



**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: 01824-468800, Fax: 01824-261669

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

<b>E-VOTING STARTS ON</b>	<b>E-VOTING ENDS ON</b>
Wednesday, 27 <sup>th</sup> March, 2024 at 9:00 a.m.(IST)	Thursday, 25 <sup>th</sup> April, 2024 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 & Regulation 44 and other applicable regulations 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:**

**TO CONSIDER THE RE-APPOINTMENT OF MR. KULDIP KRISHAN SARDANA AS THE MANAGING DIRECTOR 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 196, 197 & 203, other applicable provisions (if any) of the Companies Act, 2013 and rules made there under (including any statutory modification(s) or re-enactments thereof for the time being in force) read with the Schedule V to the Companies Act, 2013 & the applicable regulations of SEBI (Listing Regulations & Disclosure Requirements) Regulations, 2015, the consent of the members be and is hereby granted for the re-appointment of Mr. Kuldip Krishan Sardana (DIN: 00398376) as Managing Director of the Company with effect from 1st May, 2024 to 30th September, 2028 on the terms & conditions including remuneration as are set out in the Explanatory Statement annexed hereto with the liberty to the Board of Directors to alter and vary and / or modify the terms & conditions of the appointment including remuneration, commission etc. payable to Sh. Kuldip Krishan Sardana within the limits specified in Schedule V to the Companies Act, 2013 and / or any amendment thereto as may be made by the Central Government from time to time and as may be agreed between the Board of Directors and Sh. Kuldip Krishan Sardana.

**RESOLVED FURTHER THAT** the Board of Directors be and are hereby authorized jointly or severally or through authorized person(s) to do all acts, deeds and things and take all such steps as may be necessary, appropriate or expedient to give effect to the resolution.”

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

Sd/-

Aman Setia

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

**Date: 18/03/2024  
Place: Phagwara**

**EXPLANATORY STATEMENT OF THE ITEM**  
**(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**

Shri Kuldip Krishan Sardana has been working as Managing Director of the Company and his current tenure expires on 30th April, 2024. Your Directors, subject to the approval of the shareholders in the General Meeting, have re-appointed Shri Kuldip Krishan Sardana as Managing Director of the Company with effect from 01st May, 2024 to 30th September, 2028 on the following terms & conditions:-

1. The Managing Director shall act under the superintendence, control and directions of the Board of Directors and is vested with the powers of governance and control of the Company and is authorized to exercise all the powers for the general conduct of business and affairs of the company efficiently and profitably.
2. The re-appointment is made with effect from 1<sup>st</sup> May, 2024 upto 30<sup>th</sup> September, 2028.
3. REMUNERATION:
  - a) Salary & Allowance: Rs. 6.95 Lakhs p.m. with annual increment as may be decided by the Board of Directors from time to time within the overall limits specified under Schedule V to the Companies Act, 2013.
  - b) Commission: ½% (Half percent) of the net profits of the company for each financial year.
  - c) Perquisites: Perquisites shall be allowed in addition to salary and commission & will be restricted to an amount equal to the annual salary.

Unless otherwise the context requires Sh. Kuldip Krishan Sardana shall be entitled to the following perquisites under three categories:-

**CATEGORY "A"**

- i) Free furnished accommodation with 10% deduction of salary.
- ii) Medical re-imburement for the expenses incurred for self and family subject to a ceiling of one month's salary in a year or three months salary in a period of three years as per the rules of the Company.
- iii) Leave Travel Concession to the appointee and his family once in a year as per rules of the Company.
- iv) Club Fee subject to a maximum of two clubs and not including membership fee or life membership fee.
- v) Personal Accident Insurance & Medi-claim Insurance as per rules of the company.

**CATEGORY "B"**

- i) Contribution to Provident Fund will not be included in the computation of the ceiling on perquisites to the extent it is not taxable under the Income Tax Act.
- ii) Earned Leave: Full pay and allowances as per rules of the Company but not exceeding one months' leave for every 11 months of service as per the rules of the Company and being presently enjoyed by him. Encashment of leave at the end of tenure will not be considered as ceiling on the computation of perquisites.

**CATEGORY "C"**

Provision of chauffeur driven car for use on company's business and telephone at residence will not be considered as perquisites. However, private use of car shall be billed to the appointee as per rules of the company.

The above limits shall be subject to Schedule V of the Companies Act, 2013 and any amendment thereto as may be made by the Central Government from time to time and agreed between the Board of Directors and Sh. Kuldip Krishan Sardana. He shall be entitled to actual entertainment and travelling expenses incurred during the course of business as per rules of the Company. Sh. Kuldip Krishan Sardana will not receive any sitting fee for attending the meeting of the Board of Directors of the Company and shall not, so long as he functions as a Managing Director of the Company, become interested or concerned directly or through his wife or minor children in any selling agency of the company or any of its subsidiary companies, without prior approval of the Central Government.

Sh. Kuldip Krishan Sardana, aged 76 years, has diverse life long Managerial, Commercial & Administrative experience to his credit. He has actively managed and administered all management functions of the Company and the company has grown significantly under his able stewardship with new projects, expansions or diversified product portfolios. He has remained a major driving force and a key resource for the astute guidance to all the senior executives of the company at all units & relating to all key operations / management functions like purchase of raw material (which is an agriculture produce and is seasonally available), marketing policy / pricing policy for finished goods, production / quality policy, HRD functions or project planning & successful commissioning thereof.

Since the company is planning to step up to a higher growth trajectory in the future, the Board recommends his re-appointment w.e.f 1st May, 2024 to 30th September, 2028 (with the approval of the shareholders by way of special resolution) so as to continue benefiting from his diverse life long experience and visionary guidance in the overall interest and future growth of the company.

None of the Directors / Key Managerial Personnel of the Company / their relatives except Sh. Kuldip Krishan Sardana himself and Smt. Manjoo Sardana (sister-in-law of Sh. Kuldip Krishan Sardana) are, in any way, financially or otherwise, concerned or interested, in the above resolution.

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

Sd/-

**Date: 18/03/2024  
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 vote on Postal Ballot shall be **22<sup>nd</sup> March, 2024**. 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. 22<sup>nd</sup> March, 2024** "By End of Business Hours" only shall be entitled to avail the facility of e-voting.
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 8<sup>th</sup> April, 2024.
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) & National Stock Exchange at [www.nseindia.com](http://www.nseindia.com) and NSDL at <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 25<sup>th</sup> April, 2024 at:  
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 Wednesday, 27<sup>th</sup> March, 2024 (9:00 am) and ends on Thursday, 25<sup>th</sup> April, 2024 (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 22<sup>nd</sup> March, 2024** (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. 22<sup>nd</sup> March, 2024**.
  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 Chairperson or a person authorized by him / her. 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 & National Stock Exchange.

14. Subject to receipt of requisite number of votes, the Resolution 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 Wednesday, 27<sup>th</sup> March, 2024 (9:00 A.M. IST) and ends on Thursday, 25<sup>th</sup> April, 2024 (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, 22<sup>nd</sup> March, 2024, 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 22<sup>nd</sup> March, 2024.

**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 <b>e-Voting service provider i.e. NSDL</b> 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 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</li> </ol>

	<p>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 “NSDL Speede” 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: space-around; align-items: center;"> <div style="text-align: center;">  <p>App Store</p> </div> <div style="text-align: center;">  <p>Google Play</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div>
<p>Individual Shareholders holding securities in demat mode with CDSL</p>	<ol style="list-style-type: none"> <li>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 users to login Easi / Easiest are requested to visit CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login icon &amp; New System Myeasi Tab and then user your existing my easi username &amp; password.</li> <li>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 e-voting 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. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers’ website directly.</li> <li>3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login &amp; New System Myeasi Tab and then click on registration option.</li> <li>4. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on <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 able to see the e-Voting option where the e-voting is in progress and also able to directly access the system of all e-Voting Service Providers.</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. NSDL 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.com">evoting@nsdl.com</a> or call at 022 - 4886 7000 and 022 - 2499 7000
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 toll free no. 1800 22 55 33

**B) Login Method 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.com](mailto:evoting@nsdl.com) 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.
3. Now you are ready for e-Voting as the Voting page opens.
4. 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.
5. Upon confirmation, the message "Vote cast successfully" will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. 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.com](mailto:evoting@nsdl.com). Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "**Upload Board Resolution / Authority Letter**" displayed under "**e-Voting**" tab in their login.

- 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.
- 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: 022 - 4886 7000 and 022 - 2499 7000 or send a request to Mr. Abhishek Mishra at NSDL at [evoting@nsdl.com](mailto:evoting@nsdl.com)

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

- 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 [cssukhjit@gmail.com](mailto:cssukhjit@gmail.com) & [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 [cssukhjit@gmail.com](mailto:cssukhjit@gmail.com) & [info@skylinerta.com](mailto:info@skylinerta.com). 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.**
- Alternatively shareholder/members may send a request to [evoting@nsdl.com](mailto:evoting@nsdl.com) for procuring user id and password for e-voting by providing above mentioned documents.
- 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.

**DETAILS OF DIRECTOR SEEKING RE-APPOINTMENT THROUGH THE POSTAL MEETING**

[Pursuant to Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Clause 1.2.5 of Secretarial Standard-2 on General Meetings]

<b>Name of the Director</b>	<b>Mr. Kuldip Krishan Sardana</b>
<b>DIN</b>	00398376
<b>Date of Birth</b>	02-02-1948
<b>Age</b>	76
<b>Date of first appointment on the Board</b>	01-09-1990
<b>Qualifications</b>	B.A.
<b>Experience and Expertise</b>	He has over 50 years of diverse life long Managerial, Commercial & Administrative experience to his credit.
<b>Number of Meetings of the Board Attended during the year</b>	6 out of 6
<b>List of Directorship of other Board</b>	<ul style="list-style-type: none"> <li>• Sukhjit Mega Food Park &amp; Infra Limited</li> <li>• Scott Industries Limited</li> </ul>
<b>List of Membership / Chairmanship of Committees of other Board</b>	Members of Audit Committee & Nomination and Remuneration Committee of Sukhjit Mega Food Park & Infra Limited
<b>Shareholding in The Sukhjit Starch &amp; Chemicals Ltd.</b>	900053
<b>Relationship with other directors, Manager and other Key Managerial Personnel of the Company</b>	Sh. Kuldip Krishan Sardana is brother-in-law of Smt. Manjoo Sardana (Non Executive chairperson of the Company)

**Terms and Conditions of appointment or reappointment along with details of remuneration sought to be paid and Remuneration last drawn by such person**

As per the Nomination & Remuneration Policy of the Company.