



## NARMADA GELATINES LIMITED

Regd. Office : CARAVS, Room No 28, 15, Civil Lines, Jabalpur – 482001,

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CIN : L24111MP1961PLC016023

### **NOTICE OF 58<sup>th</sup> AGM & BOOK CLOSURE**

**NOTICE** is hereby given that:

(a) 58<sup>th</sup> Annual General Meeting of the Company will be held at Hotel Narmada Jacksons, South Civil Lines, Jabalpur (M.P.) on Wednesday the 25<sup>th</sup> day of September, 2019 at 11:30 a.m. to transact the business set out in the notice, which together with the Statement under section 102 of the Companies Act, 2013 along with the Annual Report for 2018-19 has been sent to all the members to their registered e-mail addresses and physical copy through permitted mode to the registered addresses of members whose e-mail addresses are not available with the Company / Registrar and Share Transfer Agent / Depositories by 31<sup>st</sup> August, 2019.

(b) Pursuant to the provisions of Section 91 of the Companies Act, 2013 and Rules made thereunder and Regulation 42 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Register of Members and Share Transfer Books of the Company will remain closed from 19<sup>th</sup> September, 2019 to 25<sup>th</sup> September, 2019 (both days inclusive), for the purpose of AGM and final dividend for the financial year 2018-19.

(c) Pursuant to the provisions of Section 108 of the Companies Act, 2013, read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide its Members the facility to cast their votes at the 58<sup>th</sup> AGM and the business may be transacted through remote e-voting facility. The facility of casting the votes by the Members using an electronic voting system from a place other than venue of the AGM ("remote e-voting") is being provided by CDSL at the link <https://www.cdslindia.com>. The details are as under:

- i. The remote e-voting shall commence on 22<sup>nd</sup> September, 2019 at 9:00 a.m.
- ii. The remote e-voting shall end on 24<sup>th</sup> September, 2019 at 5:00 p.m.
- iii. Members of the Company, as on cut-off date i.e. 18<sup>th</sup> September, 2019, may cast their votes.
- iv. The remote e-voting module shall be disabled for voting after the remote e-voting period ends and voting through remote e-voting shall not be allowed thereafter. Once the vote on a resolution is cast by the Member, the Member shall not be allowed to change it subsequently.
- v. The facility for voting through ballot / 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.
- vi. The voting rights of the Members shall be in proportion to their shares of the paid up equity share capital of the company as on the cut-off date of 18<sup>th</sup> September, 2019. Any person, who acquires shares of the company and becomes its member after the dispatch of AGM Notice and holds shares as on the cut-off date, may contact the Registrar and Share Transfer Agents for obtaining the User ID and password for remote e-voting.
- vii. Dr. Asim Kumar Chattopadhyay, Practicing Company Secretary, (FCS 2303), has been appointed as the Scrutinizer for conducting the remote e-voting process in a fair and transparent manner.

Members who do not have access to e-voting facility may write to the company of their intention to exercise their assent or dissent on shareholder's resolution by way of postal ballot.

The Notice of the 58<sup>th</sup> AGM, along with the procedure of remote e-voting, has been sent to all the Members by prescribed modes and the same is also available on the website of the company at [www.narmadagelatines.com](http://www.narmadagelatines.com) and also on the website of the CDSL at <https://www.cdslindia.com>.

By Order of the Board of Directors,

For Narmada Gelatines Limited,

Sd/-

Mahesh Verma  
Company Secretary

Jabalpur  
2<sup>nd</sup> September, 2019