

Sub: Notice of the 32nd Annual General Meeting, Closure of Register of Members & Share Transfer Books and information regarding Remote e-voting

Notice of AGM and Annual Report:

In compliance of the provisions of SEBI (LODR) Regulations, 2015, please find enclosed the Notice of the 32nd Annual General Meeting of the Company scheduled to be held on 29th September, 2020 (Tuesday) at 3.30 P.M. through Video Conference/ Other Audio Visual Means (VC/OAVM) in accordance with the General Circular(s) issued by MCA and SEBI. Also enclosed is the [Annual Report](#) for the year 2019-20.

In compliance with the relevant circulars, the Annual Report for the year 2019-20 comprising the Notice of the AGM, Financial Statements along with Director's Report, Auditor's Report and other documents, will be sent to members of the Company holding shares either in physical form or in dematerialized form, as on Friday, 28.08.2020, at their email address registered with the Company / Depository Participants(s). Further, details about the manner of participation in the AGM and casting of votes electronically by shareholders are set out in the Notice of the AGM.

Book Closure period:

Pursuant to Section 91 of the Companies Act, 2013 along with applicable rules and Regulation 42 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, notice is hereby given that the Register of Members and Share Transfer Books of the company would remain closed from 23.09.2020 to 29.09.2019 (both days inclusive) for the purpose of payment of final dividend of Rs.2.85 per share of Rs.5/- each for the financial year ended on 31.03.2020, which is subject to approval by shareholders in the Annual General Meeting of the Company.

Information regarding E-voting:

Pursuant to section 108 of the Companies Act, 2013, read with Rule 20 of the Companies (Management and Administration) Rules, 2015 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time, the company is providing to its members the facility to cast their vote by electronic means (remote e-voting and e-voting in AGM) on all resolutions set forth in the Notice of AGM. The instructions for e-voting are mentioned in the AGM Notice. The cut-off date fixed for e-voting is 22.09.2020 (Tuesday). The remote e-voting period would commence on 26.09.2020 (Saturday), 09.00 a.m. and would end on 28.09.2020 (Monday) at 05.00 pm.

The above is for your information and record.