



# **THE SUKHJIT STARCH & CHEMICALS LIMITED**

CIN: L15321PB1944PLC001925

Regd. Office: Sarai Road , Phagwara-144401, Distt. Kapurthala, Punjab

Email : [sukhjit@sukhjitgroup.com](mailto:sukhjit@sukhjitgroup.com), Website : [www.sukhjitgroup.com](http://www.sukhjitgroup.com)

Phone: 01824-518800, Fax: 01824-261669

## **POSTAL BALLOT/ REMOTE E-VOTING NOTICE**

<b>E-VOTING STARTS ON</b>	<b>E-VOTING ENDS ON</b>
Sunday, 23rd October, 2022 at 9:00 a.m.(IST)	Monday, 21 <sup>st</sup> November, 2022 at 5:00 p.m. (IST)

Dear Shareholder(s),

NOTICE is hereby given that pursuant to Section 110 read with Section 108 and other applicable provisions, if any, of the Companies Act, 2013 read with Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014, Regulation 17(1C) & Regulation 44 of SEBI (Listing Regulations & Disclosure Requirements) Regulations, 2015 (as amended) and in accordance with the Secretarial Standard on General Meetings (SS-2) issued by ICSI, to transact the under mentioned business through Postal Ballot/ Remote E-Voting.

### **SPECIAL BUSINESS:**

#### **1. TO CONSIDER THE SALE OF LAND, BUILDING & OTHER FIXED ASSETS OF THE UNIT OF THE COMPANY AT SARAI ROAD, PHAGWARA**

To consider and if thought fit to pass, with or without modification(s), the following resolution as a **Special Resolution:**

"**RESOLVED THAT** pursuant to the provisions of Section 180 (1) (a) and other applicable provisions, if any, of the Companies Act, 2013 and Rules made there under (including any statutory modification(s) or re-enactment thereof for the time being in force) and subject to such other approvals as may be required, the consent of the members be and is hereby accorded to the Company to sell / lease /transfer / develop/ colonise / collaborate / otherwise dispose of the Land, Building & other Fixed Assets of the unit of the Company (since closed) at Sarai Road, Phagwara.

**RESOLVED FURTHER THAT** the Board of Directors be and is hereby authorized to do all such acts /things / deeds jointly or severally or through any other person as may be authorised by them and execute all such documents / instruments / agreements / deeds / writings as may be required for the purpose of giving effect to the aforesaid Resolution or as may be incidental thereto."

#### **2. TO CONSIDER THE REVISION IN THE REMUNERATION OF SH. PUNEET SARDANA, SR. VICE PRESIDENT OPERATIONS UNIT(S) OF THE COMPANY**

To consider and if thought fit to pass, with or without modification(s), the following resolution as a **Special Resolution:**

"**RESOLVED THAT** pursuant to the provisions of section 188 and other applicable provisions, if any, of the Companies Act, 2013, read with the Rule 15 of the Companies (Meetings of Board and its Powers) Rules, 2014, the consent of the members be and is hereby granted to increase/ revise the salary of Shri Puneet Sardana, Sr. Vice President Operations Unit(s) of the Company as per particulars given in the Explanatory Statement annexed hereto.

**FURTHER RESOLVED THAT** the Board of Directors be and is hereby authorized to effect such modification(s) in the remuneration of Shri Puneet Sardana as per the provisions of the Act and as may be agreed to between the Company and Shri Puneet Sardana, within the overall limits, if any, prescribed under the Act/ Rules."

3. **TO CONSIDER THE REVISION IN THE REMUNERATION OF SH. PANKAJ SARDANA, SR. VICE PRESIDENT OPERATIONS UNIT(S) OF THE COMPANY**

To consider and if thought fit to pass, with or without modification(s), the following resolution as a **Special Resolution**:

"RESOLVED THAT pursuant to the provisions of section 188 and other applicable provisions, if any, of the Companies Act, 2013, read with the Rule 15 of the Companies (Meetings of Board and its Powers) Rules, 2014, consent of the members be and is hereby granted to increase/ revise the salary of Shri Pankaj Sardana, Sr. Vice President Operations Unit(s) of the Company as per particulars given in the Explanatory Statement annexed hereto.

FURTHER RESOLVED THAT the Board of Directors be and is hereby authorized to effect such modification(s) in the remuneration of Shri Pankaj Sardana as per the provisions of the Act and as may be agreed to between the Company and Shri Pankaj Sardana, within the overall limits, if any, prescribed under the Act / Rules."

**By order of the Board  
For The Sukhjit Starch and Chemicals Limited**

Sd/-

**Date: 14/10/2022  
Place: Phagwara**

**Aman Setia  
Vice President (Finance) & Company Secretary  
Membership No. 14907**

**EXPLANATORY STATEMENT(S) OF ITEM NO 1 TO 3  
(PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013)**

As required under Section 102 of the Companies Act, 2013 (the "Act"), the following Explanatory Statement sets out all material facts relating to the business/ item mentioned in the accompanying Notice:

**ITEM NO. 1**

The Phagwara Unit of the Company has stopped its operations / manufacturing activities after the commissioning of the new unit of the Company (with higher capacity) at Rehana Jattan, Phagwara (outskirts of Phagwara city). The works of the Phagwara Unit located at Sarai Road are operating since 1943 and the plant capacity is lowest amongst all the units of the Company. The unit has come in the centre of town with commercial activities all around. The new unit at Rehana Jattan, Phagwara has been operating at optimum capacity. So, the Board of Directors feels that the Company should encash the assets i.e. Land, Building & other Fixed Assets of the unit of the Company at Sarai Road, Phagwara and deploy the funds in the operations of the Company profitably, in the best interest of the Company.

The sale / transfer of the said land requires the approval of the shareholders of the Company as per the provisions of section 180 (1) (a) of the Companies Act, 2013.

The Board, therefore, in the overall interest of the Company, recommends the aforesaid resolution for obtaining the necessary approval of the shareholders.

None of the Directors / key managerial personnel of the Company or their relatives are, in any way, interested or concerned, financially or otherwise, in the above resolution.

## **ITEM NO. 2**

Shri Puneet Sardana was appointed as Vice President (Operations) of Malda Unit of the Company with effect from 01/08/2012 & his appointment was duly approved by the Shareholders in the Annual General Meeting as per the provisions of section 314 of The Companies Act, 1956.

Shri Puneet Sardana is a qualified Management Graduate from a leading University of U.K. He had rich experience of around twenty years to his credit in the field of Purchase, Production management and General administration. He has made substantial contribution in improving the operations of the Malda Unit, where productivity and efficiency have considerably improved. He has played a key role in the successful commissioning and operationalization of the new maize processing facility of the Company, set up at Phagwara in the state of Punjab and is presently looking after the production functions / other operations of the Unit.

His salary was last revised in 2015 in the pay scale of Rs. 2,50,000/- to Rs. 5,00,000/- p.m. (with annual increment as the Board may deem fit as per the rules of the Company) with usual perks as applicable to Senior Executives of the Company with due approval of the shareholders in the Annual General Meeting held on 29/07/2015. Since then, the operations of the Company have increased substantially and his present salary does not commensurate with the level of responsibilities being shouldered by him.

The approval of shareholders is required under the provisions of section 188 of the Companies Act, 2013 read with Rule 15 of the Companies (Meetings of Board and its Powers) Rules, 2014 for upward revision in his salary.

The Board, therefore, in the overall interest and future growth of the Company, recommends the revision in his remuneration as under:

- I) Salary/ allowances in the pay scale of Rs. 5,00,000/- to Rs. 15,00,000/- p.m. (with annual increment as the Board may deem fit as per the rules of the Company),
- II) Variable incentives / commission, as may be decided by the Board of Directors of the Company from time to time, subject to a maximum of half percent of the net profits,
- III) Usual perks as applicable to other Senior Executives of his level i.e. :
  1. Free accommodation with reasonable furnishing as per rules of the company.
  2. Benefits of Provident Fund, Superannuation fund and group gratuity scheme as per rules of the company from time to time.
  3. Facilities of medical re-imburement, leave travel assistance and company's car, telephone subject to a condition that cost of personal journey and personal telephone calls will be recoverable from him on an actual basis. Any change in the terms may be made as agreed to by the Board of Directors and Shri Puneet Sardana.
  4. Personal accident insurance and mediclaim insurance policies as per rules of the company.

None of the Directors except Shri K.K. Sardana, being father of Shri Puneet Sardana is concerned or interested in the resolution.

## **ITEM NO. 3**

Shri Pankaj Sardana was appointed as Vice President (Operations) of Nizamabad Unit of the Company with effect from 01/08/2012 & his appointment was duly approved by the Shareholders in the Annual General Meeting as per the provisions of section 314 of The Companies Act, 1956.

Shri Pankaj Sardana is a post graduate in management from UK having long experience of about twenty years, in field of Marketing and Production and has strengthened the Production functions of the Nizamabad Unit raising its productivity and efficiency. He is playing an important role in developing export market for the Company. He has played a key role in the successful commissioning and operationalization of the new maize processing facility of the Company, set up at Phagwara in the state of Punjab.

His salary was last revised in 2015 in the pay scale of 2,50,000/- to 5,00,000/- p.m. (with annual increment as the Board may deem fit as per the rules of the Company) with usual perks as applicable to Senior Executives of the Company with due approval of the shareholders in the Annual General Meeting held on 29/07/2015. Since then, the operations of the Company have increased substantially and his present salary does not commensurate with the level of responsibilities being shouldered by him.

The approval of shareholders is required under the provisions of section 188 of the Companies Act, 2013 read with Rule 15 of the Companies (Meetings of Board and its Powers) Rules, 2014 for upward revision in his salary.

The Board, therefore, in the overall interest and future growth of the Company, recommends the revision in his remuneration as under:-

- I) Salary / allowances in the pay scale of Rs. 5,00,000/- to Rs. 15,00,000/- p.m. (with annual increment as the Board may deem fit as per the rules of the Company),
- II) Variable incentives / commission, as may be decided by the Board of Directors of the Company from time to time, subject to a maximum of half percent of the net profits,
- III) Usual perks as applicable to other Senior Executives of his level i.e. :
  1. Free accommodation with reasonable furnishing as per rules of the company.
  2. Benefits of Provident Fund, Superannuation fund and group gratuity scheme as per rules of the company from time to time.
  3. Facilities of medical re-imburement, leave travel assistance and company's car, telephone subject to a condition that cost of personal journey and personal telephone calls will be recoverable from him on an actual basis. Any change in the terms may be made as agreed to by the Board of Directors and Shri Pankaj Sardana.
  4. Personal accident insurance and mediclaim insurance policies as per rules of the company.

None of the Directors except Smt. Manjoo Sardana, being mother of Shri Pankaj Sardana is concerned or interested in the resolution.

**By order of the Board  
For The Sukhjit Starch and Chemicals Limited**

Sd/-

**Date: 14/10/2022  
Place: Phagwara**

**Aman Setia  
Vice President (Finance) & Company Secretary  
Membership No. 14907**

#### **NOTES**

1. The **CUT-OFF date** for recognising the eligibility of members to attend and vote on Postal Ballot shall be **21<sup>st</sup> October, 2022**. A person whose name appears in the Register of Members or in the Register of Beneficial Owners maintained by the depositories as on the **Cut-Off date i.e. 21<sup>st</sup> October, 2022** "End of Business Hours" only shall be entitled to avail the facility of e-voting. A person who is not a Member on the Cut-Off date should treat this Notice for information purposes only
2. The vote in this Postal Ballot cannot be exercised through proxy.
3. The Company has appointed M/s P.S. Rally & Associates, Practicing Company Secretary, Membership No.6861, as 'scrutinizer' for conducting and scrutinizing the Postal Ballot/ Remote E-Voting process in a fair and transparent manner.
4. Members seeking further information on any matter contained in the Notice, are requested to write to the Company/ RTA from their registered e-mail addresses mentioning their names, folio numbers/DP ID and Client ID, before 5<sup>th</sup> November 2022.
5. Registration of email ID:  
As per the green initiative taken by the Ministry of Corporate Affairs, the shareholders are advised to register their e-mail Ids by sending written request to our RTA M/s Skyline Financial Services Pvt.

Ltd. in respect of shares held in physical form and with the concerned Depository Participant in respect of shares held in Demat form to enable the Company to serve them documents / all communications in electronic form.

In case the shareholder's email ID is already registered with the Company/its Registrar & Share Transfer Agent "RTA"/ Depositories, log in details for e-voting are being sent on the registered email address. In case the shareholder has not registered his/her/their email address with the Company/its RTA/Depositories, the following instructions to be followed:

- (a) In case shares are held in physical mode, please provide 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 [info@skylinerta.com](mailto:info@skylinerta.com). In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16-digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to the concerned Depository Participant.
  - (b) Alternatively, member may send an e-mail request to [evoting@nsdl.com](mailto:evoting@nsdl.com) for obtaining User ID and Password by providing the details mentioned in Point (a).
  - (c) The shareholders are requested to register their email address, in respect of electronic holdings with the depository through the concerned depository participants and in respect of physical holdings with the Company's Registrar and Share Transfer Agent, Skyline Financial Services Private Limited, D-153 A, 1st Floor, Okhla Industrial Area, Phase – I, New Delhi-110020, by following the due procedure.
  - (d) Those shareholders who have already registered their e-mail address are requested to keep their e-mail addresses validated with their Depository Participants / the Company's Registrar and Share Transfer Agent, Skyline Financial Services Private Limited to enable servicing of notices / documents electronically to their e-mail address.
6. In compliance with the Applicable Circulars, Notice of the Postal Ballot is being sent only through electronic mode to those Members whose email addresses are registered with the Company/RTA/ Depositories/Depositories Participants unless a member has specifically requested for a hard copy of the same. Members may note that the Notice of the Postal Ballot/ Remote E-Voting will also be available on the Company's website [www.sukhjitgroup.com](http://www.sukhjitgroup.com), websites of the Bombay Stock Exchange at [www.bseindia.com](http://www.bseindia.com) and on the website of NSDL <https://www.evoting.nsdl.com>.
7. In case any eligible Member is desirous of obtaining a printed Postal Ballot Form or a duplicate form, such Member can download the Postal Ballot Notice / Form from the website of the Company or may write to the Company at [cssukhjit@gmail.com](mailto:cssukhjit@gmail.com) The Company shall forward the same along with postage prepaid self-addressed Business Reply Envelope to the Member.
8. Kindly note that the members can opt for one mode of voting, i.e., either by Physical Postal Ballot or E-Voting. If you are opting for E-Voting, then do not vote by Physical Postal Ballot also and vice versa. However, in case Shareholder casts his votes by both Physical Postal Ballot and E-Voting, then voting done through e-voting shall prevail and voting done by physical ballot will be treated as invalid.
9. (a) Duly completed Postal Ballot Form should reach the Scrutinizer latest by 5.00 p.m. (IST) on 21<sup>st</sup> November, 2022.  
M/s P.S. Rally & Associates  
Scrutinizer, The Sukhjit Starch & Chemicals Limited  
WG-329, Basti Adda Chowk  
Behind Petrol Pump, Jalandhar  
Or  
at his email id: [parminderrally@gmail.com](mailto:parminderrally@gmail.com)
- (b) Postal Ballot Forms received after the said date and time will be strictly treated as if the reply from such Members has not been received.
10. All the documents referred to in this Postal Ballot Notice will be available for inspection electronically until the last date of e-voting. Members seeking to inspect such documents can send an e-mail to [cssukhjit@gmail.com](mailto:cssukhjit@gmail.com).
11. The e-voting period commences on Sunday, 23<sup>rd</sup> October, 2022 (9:00 am) and ends on Monday, 21<sup>st</sup> November, 2022 (5:00 pm). During this period Members of the Company, holding shares either in physical form or in dematerialized form, as on the **Cut-Off date of 21<sup>st</sup> October, 2022.** (end of business hours), may cast their vote by e-voting. The e-voting module will be disabled by NSDL for voting upon the expiry of the above period. **Once the vote on a resolution is cast by a Member, the Member shall not be allowed to change it subsequently or cast the vote again.**
12. The voting rights of the members shall be in proportion to their shares held in the paid-up equity share capital of the Company as on the **Cut-Off Date i.e. 21<sup>st</sup> October, 2022.**

13. The Scrutinizer, after scrutinizing the votes cast at the postal ballot voting process through e-voting, will, not later than seven working days from the conclusion of the e-voting, make a consolidated scrutiniser's report and submit the same to the Chairman or a person authorized by him in writing. The results declared along with the consolidated scrutiniser's report shall be placed on the website of the Company-[www.sukhjitgroup.com](http://www.sukhjitgroup.com) and on the website of NSDL. The results shall be simultaneously communicated to the Bombay Stock Exchange.
14. Subject to receipt of requisite number of votes, the Resolutions shall be deemed to be passed on the last date specified for E-Voting for the postal ballot voting process.
15. The Company has engaged the services of M/s. National Securities Depository Limited (NSDL) as the Agency to provide e-voting facility.

**THE INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING ARE AS UNDER:-**

The remote e-voting period begins on Sunday, 23<sup>rd</sup> October, 2022 (9:00 a.m. IST) and ends on Monday, 21<sup>st</sup> November, 2022 (5:00 p.m. IST). The remote e-voting module shall be disabled by NSDL for voting thereafter. The Members, whose names appear in the Register of Members / Beneficial Owners as on the record date (cut-off date) i.e. Friday, 21<sup>st</sup> October, 2022, may cast their vote electronically. The voting right of shareholders shall be in proportion to their share in the paid-up equity share capital of the Company as on the cut-off date, being 21<sup>st</sup> October, 2022,.

**How do I vote electronically using NSDL e-Voting system?**

*The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:*

**Step 1: Access to NSDL e-Voting system**

**A) Login method for e-Voting for Individual shareholders holding securities in demat mode**

In terms of SEBI circular 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.

Login method for Individual shareholders holding securities in demat mode is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL.	<ol style="list-style-type: none"> <li>1. Existing <b>IDeAS</b> user can visit the e-Services website of NSDL Viz. <a href="https://eservices.nsd.com">https://eservices.nsd.com</a> either on a Personal Computer or on a mobile. On the e-Services home page click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section , this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added 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 i.e. NSDL and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</li> <li>2. If you are not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsd.com">https://eservices.nsd.com</a>. Select "Register Online for IDeAS Portal" or click at <a href="https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp</a></li> <li>3. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsd.com/">https://www.evoting.nsd.com/</a> 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</li> </ol>

	<p>authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or <b>e-Voting service provider i.e. NSDL</b> and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</p> <p>4. Shareholders/Members can also download NSDL Mobile App “<b>NSDL Speede</b>” facility by scanning the QR code mentioned below for seamless voting experience.</p> <p style="text-align: center;"><b>NSDL Mobile App is available on</b></p> <div style="display: flex; justify-content: center; align-items: center;"> <div style="text-align: center; margin-right: 20px;">  <p>App Store</p> </div> <div style="text-align: center; margin-right: 20px;">  <p>Google Play</p> </div> </div> <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;"> <div style="text-align: center; margin-right: 20px;">  </div> <div style="text-align: center;">  </div> </div>
<p>Individual Shareholders holding securities in demat mode with CDSL</p>	<ol style="list-style-type: none"> <li>1. Existing users who have opted for Easi / Easiest, they can login through their 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 <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on New System Myeasi.</li> <li>2. After successful login of Easi/Easiest the user will be also able to see the E Voting Menu. The Menu will have links of <b>e-Voting service provider i.e. NSDL</b>. Click on <b>NSDL</b> to cast your vote.</li> <li>3. If the user is not registered for Easi/Easiest, option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></li> <li>4. Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a link in <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the demat Account. After successful authentication, user will be provided links for the respective ESP i.e. <b>NSDL</b> where the e-Voting is in progress.</li> </ol>
<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. upon logging in, you will be able to see e-Voting option. 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 i.e. <b>NSDL</b> and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period</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. NSDL and CDSL.**

Login type	Helpdesk details
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 <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at toll free no.: 1800 1020 990 and 1800 22 44 30
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 <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at 022- 23058738 or 022-23058542-43

**B) Login Method for e-Voting for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.**

**How to Log-in to NSDL e-Voting website?**

1. 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.
2. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.  
*Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.*
4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Password details for shareholders other than Individual shareholders are given below:
  - a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
  - b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the ‘initial password’ which was communicated to you. Once you retrieve your ‘initial password’, you need to enter the ‘initial password’ and the system will force you to change your password.
  - c) How to retrieve your ‘initial password’?

- (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
  - (ii) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered.**
6. If you are unable to retrieve or have not received the " Initial password" or have forgotten your password:
  - a) Click on "**Forgot User Details/Password?**"(If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - b) **Physical User Reset Password?**" (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - c) If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
  - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

## **Step 2: Cast your vote electronically on NSDL e-Voting system.**

### **How to cast your vote electronically on NSDL e-Voting system?**

1. After successful login at Step 1, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle
2. Select "EVEN" of company for which you wish to cast your vote during the remote e-Voting period  
Now you are ready for e-Voting as the Voting page opens.
3. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
4. Upon confirmation, the message "Vote cast successfully" will be displayed.
5. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
6. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

### **General Guidelines for shareholders**

1. 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 to [parminderrally@gmail.com](mailto:parminderrally@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "[Forgot User](#)

[Details/Password?](#)” or “[Physical User Reset Password?](#)” option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) to reset the password.

3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-Voting user manual for Shareholders available at the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on toll free no.: 1800 1020 990 and 1800 22 44 30 or send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or contact Manager /Asst. Manager, National Securities Depository Limited, Trade World, ‘A’ Wing, 4th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai – 400 013, at the designated email id – [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or at telephone nos.:- +91 22 24994545, +91 22 24994559, who will also address the grievances connected with voting by electronic means. Members may also write to the Company Secretary at the [cssukhjit@gmail.com](mailto:cssukhjit@gmail.com)
4. Any person who acquires shares of the company and becomes a Member of the Company after sending of the Notice and holding shares as on the cut-off date for e-voting, may obtain the login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in). However, if he/she is already registered with NSDL for remote-e-voting then he/she can use his/her existing user ID and password for casting the vote.

**Process for those shareholders whose email ids are not registered with the depositories/ company for procuring user id and password and registration of e mail ids for e-voting for the resolutions set out in this notice:**

1. In case shares are held in physical mode please provide 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 M/s Skyline Financial Services Private Limited (RTA of the Company) at [parveen@skylinerta.com](mailto:parveen@skylinerta.com).
2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) to M/s Skyline Financial Services Private Limited (RTA of the Company) at [parveen@skylinerta.com](mailto:parveen@skylinerta.com).
3. If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A) i.e. Login method for e-Voting for Individual shareholders holding securities in demat mode.**
4. Alternatively shareholder/members may send a request to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) for procuring user id and password for e-voting by providing above mentioned documents.
5. In terms of SEBI circular 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 required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.