

SURAJ INDUSTRIES LTD

Registered Office -Plot No. 2 Phase-3, Sansarpur Terrace, Distt. Kangra, H.P.-173212

CIN: L26943HP1992PLC016791

Email id- secretarial@surajindustries.org; **Website-** www.surajindustries.org

Telephone No: 01970-256414

NOTICE TO MEMBER OF 28TH ANNUAL GENERAL MEETING, BOOK CLOSURE AND E-VOTING INFORMATION

Notice is hereby given that 28th Annual General Meeting of **M/s Suraj Industries Ltd** will be held on **Tuesday, September 29, 2020 at 2.00 P.M.** through Video Conferencing (“VC”) / Other Audio Visual Means (“OAVM”) in accordance with the facility given by Ministry of Corporate Affairs (“MCA”) vide its General Circular Nos. 14/2020, 17/2020 and 20/2020 dated April 8, 2020, April 13, 2020 and May 5, 2020 respectively (“MCA Circulars”) and SEBI Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 issued by the Securities and Exchange Board of India, without the physical presence of the Members at a common venue to transact the business mentioned in the Notice of 28th Annual General Meeting of the Company.

The Notice of 28th AGM and Annual Report of the Company for the Financial Year ended March 31, 2020 alongwith login details for joining the 28th Annual General Meeting through VC/OAVM facility including e-voting has been sent on Saturday, September 05, 2020 through email to all those members whose email address have been registered with the Company or Registrar of Transfer Agent or with their respective Depository Participants (“DP”) in accordance with the MCA Circulars and SEBI Circulars and the same are also available on the website of the company at www.surajindustries.org, stock exchange’s website (www.bseindia.com) and on CDSL’s website www.evotingindia.com.

In compliance with the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2015 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and MCA circulars, the members are provided with the facility to cast their vote electronically through remote e-voting (prior to AGM) and e-voting (during the AGM) through services provided by Central Depository Services Limited (CDSL) on all the resolutions as set forth in the notice of the 28th AGM.

The remote e-voting period will commence on Saturday, **September 26, 2020** at 10.00 A.M. and ends on Monday, **September 28, 2020** upto 5.00 P.M. During this period, Members may cast their vote electronically. The remote e-voting shall be disabled by CDSL thereafter.

The members who have cast their vote by remote e-voting prior to the AGM may also participate in the AGM through VC/OAVM facility but shall not cast their vote again through e-voting facility available during the AGM.

Once the members cast vote on a resolution, the Member shall not be allowed to change it subsequently. Detailed instructions for remote e-voting, joining the AGM and e-voting during the AGM is provided in the Notice of 28th AGM.

The voting rights of Members shall be in proportion to the equity shares held by them in the paid up equity share capital of the Company as on **September 22, 2020** (‘cut-off date’). Any person, who is a member of the Company as on cut-off date shall only be entitled to join the Annual General Meeting, avail the remote e-voting and e-voting facility during the AGM. A person who ceases to be a member as on cut-off date should treat this notice for information purpose only.

Any person who has acquired shares and becomes a member of the Company after the date of electronic dispatch of the Notice of 28th AGM and holding shares as on the cut-off date, may obtain the login ID and password by following the instructions as mentioned in the Notice of 28th AGM or by sending a request to helpdesk.evoting@cdslindia.com. However, if the person is already registered with CDSL for remote e-voting, then he/she can use his/her existing user ID and password to cast their vote.

Members who are holding shares in physical form or have not registered their e-mail address with the Company/Depositories can obtain login credentials for e-voting as per the following procedure:

1. For members holding shares in physical form, kindly provide your name, folio number, e-mail address to be registered alongwith scanned copy of the share certificate (front and back), self-attested scanned copy of PAN card and self-attested scanned copy of Aadhar card by e-mail to the Company at secretarial.surajindustries.org.

2. For members holding shares in demat form, please update your e-mail address through your respective Depository Participant/s.

Further, pursuant to the provisions of Section 91 of the Act and rules framed thereunder and Regulation 42 of SEBI (LODR) Regulations, the Register of Members and Share Transfer Books of the Company will remain closed from Wednesday, September 23, 2020 to Tuesday September 29, 2020 (both days inclusive) for the purpose of 28th AGM.

If you have any query relating to e-voting facility, please refer the Frequently Asked Questions (FAQ's) and e-voting user manual for shareholders available at the download section of www.evotingindia.com or contact CDSL on 022-23058542. In case of any grievances connected with e-voting facility, please contact Mr. Rakesh Dalvi, Manager (CDSL) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futorex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai – 400013 or send an email to helpdesk.evoting@cdslindia.com or call on 022-23058542. For process and manner of voting by Electronic means please refer notice of 28th AGM.

The results of voting will be declared within 48 hours from the conclusion of AGM and the results so declared along with the consolidated Scrutinizer's Report shall be placed on the Company's website and the website of CDSL.

The Company has been allotted ISIN (INE170U01011) by CDSL and (IN8170U01010) by NSDL for dematerialization of the company's shares. All the members are requested to kindly to get their shares dematerialized.

**By order of the Board of Directors
Suraj Industries Ltd**

**Sd/-
Suraj Prakash Gupta
(Managing Director)**

**Place: New Delhi
Dated: 05.09.2020**