent of the Members would only take place through the remote e-voting system.

This Postal Ballot Notice will also be available on the Company’s website www.pgfoils.in and on the website of CDSL <https://www.evotingindia.com>

Thanking you

Yours faithfully,

For PG FOILS LIMITED

Bhawana Songara
(Company Secretary)
Membership No. 54416



P G Foils Limited

CIN- L27203GJ1979PLC008050

Registered Office:

6, Neptune Tower Ashram Road
Ahmedabad, Gujarat - 380009 IN

Website: www.pgfoils.in

Contact Number: 079-26587606, 26587285

Email ID: pgfoils@pgfoils.in

NOTICE OF POSTAL BALLOT

To,
The Members of P G FOILS LIMITED

NOTICE is hereby given pursuant to Section 110 read with Section 108 of the Companies Act, 2013 (“**Act**”) and other applicable provisions, if any, of the Act and Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 (“**Rules**”), Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI Listing Regulations**”) and the Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India (“**SS-2**”), as amended from time to time, read with the General Circular Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020, 22/2020 dated June 15, 2020, 33/2020 dated September 28, 2020, 39/2020 dated December 31, 2020, 10/2021 dated June 23, 2021, 20/2021 dated December 8, 2021, 02/2022 dated May 5, 2022 and 11/2022 dated December 28, 2022 and 09/2023 dated September, 2023 issued by the Ministry of Corporate Affairs (“**MCA**”) (hereinafter collectively referred to as “**MCA Circulars**”), that the resolution seeking approval for re-appointment of **Mr. PANKAJ RAJ SHAH (DIN 00160558)** as a Managing Director, is proposed to be passed as a Special Resolution, by the Members of P G Foils Limited (“**Company**”) through Postal Ballot by voting through electronic means (“**remote e-voting**”) only.

This Notice:

- is being sent only through electronic mode to those Members whose e-mail addresses are registered with the Company/ Depositories. Hard copy of notice along with Postal Ballot Form and pre-paid business reply envelope will not be sent to the Members for this Postal Ballot and Members are required to communicate their assent or dissent through the remote e-voting system only and
- will also be available on the Company’s website www.pgfoils.in and websites of the Stock Exchanges, i.e. BSE Limited at www.bseindia.com.

The **Explanatory Statement** in terms of the provisions of Section 102 of the Act which sets out details relating to special business to be transacted forms part of this Notice.

Remote E-Voting: Shareholders are requested to read the instructions in the Notes under the section “Remote E-Voting: Procedure” in this Notice to cast their vote electronically. The details of the same are as below:

Cut-off date : Friday, March 08, 2024
[for determining the Members entitled to vote on
the resolution set forth in this Notice]

Remote e-voting period
[During this period, members of the
Company as on the cut-off date may
cast their vote by remote e-voting]

Commence from	:	9:00 a.m. (IST), Thursday, March 14, 2024
End at	:	5.00 p.m. (IST), Saturday, April 13, 2024

URL for remote e-voting: : <https://www.evotingindia.com/>

SPECIAL BUSINESS:

RE-APPOINTMENT OF MR. PANKAJ RAJ SHAH (DIN 00160558) AS A MANAGING DIRECTOR

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

“RESOLVED THAT pursuant to the provisions of Sections 196, 197 and 203 read with Schedule V of the Companies Act, 2013, the Rules made thereunder and other applicable provisions of the Companies Act, 2013 [including the rules, notifications, circulars, guidelines etc. issued thereunder] [“the Act”], the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 [“SEBI Listing Regulations”] and other applicable provisions, if any, [including any statutory amendment(s) or modification(s) or re-enactment(s) thereof, for the time being in force], and in line with the Memorandum & Articles of Association of the Company and on the recommendation of the Nomination and Remuneration Committee [“NRC”] and the Board of Directors of the Company [hereinafter referred to as the “Board”, which term shall be deemed to include any Committee constituted / empowered / to be constituted by the Board from time to time to exercise its powers conferred by this resolution], and Remuneration Policy of the Company, Mr. Pankaj Raj Shah [DIN:00160558], be and is hereby re-appointed as the Managing Director of the Company with effect from January 17, 2024, until January 16, 2029 [both days inclusive], on the terms as to remuneration and otherwise as set out in the Explanatory Statement and with authority to the Board to alter and vary the terms and conditions in such manner as may be agreed to between the Board and Mr. Pankaj Raj Shah in the best interest of the Company, subject to the limits approved by the Members and restrictions, if any, contained in the said Act or otherwise as may be permissible by law.

“RESOLVED FURTHER THAT the Board and Key Managerial Personnel except for Mr. Pankaj Raj Shah and are hereby severally authorized to do all such acts, deeds, matters and things as may be deemed necessary, desirable, proper or expedient for the purpose of giving effect to the resolution.”

By Order of the Board of Directors
For P G Foils Limited

Bhawana Songara
Company Secretary
Membership No.: A54416

Place: Pipalia Kalan
Date: March 11, 2024

Registered Office:
6, Neptune Tower Ashram Road
Ahmedabad, Gujarat - 380009 IN
Website: www.pgfoils.in
Contact Number: 079-26587606, 26587285
Email ID: pgfoils@pgfoils.in
CIN- L27203GJ1979PLC008050

**EXPLANATORY STATEMENT
(Pursuant to Section 102 of the Companies Act, 2013)**

The following statement sets out all material facts relating to the special business mentioned in this Notice:

ITEM NO. 1:

RE-APPOINTMENT OF MR. PANKAJ RAJ SHAH (DIN 00160558) AS A MANAGING DIRECTOR

Current Term

Mr. Pankaj Raj Shah was appointed as a Managing Director on the Board of the Company for a term of five years commencing from January 17, 2019, through January 16, 2024.

Proposal & Rationale for re-appointment

The Nomination and Remuneration Committee and Board recommends Mr. Pankaj Raj Shah's candidature as a Managing Director for term of 05 (Five) years [i.e., from January 17, 2024 through January 16, 2029] considering her vast experience and contribution to the Company, more particularly as described below:

a) His role, core skills and expertise, domain knowledge, diverse experience, positive attributes, and Independence

Mr. Pankaj Raj Shah's extensive experience serves as a reservoir of expertise and insight. His hands-on involvement in various aspects of the aluminum foil sector has provided him with a deep appreciation for the nuances that drive success in this competitive landscape. With a keen eye for strategic opportunities and operational efficiencies, he has contributed significantly to the Company's growth trajectory.

b) His Attendance at Company Meetings

His commitment to his role and responsibility as a Managing director is showcased through the time committed in participation and deliberations at Company meetings. Mr. Pankaj Raj Shah's attendance at Board and General meetings of the Company held during his tenure:

Financial Year	Attendance at		
	Board Meetings		AGM
	Held	Attendance (%)	Attendance
2023-24	7*	100	#
2022-23	6	100	ATTENDED
2021-22	6	100	ATTENDED
2020-21	4	100	ATTENDED
2019-20	5	100	ATTENDED

* till January 16, 2024

to be held on or before September 30, 2024

c) Brief profile: Annexed to this Notice.

d) Confirmations: Mr. Pankaj Raj Shah has confirmed that:

- i) He is qualified to be appointed as a Director in terms of provisions of Section 164 of the Act and has provided his consent to act as a Director;

ii) He is not debarred from holding the office of Director by virtue of any order of Securities and Exchange Board of India and any other competent regulatory authority.

e) Proposed Remuneration:

Basic Salary: ₹ 105000/- [Rupees One Lakh Five Thousand only] per Month with such increments as the Board may decide from time to time.

Perquisites:

- (i) Other Expenses: Entertainment, travelling and all other expenses incurred for the business of the Company as per policy of the Company.
- (ii) Other Allowances/benefits, perquisites: Any other allowances, benefits and perquisites as per the Rules applicable to the Senior Executives of the Company and/or which may become applicable in the future and/or any other allowance, perquisites as the Board from time to time decides.

f) Disclosure of Interest:

None of the Director(s) and Key Managerial Personnel of the Company or their respective relatives, except Mrs. Manju P Shah, Mr. Sahil P Shah and Mrs. Sakshi Sahil Shah and their relatives are concerned, or interested in the said resolution.

- g) Subject as aforesaid, Mr. Pankaj Raj Shah, Managing Director, shall be governed by such other Rules as are applicable to the Senior Executives of the Company from time to time.
- h) The aggregate of the remuneration and perquisites as aforesaid in any financial year shall not exceed the limit specified under applicable provisions of the Act or otherwise as may be permissible by law.

The Board hereby recommends the same for approval of the Members via an Special Resolution.

By Order of the Board of Directors
For P G Foils Limited


Bhawana Songara
Company Secretary
Membership No.: A54416

Place: Pipalia Kalan
Date: March 11, 2024

Registered Office:
6, Neptune Tower Ashram Road
Ahmedabad, Gujarat - 380009 IN
Website: www.pgfoils.in
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Email ID: pgfoils@pgfoils.in
CIN- L27203GJ1979PLC008050

Annexure-A**DETAILS OF DIRECTORS SEEKING RE-APPOINTMENT**

[Pursuant to Regulation 36(3) of the SEBI Listing Regulations and Secretarial Standard-2 on General Meetings]

Name of Director	Mr. Pankaj Raj Shah DIN: 00160558	
Date of Birth	15.07.1956	
Age	67 Years	
Nationality	Indian	
Qualification	Qualification: MBA degree in Finance (IIM Ahmedabad)	
Experience	He has rich experience across different facets of the aluminum foils industry positions him as a subject matter expert. His insights into manufacturing processes, quality control, supply chain management, and market trends contribute to the company's ability to deliver exceptional products and services to its customers.	
Last Remuneration Drawn	105000/- Per Month	
Date of first appointment on the Board	17.01.2009	
No. of shares held in the Company	825053 Equity Shares	
Relationship with other Directors, Manager and other Key Managerial Personnel of the Company	-Father of Mr. Sahil P Shah (Whole Time Director) -Father-in-law of Mrs. Sakshi Sahil Shah (Non-Executive Director) -Husband of Manju P Shah (Promoter Group)	
No. of Board Meetings attended/ held during Financial Year (2023-24)	7* out of 7 * till January 16, 2024	
List of other listed Companies in which Directorship is held	Jinendra Commercials Company Pvt Ltd Prem Foils Limited Prem Nagar Industrial Estate Company Private Limited P.G.Ware Housing Company Private Limited Madras Alucon Private Limited Prem Alucon Private Limited	
Chairman/ Member of the Committee of the Board of Directors of our Company	Corporate Social Responsibility Committee- Chairman Shareholders/Investor Grievance Committee- Member	
Board/Committee position held in other listed companies	NIL	

Notes:

DISPATCH OF NOTICE / ELIGIBILITY TO RECEIVE NOTICE & VOTE

- 1) An Explanatory Statement pursuant to Section 102(1) of the Companies Act, 2013 (“the Act”) setting out all material facts and reasons for the proposal set out relating to the Resolution No. 1 as mentioned in this Postal Ballot Notice is annexed herewith.
- 2) In terms of the requirements of the MCA Circulars, the Company is sending this Notice only in electronic form to those members whose name appear in the Register of Members/List of Beneficial Owners as received from Depositories as on Friday, March 08, 2024 (Cut-off Date) and whose email addresses are registered with the Company/Depository/Depository Participants/ or who will register their email address in accordance with the process outlined in this Notice. The voting rights of the Members shall be in proportion to their share of the paid-up Equity share capital of the Company as on the Cut-Off Date i.e. Friday, March 08, 2024.
- 3) Only those Members whose name are appearing in the Register of Members/List of Beneficial Owners as on the Cut-off Date shall be eligible to cast their votes through postal ballot by remote e-voting. A person who is not a Member on the Cut-Off Date should treat this Notice for information purposes only.
- 4) It is however, clarified that all Members of the Company as on the Cut-off Date (including those Members who may not have received this Notice due to non-registration of their email addresses with the Company/ /Depositories) shall be entitled to vote in relation to the aforementioned Resolutions in accordance with the process specified in this Notice.
- 5) As required by Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 read with the MCA Circulars and the Listing Regulations, the details pertaining to this Postal Ballot will be published in one English daily newspaper (in English language) and one daily newspaper circulating in Gujrat (in vernacular language i.e. Gujrati).

REMOTE E-VOTING

- 6) In compliance with the provisions of Sections 108 and 110 of the Companies Act, 2013 read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014, various circulars issued by the MCA from time to time and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide e-voting facility to its Members to enable them to cast their votes electronically. The Company has engaged the services of Central Depository Services (India) Limited (CDSL) to provide e-voting facility to its Members. The Members may refer ‘INSTRUCTIONS FOR E-VOTING’ section of this notice for more details.
- 7) The remote e-voting shall commence on March 14, 2024 at 9:00 a.m. (IST) and shall end on April 13, 2024 at 5:00 p.m. (IST). During this period, Members of the Company holding shares in physical or electronic form as on the Cut-Off Date may cast their vote electronically. The remote e-voting module shall be disabled by CDSL for voting thereafter.
- 8) During the e-voting period, Members can login to CDSL’s e-voting platform any number of times till they have voted on the Resolution. Once the vote on the Resolution is cast by a Member, whether partially or otherwise, the Member shall not be allowed to change it subsequently or cast the vote again.
- 9) The vote in this Postal Ballot cannot be exercised through proxy.

SCRUTINISER

- 10) The Board of Directors of the Company has appointed CS Manish Sancheti, Practicing Company Secretary (Membership No. FCS 7972 & CP No. 8997), Proprietor of M/s M Sancheti & Associates, Company Secretaries, Jaipur as the Scrutinizer to scrutinize the postal ballot process in a fair and transparent manner.

- 11) The Scrutinizer will submit his report to Chairman of the Company or in his absence to any other designated Director or the Company Secretary after completion of scrutiny of Postal Ballot within Two working days from the last date of e-voting. The Scrutinizer's decision on the validity of votes cast will be final.
- 12) The results of voting by Postal Ballot will be announced within Two working days from the last date i.e. April 13, 2024 of e-voting. Additionally, the result will be posted on Company's website at www.pgfoils.in and will be communicated to BSE Limited simultaneously.

AUTHORISED REPRESENTATIVE

- 13) Institutional Shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail and to the Company at the email address viz; pgfoils@pgfoils.in. Institutional Shareholders (i.e., other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Authority / Authority Letter etc. by clicking on "Upload Board Resolution / Authority Letter" displayed under "e-voting" tab in their login.

INSPECTION OF DOCUMENTS

- 14) Members desirous of inspecting the documents referred to in the Notice or Explanatory Statement may send their requests to pgfoils@pgfoils.in from their registered email addresses mentioning their names, folio numbers/DP ID and Client ID, until last date of remote e-voting of this Postal Ballot.
- 15) Resolution passed by the Members through Postal Ballot is deemed to have been passed effectively at a General Meeting of the Members. The Special Resolution shall be declared as passed if the number of votes cast in favour of the Special Resolution are not less than three times the number of votes cast against the Special Resolution.

DECLARATION OF VOTING RESULTS

- 16) The results declared, alongwith the Scrutinizer's Report, shall be :
- a) placed on the Company's website www.pgfoils.in
 - b) placed on the website of CDSL www.evotingindia.com
 - c) displayed on the notice board at the Registered Office of the Company, immediately after the declaration of the result by the Chairman or a person authorised by him in writing
 - d) forwarded to the Stock Exchanges where the Company's Equity shares are listed viz. BSE Limited ('BSE') and be made available on the website of BSE viz. www.bseindia.com
- 17) The last date specified by the Company for receipt of e-voting shall be the date on which the Resolution would be deemed to have been passed, if approved by the requisite majority.

INSTRUCTIONS FOR E-VOTING:

The voting period begins on Thursday, March 14, 2024, at 9.00 AM IST and ends on Saturday, April 13, 2024 at 5.00 PM IST. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.

- (i) Pursuant to SEBI Circular No. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

To increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to all the demat account holders, by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

- (ii) In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

Pursuant to above said SEBI Circular, Login method for e-Voting and joining virtual meetings for Individual shareholders holding securities in Demat mode CDSL/NSDL is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in Demat mode with CDSL	<ol style="list-style-type: none">1) Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are https://web.cdslindia.com/myeasi/home/login or visit www.cdslindia.com and click on Login icon and select New System Myeasi.2) After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers i.e. CDSL/NSDL/KARVY/LINKINTIME, so that the user can visit the e-Voting service providers' website directly.3) If the user is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasi/Registration/EasiRegistration4) Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the

	<p>evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</p>
<p>Individual Shareholders holding securities in demat mode with NSDL</p>	<ol style="list-style-type: none"> 1) If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: https://eservices.nsdl.com either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the “Beneficial Owner” icon under “Login” which is available under ‘IDeAS’ section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on “Access to e-Voting” under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name and you will be re-directed to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. 2) If the user is not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select “Register Online for IDeAS “Portal or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp 3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting
<p>Individual Shareholders (holding securities in demat mode) login through their Depository Participants</p>	<p>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, 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. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.</p>

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

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

Login type	Helpdesk details
Individual Shareholders holding securities in Demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at 022- 23058738 and 22-23058542-43.
Individual Shareholders holding securities in Demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30

(i) Login method for e-Voting and joining virtual meeting for **shareholders other than individual shareholders holding in Demat form & physical shareholders.**

- 1) The shareholders should log on to the e-voting website www.evotingindia.com.
- 2) Click on “Shareholders” module.
- 3) Now enter your User ID
 - a. For CDSL: 16 digits beneficiary ID,
 - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 - c. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
- 4) Next enter the Image Verification as displayed and Click on Login.
- 5) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier e-voting of any company, then your existing password is to be used.
- 6) If you are a first-time user follow the steps given below:

	For Shareholders holding shares in Demat Form other than individual and Physical Form
PAN	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none"> • Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by Company/RTA or contact Company/RTA.
Dividend Bank Details OR Date of Birth (DOB)	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login. <ul style="list-style-type: none"> • If both the details are not recorded with the depository or company, please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (3).

- (ii) After entering these details appropriately, click on "SUBMIT" tab.
- (iii) Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter 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 to share your password with any other person and take utmost care to keep your password confidential.
- (iv) For shareholders holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (v) Click on the EVSN for the relevant <Company Name> on which you choose to vote.
- (vi) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (vii) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (viii) After selecting the resolution, you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- (ix) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (x) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- (xi) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xii) **Facility for Non - Individual Shareholders and Custodians -Remote Voting**
- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to www.evotingindia.com and register themselves in the "Corporates" module.
 - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
 - After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
 - The list of accounts linked in the login should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
 - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.

- Alternatively Non Individual shareholders are required to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer and to the Company at the email address viz; pgfoils@pgfoils.in, if they have voted from individual tab & not uploaded same in the CDSL e-voting system for the scrutinizer to verify the same.

PROCESS FOR THOSE SHAREHOLDERS WHOSE EMAIL/MOBILE NO. ARE NOT REGISTERED WITH THE COMPANY/DEPOSITORIES.

1. For Physical shareholders- please provide necessary details like Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to **Company/RTA email id**.
2. For Demat shareholders - Please update your email id & mobile no. with your respective Depository Participant (DP)
3. For Individual Demat shareholders – Please update your email id & mobile no. with your respective Depository Participant (DP) which is mandatory while e-Voting & joining virtual meetings through Depository.

If you have any queries or issues regarding e-Voting from the CDSL e-Voting System, you can write an email to helpdesk.evoting@cdslindia.com or contact at 022- 23058738 and 022-23058542/43.

All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Sr. Manager, (CDSL,) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to helpdesk.evoting@cdslindia.com or call on 022-23058542/43.

By Order of the Board of Directors
For P G Foils Limited

Bhawana Songara
Company Secretary
Membership No.: A54416

Place: Pipalia Kalan
Date: March 11, 2024

Registered Office:
6, Neptune Tower Ashram Road
Ahmedabad, Gujarat - 380009 IN
Website: www.pgfoils.in
Contact Number: 079-26587606, 26587285
Email ID: pgfoils@pgfoils.in
CIN- L27203GJ1979PLC008050