



NARMADA GELATINES LIMITED

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Email : ngljbp@rediffmail.com website:www.narmadagelatines.com
CIN : L24111MP1961PLC016023

NOTICE OF 61ST AGM & BOOK CLOSURE

NOTICE is hereby given that:

(a) 61st Annual General Meeting of the Company will be held at Hotel Narmada Jacksons, South Civil Lines, Jabalpur (M.P.) on Thursday the 22nd day of September, 2022 at 12:00 noon to transact the business set out in the notice.

Dispatch of Annual Report through electronic mode: In compliance with the MCA Circulars and SEBI Circular dated May 12, 2020, 15th January, 2021 and 05th May, 2022, Notice of the AGM along with the Annual Report 2021-22 is being sent only through electronic mode to those Members whose email addresses are registered with the Company/ Depositories. Members may note that the Notice and Annual Report 2021-22 will also be available on the Company's website www.narmadagelatines.com, websites of the Stock Exchanges, i.e., BSE Limited at www.bseindia.com.

(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 16th September, 2022 to 22nd September, 2022 (both days inclusive), for the purpose of AGM and final dividend for the financial year 2021-22.

Dividend on Equity Shares, if declared at the meeting will be credited / dispatched on or after 22nd September, 2022 to those members whose names appear on the Company's Register of Members as on 15th September, 2022 (Record Date). In respect of shares held in electronic mode, the dividend will be paid to members whose names are furnished by the National Security Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL) as the beneficial owners on 15th September, 2022.

(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 61st 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 detailed instruction for e-voting are given in the Notice of the AGM. Members are requested to note the following:

- i. The remote e-voting will commence on 19th September, 2022 at 9:00 a.m. and will end on 21st September, 2022 at 5:00 p.m.
- ii. Members of the Company, as on cut-off date i.e. 15th September, 2022, may cast their votes.
- iii. 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.
- iv. 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.

v. 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 15th September, 2022. 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.

vi. 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 61st 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 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/-

Jabalpur
25th August, 2022

Meenu Sharma
Company Secretary