

## Notice to the Shareholders

### Notice to the Shareholders

NOTICE IS HEREBY GIVEN THAT the Twentieth Annual General Meeting of the Members of Jai Balaji Industries Limited will be held on Thursday, 19th September, 2019 at 11:00 a.m. at Rotary Sadan (Shripati Singhanian Hall), 94/2, Chowringhee Road, Kolkata - 700 020 to transact the following businesses:

### ORDINARY BUSINESS

#### Item No. 1

To receive, consider and adopt the:-

- (a) Audited Standalone Financial Statement of the Company for the financial year ended 31st March, 2019 together with the Report of the Board of Directors and the Auditors thereon.
- (b) Audited Consolidated Financial Statement of the Company for the financial year ended 31st March, 2019 and the Auditors' Report thereon.

#### Item No. 2

To appoint a Director in place of Shri Sanjiv Jajodia (DIN - 00036339), who retires by rotation and being eligible, offers himself for re-appointment.

#### Item No. 3

To appoint a Director in place of Shri Amit Kumar Majumdar (DIN - 00194123), who retires by rotation and being eligible, offers himself for re-appointment.

### SPECIAL BUSINESS

#### Item No. 4

To consider and, if thought fit, to pass, with or without modification(s), the following Resolution as an **ORDINARY RESOLUTION**:

**"RESOLVED THAT** pursuant to the provisions of Section 148 and all other applicable provisions, if any, of the Companies Act, 2013, read with the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment (s) thereof for the time being in force), the consolidated remuneration amounting to Rs. 1,20,000 (excluding applicable taxes and reimbursement of out-of-pocket expenses, if any) as recommended by the Audit Committee and approved by the Board of Directors at its meeting held on 14th August, 2019 payable to M/s Mondal & Associates, Proprietor Mr. Amiya Mondal, being the Cost Auditor of the Company, having office at 45, Akhil Mistry Lane, Kolkata - 700 009 for conducting the audit of the cost records of the Company and providing Cost Audit Report and all such reports, annexures, records, documents etc., for the financial year 2019-20, that may be required to be prepared and submitted by the Cost Auditors under applicable statute, be and is hereby ratified and confirmed."

#### Item No. 5

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 Sections 149, 152 and other applicable provisions, if any, of the Companies Act, 2013 ("Act"), the Companies (Appointment and Qualifications of Directors) Rules, 2014, read with Schedule IV to the Act and Regulation 17 and other applicable regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations"), as amended from time to time, Smt. Seema Chowdhury (DIN: 07158338) who was appointed as Independent Director of the Company for a term of 5 years with effect from 17th April, 2015 at the 16th Annual General Meeting of the Company held on 21st September, 2015 and who is eligible for re-appointment and who meets the criteria for independence as provided in Section 149(6) of the Act along with the rules framed thereunder and Regulation 16(1)(b) of SEBI Listing Regulations and who has submitted a declaration to that effect and in respect of whom the Company has received a Notice in writing from a Member under Section 160(1) of the Act proposing her candidature for the office of Director, be and is hereby re-appointed as an Independent Director of the Company, not liable to retire by rotation, to hold office for a second term of five years commencing with effect from 17th April, 2020.

**"RESOLVED FURTHER THAT** Board of Directors of the Company be and is hereby authorized to do all such acts, deeds and things as may be deemed proper and expedient to give effect to this Resolution."

#### Item No. 6

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 Sections 149, 152 and other applicable provisions, if any, of the Companies Act, 2013 ("Act"), the Companies (Appointment and Qualifications of Directors) Rules, 2014, read with Schedule IV to the Act and Regulation 17 and other applicable regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations"), as amended from time to time, Smt. Swati Agarwal (DIN: 07158355) who was appointed as Independent Director of the Company for a term of 5 years with effect from 17th April, 2015 at the 16th Annual General Meeting of the Company held on 21st September, 2015 and who is eligible for re-appointment and who meets the criteria for independence as provided in Section 149(6) of the Act along with the rules framed thereunder and Regulation 16(1)(b) of SEBI Listing Regulations and who has submitted a declaration to that effect and in respect of whom the Company has received a Notice in writing from a Member

## **Notice to the Shareholders (Contd.)**

under Section 160(1) of the Act proposing her candidature for the office of Director, be and is hereby re-appointed as an Independent Director of the Company, not liable to retire by rotation, to hold office for a second term of five years commencing with effect from 17th April, 2020.

**“RESOLVED FURTHER THAT** Board of Directors of the Company be and is hereby authorized to do all such acts, deeds and things as may be deemed proper and expedient to give effect to this Resolution.”

### **Item No. 7**

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 Sections 149, 152 and other applicable provisions, if any, of the Companies Act, 2013 (“Act”), the Companies (Appointment and Qualifications of Directors) Rules, 2014, read with Schedule IV to the Act and Regulation 17 and other applicable regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”), as amended from time to time, Smt. Rakhi Bajoria (DIN: 07161473) who was appointed as Independent Director of the Company for a term of 5 years with effect from 17th April, 2015 at the 16th Annual General Meeting of the Company held on 21st September, 2015 and who is eligible for re-appointment and who meets the criteria for independence as provided in Section 149(6) of the Act along with the rules framed thereunder and Regulation 16(1)(b) of SEBI Listing Regulations and who has submitted a declaration to that effect and in respect of whom the Company has received a Notice in writing from a Member under Section 160(1) of the Act proposing her candidature for the office of Director, be and is hereby re-appointed as an Independent Director of the Company, not liable to retire by rotation, to hold office for a second term of five years commencing with effect from 17th April, 2020.

**“RESOLVED FURTHER THAT** Board of Directors of the Company be and is hereby authorized to do all such acts, deeds and things as may be deemed proper and expedient to give effect to this Resolution.”

### **Item No. 8**

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

**“RESOLVED THAT** pursuant to Sections 61(1)(a) and rules made thereunder and all other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modifications or re-enactments thereof for the time being in force) and the Articles of Association of the Company, the consent of the members be and is hereby accorded to increase the existing Authorised Share Capital of Rs. 1,01,00,00,000/- (Rupees One Hundred and One Crores only) divided into

10,10,00,000 (Ten Crores Ten Lacs) equity shares of Rs. 10/- (Rupees Ten only) each to Rs. 1,25,00,00,000/- (Rupees One Hundred and Twenty Five Crores only) divided into 12,50,00,000 (Twelve Crores Fifty Lacs) equity shares of Rs. 10/- (Rupees Ten only) each by creation of 2,40,00,000 (Two Crores Forty Lacs) equity shares of Rs. 10/- (Rupees Ten only) each ranking pari-passu with the existing equity shares and consequently the existing Clause V of the Memorandum of Association of the Company be and is hereby substituted with the following new Clause V as under:

*V) The Authorised Share Capital of the Company is Rs. 1,25,00,00,000/- (Rupees One Hundred and Twenty Five Crores only) divided into 12,50,00,000 (Twelve Crores Fifty Lacs) equity shares of Rs. 10/- (Rupees Ten only) each with the rights, privileges and conditions attaching thereof as are provided by the regulations of the Company for the time being with power to increase and reduce the capital of the Company and to divide the shares in the capital for the time being into several classes and to attach thereof respectively such preferential rights, privileges or conditions as may be determined by or in accordance with the regulations of the Company and to vary, modify or abrogate any such rights, privileges or conditions in such manner as may for the time being be provided by the regulations of the Company or as may be permitted by the Companies Act.*

**RESOLVED FURTHER THAT** for the purpose of giving effect to this resolution, the Board of Directors of the Company be and is hereby authorised to take all necessary actions and do all such acts, deeds, matters and things, as it may in its absolute discretion deem necessary, proper or desirable and to settle any question, difficulty or doubt that may arise in this regard.”

### **Item No. 9**

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

**“RESOLVED THAT** pursuant to the provisions of Section 62(1)(c) read with Section 42 and all other applicable provisions, if any, of the Companies Act, 2013 and Rules made thereunder (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) (hereinafter referred to as “the Act”) and in accordance with and subject to the relevant provisions of the Memorandum and Articles of Association of the Company, the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time [hereinafter referred to as “SEBI (LODR) Regulations”], Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018, [hereinafter referred to as “SEBI (ICDR) Regulations”] (including any statutory modification(s) or re-enactment(s) thereof from time to time), Securities and Exchange Board of India (Substantial Acquisitions of Shares and Takeover) Regulations, 2011, as amended from time to time, (“SEBI Takeover Regulations”) and in accordance with all other applicable regulations,

## Notice to the Shareholders (Contd.)

guidelines and clarifications thereon issued by the Securities and Exchanges Board of India ("SEBI"), Reserve Bank of India ("RBI"), Government of India ("GOI") or any other statutory / regulatory authorities and subject to all such approvals, permissions, consents and sanctions of any authorities, as may be necessary and subject to such conditions and modifications as may be prescribed or imposed by any of them while granting such approvals, permissions, consents or sanctions, the consent of the Company be and is hereby accorded to the Board (which term shall deem to include any committee which the Board may have constituted or hereinafter constitute to exercise one or more its power, including the powers conferred hereunder) to create, offer, issue and allot, on preferential basis, in one or more tranches, upto 1,40,71,500 (One Crore Forty Lakhs Seventy One Thousand Five Hundred) Equity Shares of the Company of face value of Rs.10/- (Rupees Ten only) each as part of unsustainable portion of debt to be converted into equity, at such price being not less than the price determined in accordance with SEBI (ICDR) Regulations ("Issue Price"), to Edelweiss Asset Reconstruction Company Limited ("EARC" who will hold such shares on behalf of various EARC trusts), being an asset reconstruction company registered under section 3 of the Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002 and being a financial institution within the meaning of sub clauses (ia) of clause (h) of section 2 of the Recovery of Debts Due to Banks and Financial Institutions Act, 1993 in such manner and on such other terms and conditions as agreed between the Board and EARC."

**"RESOLVED FURTHER THAT** the offer, issue and allotment of the aforesaid Equity Shares shall be subject to the following terms and conditions:

- a) The "Relevant Date" pursuant to Regulation 161 of the SEBI (ICDR) Regulations in relation to the above mentioned Preferential Issue of Equity Shares, shall be Tuesday, 20th August, 2019 which is a date 30 days prior to the date of General Meeting.
- b) The issue price of the said Equity Shares shall not be less than the price determined in accordance with SEBI (ICDR) Regulations and applicable laws.
- c) Since, EARC is financial institution within the meaning of sub clauses (ia) of clause (h) of section 2 of the Recovery of Debts due to Banks and Financial Institutions Act, 1993, as per Regulations 158(3) of SEBI ICDR Regulations, the Lock-in provision shall not apply to the proposed allotment of equity shares.

**"RESOLVED FURTHER THAT** the Board be and is hereby authorised to delegate all or any of the powers herein conferred by this resolution to any Director(s) or to any Committee of Directors or employee or officer of the Company, as it may consider appropriate, to give effect to the aforesaid resolution."

**"RESOLVED FURTHER THAT** the Board be and is hereby authorised to decide and approve other terms and conditions of the issue of the Equity Shares and shall also be entitled to vary, modify or alter any of the terms and conditions, including size of the issue as it may deem fit, subject however to the compliance with the applicable guidelines, notifications, rules and regulations."

**"RESOLVED FURTHER THAT** the Board be and is hereby authorised to accept the terms, conditions, modifications and stipulations as the GOI, RBI, SEBI or Stock Exchanges or any other regulatory authority may stipulate while granting approval to the Company for issue of the Equity Shares as aforesaid."

**"RESOLVED FURTHER THAT** the Equity Shares to be issued and allotted pursuant to this resolution shall be subject to the provisions of the Memorandum and Articles of Association of the Company and shall rank pari-passu with the existing equity shares of the Company in all respects."

**"RESOLVED FURTHER THAT** the Board is hereby authorised to take necessary steps for listing of the equity shares upon allotment on Stock Exchanges, where the Company's shares are listed, as per the terms and conditions of the SEBI (LODR) Regulations, and in accordance with such other guidelines, rules and regulations as may be applicable with regard to such listing."

**"RESOLVED FURTHER THAT** for the purpose of giving effect to this resolution, the Board be and is hereby authorised to take such steps and to do all such acts, deeds, matters and things as the Board may, in its absolute discretion, deem necessary, expedient, usual, proper, incidental or desirable and to settle any question, difficulties or doubts that may arise in this regard and in regard to the issue, allotment of the Equity Shares and, to prescribe the forms of applications, enter and execute all such deeds, documents, agreements or other instruments, and to take such actions/directions as they may consider as being necessary or desirable and to obtain any approval, permissions, sanctions which may be necessary or desirable as they may deem fit."

Registered Office:  
5, Bentinck Street,  
Kolkata - 700 001

Place : Kolkata  
Date : 14<sup>th</sup> August, 2019

By Order of the Board  
For Jai Balaji Industries Limited

Sd/-  
Ajay Kumar Tantia  
Company Secretary



## Notice to the Shareholders (Contd.)

### Notes:

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, setting out the material facts concerning each item of Special Business under item no. 4 to 9 of the Notice to be transacted at the Twentieth Annual General Meeting ('the meeting') is annexed hereto and forms part of the Notice. The relevant details, pursuant to Regulation 26(4) and 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and Secretarial Standards on General Meetings issued by the Institute of Company Secretaries of India, in respect of the Directors seeking re-appointment / appointment at this AGM are also annexed.
2. Pursuant to the provisions of Section 91 of the Companies Act, 2013, the Register of Members and Share Transfer Books of the Company will remain closed from Friday, 13th September, 2019 to Thursday, 19th September, 2019 (both days inclusive).
3. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE ANNUAL GENERAL MEETING IS ALSO ENTITLED TO APPOINT PROXY/PROXIES TO ATTEND AND VOTE ON A POLL INSTEAD OF HIMSELF/HERSELF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY.**

Pursuant to Section 105 of the Companies Act, 2013 and rules made thereunder a person can act as a proxy on behalf of the member or members not exceeding 50 (Fifty) and holding in aggregate not more than 10% of the total share capital of the Company carrying voting rights. Also, a member holding more than 10% of the total share capital of the Company carrying voting rights, may appoint a single person as a proxy provided that such a person shall not act as a proxy for any other person or member. If a proxy is appointed for more than 50 (fifty) members, he/she shall choose any 50 (fifty) members and confirm the same to the company before the commencement of specified period for inspection. In case, proxy fails to do so, the company shall consider only first 50 (fifty) proxies as valid. The instrument appointing the proxy shall be in writing and be signed by the appointer or his attorney duly authorized in writing or if the appointer is a body corporate, be under its seal or be signed by an officer or an attorney duly authorized by it and in order to be effective, should be deposited at the registered office of the Company, duly completed stamped and signed, not less than 48 (Forty Eight) hours before the commencement of the meeting. A proxy form is annexed to this Report.

Further, proxies submitted on behalf of authorized representative of the companies, societies etc. must be

supported by appropriate resolution/authority, as applicable. Members who hold shares in dematerialized form are requested to bring their Photo Identity Card for easy identification of attendance at the meeting.

Every member entitled to vote at the meeting shall be entitled during the period beginning 24 hours before the time fixed for the commencement of the meeting and ending with the conclusion of the meeting, to inspect the proxies lodged, at any time during business hours between 11 a.m. to 6 p.m., provided that not less than 3 days notice in writing of the intention to inspect is given by the member to the Company.

4. Corporate members intending to send their authorized representatives to attend the Annual General Meeting pursuant to Section 113 of the Companies Act, 2013 are requested to send to the Company a certified true copy of the Board Resolution together with respective specimen signature of those representative(s) authorized under said resolution to attend and vote on their behalf at the meeting.
5. Members/proxies /authorized representatives should bring the duly filled attendance slip to attend the meeting.
6. The Annual Report of the Company for the Financial Year 2018-19, circulated to the members of the Company, is also uploaded on the Company's website "[www.jaibalajigroup.com](http://www.jaibalajigroup.com)".
7. Members holding shares in physical mode are requested to intimate any change in their address to the Registrar and Share Transfer Agent, Maheshwari Datamatics Private Limited, at their Corporate Office 23, R. N. Mukherjee Road, 5th Floor, Kolkata - 700001 and members holding shares in demat mode are requested to intimate any change in their address or bank mandates to their respective Depository Participants. Any such changes effected by the Depository Participants will automatically reflect in the Company's subsequent records.

To prevent fraudulent transactions, members are advised to exercise due diligence and notify the Company of any change or demise of any member as soon as possible. Members are also advised not to leave their demat account(s) dormant for long. Periodic statement of holding should be obtained from Depository Participant and holding should be verified.

8. Members who hold shares in physical form in multiple folios in identical names or joint holding in the same order of names are requested to write to the Company's Registrar and Share Transfer Agents, Maheshwari Datamatics Private Limited, at their Corporate Office 23, R. N. Mukherjee Road, 5th Floor, Kolkata - 700001, enclosing their share certificates to enable the Company to consolidate their holdings into single folio.

## Notice to the Shareholders (Contd.)

9. Pursuant to Section 88 of the Companies Act, 2013 the Register of Members is required to be maintained in form MGT-1. In this respect, members holding shares in physical form are requested to inform/update the following additional details to the RTA, Maheshwari Datamatics Private Limited, at their Corporate Office 23, R. N. Mukherjee Road, 5th Floor, Kolkata – 700001, who have not yet so updated:
  - a. E-mail id (of the first holder)
  - b. PAN
  - c. Unique Identification Number (AADHAR NO.)
  - d. Father's / Mother's/Spouse's Name
  - e. Occupation
  - f. In case the member is a minor, Name of the Guardian and date of birth of the Member
  - g. CIN (In case the member is a body corporate)
10. Members are requested to quote the Folio/Client ID & DP ID Nos. in all correspondences.
11. Electronic copy or web link of the Annual Report for the financial year 2018-19 and the Notice of the Twentieth Annual General Meeting of the Company inter alia indicating the process and manner of e-voting along with Attendance Slip and Proxy Form and route map is being sent to all the members whose email IDs are registered with the Company/Depository Participants(s) for communication purposes. Members of the Company who have registered their e-mail address are also entitled to receive such communication in physical form upon request. However, members who have not registered their email address shall be furnished with physical copies of the aforesaid Notice of Twentieth Annual General Meeting of the Company in the permitted mode.

Members who have received the Notice of Annual General Meeting, Annual Report and Attendance Slip in electronic mode are requested to print the Attendance Slip and submit a duly filled in Attendance Slip at the Registration Counter at the Annual General Meeting.

Members are also informed that the Notice of the Twentieth Annual General Meeting of the Company inter alia indicating the process and manner of e-voting along with Attendance Slip and Proxy Form shall also be available on the website of the Company viz. [www.jaibalajigroup.com](http://www.jaibalajigroup.com) and on the website of the CDSL for their download.

In keeping view with Ministry of Corporate Affairs "Green Initiatives" measures and applicable provisions of Companies Act, 2013 read with Rules there under, the

Company requests members who have not registered their e-mail address so far, to register their e-mail address for receiving all communications including Annual Report, notices etc from the Company electronically.

12. All the documents referred to in the accompanying notice are available for inspection by the members at the Registered Office of the Company on all working days (except Saturdays and Sundays) between 11:00 A.M. to 1:00 P.M. upto the conclusion of this Annual General Meeting.
13. Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Companies Act, 2013 and The Register of Contracts and Arrangements in which Directors are interested under Section 189 of the Companies Act, 2013 shall be made available for inspection at the Annual General Meeting.
14. Members seeking further information on the Accounts or any other matter contained in the Notice are requested to write to the Company at least 7 (Seven) days before the meeting so as to enable the Company to make available relevant information at the meeting.
15. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in the securities market. Members holding shares in demat mode are, therefore requested to submit PAN details to their Depository Participant.

Members holding shares in physical mode are also requested to submit their PAN and bank account details to the Company's Registrar and Share Transfer agent, Maheshwari Datamatics Private Limited, at their Corporate Office 23, R. N. Mukherjee Road, 5th Floor, Kolkata – 700001.

16. Securities and Exchange Board of India (SEBI) has mandated that for registration of transfer of securities, the transferee(s) as well as transferor(s) shall furnish a copy of their PAN Card to the Company for registration of transfer of securities. Also, as per SEBI notification number SEBI/LAD-NRO/GN/2018/24 dated June 08, 2018 for amendment to SEBI (Listing Obligations And Disclosure Requirements) Regulations, 2015 requests for effecting transfer of securities of listed companies shall not be processed unless the securities are held in the demat form with a depository, except in case of transmission or transposition of securities.
17. Members are requested to note that dividends not encashed or claimed within 7 (Seven) years from the date of transfer to the Company's Unpaid Dividend Account, has been transferred to the fund established by the Central

## Notice to the Shareholders (Contd.)

Government, namely the Investor Education and Protection Fund (IEPF). Details of dividend remained unclaimed by the members for the past year which have been transferred to IEPF are readily available for view by the members on the Company's Website.

Pursuant to the provisions of Section 124(6) of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, including the statutory modification(s) or re-enactment(s) thereof, for the time being in force ("IEPF Rules, 2016"), equity shares of the Company in respect of which dividend amounts have not been claimed/encashed for the last seven consecutive years or more are required to be transferred by the Company to the Demat Account of the Investor Education and Protection Fund Authority ("IEPFA"). Accordingly, equity shares which were due to be so transferred, have been transferred by the Company to the Demat Account of IEPFA. The voting rights on such shares shall remain frozen till the rightful owner claims the shares. Shares which are transferred to the Demat Account of IEPFA can be claimed back by the shareholder from IEPFA by following the procedure prescribed under the aforesaid rules. Details of shares transferred to the Demat Account of IEPFA have been uploaded by the Company on its website at [www.jaibalajigroup.com](http://www.jaibalajigroup.com)

18. Section 72 of Companies Act, 2013 extends the nomination facility to individual shareholders of the Company. Therefore, the shareholders holding share certificate in physical form and willing to avail this facility may make nomination in Form SH-13 as per Rule 19(1) of the Companies (Share Capital and Debentures) Rules, 2014 which may be sent on request. In case of demat holding, the shareholders should approach their respective Depository Participant for their nomination. Blank forms will be made available on request. The same can also be downloaded from the Company's website [www.jaibalajigroup.com](http://www.jaibalajigroup.com) under the head 'Investor Relations'.

19. a) In compliance with the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 and amendments made thereto, and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the company is pleased to provide the facility to members to exercise their right to vote on the resolutions proposed to be passed at the Annual General Meeting as stated in the Notice by electronic means from a place other than venue of the meeting i.e. remote e-voting. The facility of casting the votes by the members using an electronic

voting system from a place other than venue of Annual General Meeting (remote e-voting) will be provided by CDSL.

**The detailed process for exercising the e-voting facility is enclosed and is being sent as a part of the Notice. Members are requested to carefully read the instructions of e-voting before exercising their vote.**

b) The e-voting facility will be made available during the following period:

Commencement of e-voting: From 10:00 a.m. on Monday, 16th September, 2019

End of e-voting: Up to 5:00 p.m. on Wednesday, 18th September, 2019

**Members holding shares either in physical or dematerialized mode as on the cut-off date viz. , Thursday, 12th September, 2019 may exercise their vote electronically.**

- c) In case a person becomes a member of the Company after the dispatch of the Notice but on or before the cut-off date for e-voting i.e. **Thursday, 12th September, 2019**, he/she may write to the Registrar requesting for user id and password.
- d) Once the vote on a resolution is cast by a member, the member shall not be allowed to change it subsequently.
- e) Facility of voting through Ballot Paper shall also be made available at the meeting and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting. Members who have cast their vote by remote e-voting prior to the meeting may also attend the meeting but shall not be entitled to cast their vote again.
- f) Members can opt for only one mode of voting, i.e. either by e-voting or voting at Annual General Meeting. In case members cast their vote through both the mode, e-voting shall prevail and vote cast at Annual General Meeting shall be invalid.
- g) The voting rights of the members shall be one vote per paid up equity share, registered in the name of the shareholders/beneficial owners as on the cut-off date being **Thursday, 12th September, 2019**.
- h) A person who is not a member as on cut-off date should treat this notice for the information purpose only.
- i) The Board of Directors has appointed Mr. Manish Shaw, Practicing Company Secretaries, (Membership No. ACS: 48460) (Address: 57/6, B.T. Road, Kolkata - 700 002), as the Scrutinizer to scrutinize the e-voting process and voting at the AGM in a fair and transparent manner.

## **Annexure to the Notice (Contd.)**

- j) The scrutinizer shall after the conclusion of meeting count the votes cast at the meeting, thereafter unblock the votes cast by remote e-voting in the presence of at least 2 (Two) witnesses not in employment of the Company and within a period not exceeding 3 days from the conclusion of the meeting submit a consolidated scrutinizer's report of total votes cast (e-voting & ballot) in favour or against it to the Chairman of the meeting or any person authorized by the Chairman. The Chairman of the meeting or any person authorized by the Chairman shall counter-sign the same and shall declare the results of voting forthwith.
- k) The results of e-voting will be communicated to the Stock Exchanges where equity shares of the Company are listed viz. BSE Limited and National Stock Exchange of India Limited. Further, the results so

declared along with the Scrutinizer's Report shall also be placed on the website of the Company as well as on the website of CDSL immediately after declaration of results by the Chairman or any person authorized by him in writing.

Registered Office:  
5, Bentinck Street,  
Kolkata - 700 001

Place : Kolkata  
Date : 14<sup>th</sup> August, 2019

By Order of the Board  
For **Jai Balaji Industries Limited**

Sd/-  
**Ajay Kumar Tantia**  
Company Secretary

## **Annexure to the Notice**

### **EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013.**

#### **Item No. 4**

On the basis of the recommendation of the Audit Committee, the Board of Directors of the Company at its meeting held on 14th August, 2019 has approved the re-appointment of the Cost Auditors of the Company, M/s. Mondal & Associates, Proprietor Mr. Amiya Mondal, to conduct audit of the cost records of the Company and providing Cost Audit Report and all such reports, annexures, records, documents etc., for the financial year 2019-20, that may be required to be prepared and submitted by the Cost Auditors under applicable statute at a consolidated remuneration of Rs.1,20,000 (excluding applicable taxes and reimbursement of out-of pocket expenses, if any).

In terms of Section 148 and all other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Audit and Auditors) Rules, 2014, remuneration payable to the Cost Auditors has to be approved by the Board and subsequently to be ratified by the members of the Company.

Accordingly, consent of the members is sought for ratification of the remuneration payable to the Cost Auditors of the Company for the Financial Year 2019-20.

The Board of Directors, therefore, recommend the Resolution under item no. 4 to be passed as an Ordinary Resolution by the Members.

None of the Directors, Key Managerial Personnel and their relatives are, in any way, concerned or interested, financially or otherwise, in the proposed resolution.

#### **Item No. 5,6 & 7**

Smt. Seema Chowdhury (DIN:07158338) , Smt. Swati Agarwal (DIN: 07158355) and Smt, Rakhi Bajoria (DIN:07161473) were appointed as Independent Directors on the Board of the Company with effect from 17th April, 2015 pursuant to the provisions of Section 149 of the Act, read with the Companies (Appointment and Qualification of Directors) Rules, 2014 and the erstwhile Clause 49 of the Listing Agreement with the Stock exchanges. They hold office as Independent Directors of the Company till 16th April, 2020.

The Nomination and Remuneration Committee (NRC) of the Board of Directors, based on the report of performance evaluation of Independent Directors, has recommended the re-appointment of Smt. Seema Chowdhury, Smt. Swati Agarwal and Smt. Rakhi Bajoria as Independent Directors for a second term of 5 (Five) consecutive years on the Board of the Company from 17th April, 2020 upto 16th April, 2025.

The Board, based on the performance evaluation of Independent Directors and as per the recommendation of the NRC, considers that, given their background and experience and contributions made by them during their tenure, the continued association of Smt. Seema Chowdhury, Smt. Swati Agarwal and Smt. Rakhi Bajoria would be beneficial to the Company and it is desirable to continue to avail their services as Independent Directors. Accordingly, it is proposed to re-appoint Smt. Seema Chowdhury, Smt. Swati Agarwal and Smt. Rakhi Bajoria as Independent Directors of the Company, not liable to retire by rotation and to hold office for a second



## Annexure to the Notice (Contd.)

term of 5 (Five) consecutive years on the Board of the Company in terms of Section 149 read with Schedule IV of the Companies Act, 2013 ('the Act'), and Regulation 17 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Section 149 of the Act and provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") inter alia prescribe that an independent director of a Company shall meet the criteria of Independence as provided in Section 149(6) of the Act. Section 149(10) of the Act provides that an independent director shall hold office for a term of upto five consecutive years on the Board and shall be eligible for re-appointment on passing a special resolution by the Company and disclosure of such appointment in its board's report. Section 149(11) provides that an Independent director may hold office for upto two consecutive terms.

Smt. Seema Chowdhury, Smt. Swati Agarwal and Smt. Rakhi Bajoria are not disqualified from being appointed as Directors in terms of Section 164 of the Act and have given their consent to act as Directors.

The Company has received notices in writing from a member under Section 160 of the Act proposing the candidature of Smt. Seema Chowdhury, Smt. Swati Agarwal and Smt. Rakhi Bajoria for the office of Independent Directors of the Company.

The Company has also received declarations from Smt. Seema Chowdhury, Smt. Swati Agarwal and Smt. Rakhi Bajoria that they meet with the criteria of Independence as prescribed both under sub-section (6) of Section 149 of the Act and under SEBI Listing Regulations.

In the opinion of the Board, Smt. Seema Chowdhury, Smt. Swati Agarwal and Smt. Rakhi Bajoria fulfil the conditions for appointment as Independent Directors as specified in the Act and the SEBI Listing Regulations and are independent of the management.

Further, Ms. Chowdhury, Ms. Agarwal and Ms. Bajoria are not debarred or disqualified from being appointed or continuing as directors of companies by the Securities and Exchange Board of India/Ministry of Corporate Affairs or any such statutory authority.

Additional information in respect of Ms. Chowdhury, Ms. Agarwal and Ms. Bajoria, pursuant to the Listing Regulations 2015 and the Secretarial Standard on General Meetings, is appearing in the "Annexure" to the notice. Ms. Chowdhury and Ms. Bajoria do not hold any share in the Company, either in their individual capacity or on a beneficial basis for any other person. Ms. Agarwal singly / jointly holds 1100 shares in the Company; She does not hold any share in the Company on a beneficial basis for any other person.

Ms. Chowdhury, Ms. Agarwal and Ms. Bajoria, and their relatives, are interested in the Special Resolutions relating to their respective re-appointment. None of the other Directors and Key Managerial Personnel of the Company, or

their relatives, are interested in these Special Resolutions. The Board recommends these Special Resolutions for your approval.

### Item No. 8

The authorized share capital of the Company is Rs. 1,01,00,00,000/- (Rupees One Hundred and One Crores only) divided into 10,10,00,000 (Ten Crores Ten Lacs) equity shares of Rs. 10/- each (Rupees Ten only). The resolution set out at Item No. 8 seeks to alter the capital clause of the memorandum of association of the Company by increasing the authorised share capital from Rs. 1,01,00,00,000/- (Rupees One Hundred and One Crores only) divided into 10,10,00,000 (Ten Crores Ten Lacs) equity shares of Rs. 10/- each (Rupees Ten only) to Rs. 1,25,00,00,000/- (Rupees One Hundred and TwentyFive Crores only) divided into 12,50,00,000 (Twelve Crores Fifty Lacs) equity shares of Rs. 10/- (Rupees Ten only) each by creation of 2,40,00,000 (Two Crores Forty Lacs) equity shares of Rs. 10/- (Rupees Ten only) each.

Resolution set out at Item No. 9 is relating to issue of Equity Shares on preferential basis, therefore, it is necessary to amend the capital clause of the memorandum of association of the Company. Pursuant to Sections 13 and 61 of the Companies Act, 2013, the Company is required to obtain approval of its shareholders by means of a special resolution to carry out amendments to the memorandum of association of the Company.

The Board of Directors accordingly recommends the resolution in Item No.8 for your approval by way of a special resolution. None of the Directors, Key Managerial Personnel of the Company or their relatives are in any way concerned or interested, financially or otherwise, in the resolution.

### Item No. 9

The Company for its operations had availed various facilities / financial assistance from Banks and Financial Institutions. However, the Company has been passing through its worst times since year 2009. The restructuring exercise under Corporate Debt Restructuring (CDR) mechanism also could not yield results as the implementation of the package was delayed. The company has continued to struggle to meet its debt obligation.

In recent past, some of the lender Banks ('Assignors') have assigned all the rights, title and interests in financial assistances granted by it to the Company in favour of Edelweiss Asset Reconstruction Company Limited (EARC). All the rights, title and interests of Assignors have now vested in EARC in respect of financial assistances granted by them. EARC acting in its capacity as Trustee of EARC Trust SC 233, EARC Trust SC 301, EARC Trust SC 302 and EARC Trust SC 310 agrees to restructure the Existing Liability. The draft restructuring terms & conditions have also been in-principally approved by the Board of Directors of the company. In accordance with one of the conditions of restructuring, the Company shall issue and allot 1,40,71,500 (One Crore Forty Lakhs Seventy



## **Annexure to the Notice (Contd.)**

One Thousand Five Hundred) Equity Shares of the Company of face value of Rs.10/- (Rupees Ten only) to EARC as part of unsustainable portion of debt to be converted into equity, subject to the necessary approvals.

The details of the issue and other particulars as required in terms of the Act and SEBI (ICDR) Regulations in relation to the aforesaid Special Resolutions are given as under:

### **1. Objects of the Issue:**

As mentioned above, the objective of the issue of Equity Shares is to meet the conditions of restructuring of financial assistance.

### **2. The total number of securities to be issued:**

The Board intends to offer, issue and allot up to 1,40,71,500 (One Crore Forty Lakhs Seventy One Thousand Five Hundred) Equity Shares on preferential basis.

### **3. The price at which the allotment is proposed:**

The issue price of the said Equity Shares shall not be less than the minimum price as may be determined in accordance with the SEBI (ICDR) Regulations and other applicable laws, if any.

### **4. Basis on which price has been arrived at along with report of the registered valuer:**

As such this is not applicable in the present case since the Company is a listed company and the pricing is in terms of the SEBI (ICDR) Regulation.

### **5. The proposal / intention of the Promoters, Directors or Key Managerial Personnel to subscribe to the Offer:**

No shares are being offered to Promoter and Promoter Group, Director, Key Managerial Personnel or relative of the Directors or Key Managerial Personnel of the Company. Further, the Promoter, Directors or Key Managerial Personnel are not entitled to and do not have any intention to subscribe to the offer.

### **6. Relevant date:**

The "Relevant Date" in terms of the SEBI (ICDR) Regulations for determination of minimum price is Tuesday, 20th August, 2019, being a date which is 30 (Thirty) days prior to the date of General Meeting.

### **7. The class or classes of persons to whom the allotment is proposed to be made:**

The proposed allottee viz., Edelweiss Asset Reconstruction Company Limited ("EARC") is an Asset Reconstruction Company registered under section 3 of the Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002 and a Financial Institution within the meaning of sub clauses (ia) of clause (h) of section 2 of the Recovery of Debts Due to Banks and Financial Institutions Act, 1993, in its capacity as trustee of various Trusts.

After allotment, if made, EARC will fall under institutional public shareholder.

### **8. Shareholding Pattern before and after the Preferential Issue:**

Sl. No.	Category of Shareholders	Pre-Issue Equity Shareholding (as on 30.06.2019)		Post-Issue Equity Shareholding	
		Number	%	Number	%
<b>A</b>	<b>Promoters and promoter group</b>				
	1. a) Indian Promoters	56,304,046	58.41	56,304,046	50.97
	b) Foreign Promoters	NIL	NIL	NIL	NIL
	<b>Sub Total</b>	<b>56,304,046</b>	<b>58.41</b>	<b>56,304,046</b>	<b>50.97</b>
<b>B</b>	<b>Non-promoter</b>				
	2. Institutional Investors				
	a) Mutual Funds/ UTI	NIL	NIL	NIL	NIL
	b) Financial Institutions/ Banks	NIL	NIL	NIL	NIL
	<b>Proposed Allottee</b>				
	Edelweiss Asset Reconstruction Company Limited (EARC)	NIL	NIL	14,071,500	12.74
	c) Insurance Companies/ Govt. Institutions	NIL	NIL	NIL	NIL
	d) Venture Capital Funds	NIL	NIL	NIL	NIL
	e) Foreign Portfolio Investors	3,041,497	3.16	3,041,497	2.75
	<b>Sub total</b>	<b>3,041,497</b>	<b>3.16</b>	<b>17,112,997</b>	<b>15.49</b>

**Annexure to the Notice (Contd.)**

Sl. No.	Category of Shareholders	Pre-Issue Equity Shareholding (as on 30.06.2019)		Post-Issue Equity Shareholding	
		Number	%	Number	%
	<b>3. Others</b>				
	a) Bodies Corporate	10,816,923	11.22	10,816,923	9.79
	b) Individual holding	19,771,899	20.51	19,771,899	17.89
	c) Foreign Companies	6,063,547	6.29	6,063,547	5.49
	d) Non Resident Individuals	258,552	0.27	258,552	0.23
	e) Clearing Member	37,065	0.04	37,065	0.03
	f) others	92,957	0.10	92,957	0.08
	<b>Sub total</b>	<b>37,040,943</b>	<b>38.43</b>	<b>37,040,943</b>	<b>33.53</b>
	<b>Grand Total</b>	<b>96,386,486</b>	<b>100.000</b>	<b>110,457,986</b>	<b>100.00</b>

**9. Proposed time frame within which the issue shall be completed:**

The allotment of Equity Shares shall be completed within a period of 15 days from the date of passing of the Resolution by the Shareholders provided where the

allotment is pending on account of any approval from any Regulatory Authority/Body the allotment shall be completed by the Company within a period of 15 days from the date of such approval.

**10. Identity of the natural persons who are the ultimate beneficial owners of the shares proposed to be allotted and/ or who ultimately control the proposed allottees, the percentage of post preferential issue capital that may be held by them:**

Sl. No.	Name of the Proposed Allottees	Ultimate Beneficial Owner	Post-Issue Equity Shareholding	
			Number	%
1	Edelweiss Asset Reconstruction Company Limited As Trustee of EARC Trust SC 233	Kindly Refer: Note 1	12,92,985	1.17
2	Edelweiss Asset Reconstruction Company Limited As Trustee of EARC Trust SC 301		80,05,706	7.25
3	Edelweiss Asset Reconstruction Company Limited As Trustee of EARC Trust SC 302		44,13,005	4.00
4	Edelweiss Asset Reconstruction Company Limited As Trustee of EARC Trust SC 310		3,59,804	0.33
	<b>Total</b>		<b>1,40,71,500</b>	<b>12.74</b>

Note 1: There is a listed company in the chain of ownership of the proposed allottees. Therefore, pursuant to the proviso to Regulation 163(1)(f) of SEBI (ICDR) Regulations, disclosure in this respect is not applicable.

## Annexure to the Notice (Contd.)

### 11. Change in control consequent to the preferential issue:

The existing Promoters of the Company will continue to be in control of the Company and there will not be any change in the management or control of the Company as a result of the proposed preferential allotment.

### 12. Requirement as to re-computation of price:

Since the equity shares of the Company have been listed on the recognized Stock Exchanges for a period of more than 6 months prior to the Relevant Date, the Company is not required to re-compute the price of the equity shares.

### 13. Auditors' Certificate:

A copy of the certificate from Statutory Auditors certifying that the issue is being made in accordance with the requirements of SEBI (ICDR) Regulations shall be made available for inspection at the registered office of the Company between 2.00 p.m.

to 5.00 p.m. on all working days (except Saturdays, Sundays and Holidays) up to the date of announcement of the results.

### 14. Lock-in Period:

Since, the proposed allottee is financial institution within the meaning of sub clauses (ia) of clause (h) of section 2 of the Recovery of Debts due to Banks and Financial Institutions Act, 1993, therefore, as per Regulations 158(3) of SEBI (ICDR) Regulations, the Lock-in provision shall not apply to the proposed allotment of equity shares.

### 15. Others:

Save and except the Preferential Issue as proposed herein, the Company has made no other issue or allotment of securities on preferential basis during the year.

Registered Office:  
5, Bentinck Street,  
Kolkata - 700 001

Place : Kolkata  
Date : 14<sup>th</sup> August, 2019

By Order of the Board  
For **Jai Balaji Industries Limited**

**Sd/-**  
**Ajay Kumar Tantia**  
Company Secretary

## Annexure to the notice pursuant to Regulation 36(3) of the SEBI (Listing Obligation & Disclosure Requirements) Regulations, 2015

### Brief Profile of the Directors seeking appointment/re-appointment at the Twentieth Annual General Meeting

Name of Director	Shri Amit Kumar Majumdar	Shri Sanjiv Jajodia
DIN	00194123	00036339
Date of Birth	16.08.1938	06.09.1963
Date of Appointment as Director	27.09.2014	31.05.2002
Qualification	B.Sc, B.Sc (Metallurgical Engineering), Advanced Management Program from IIM, Advanced Management Program from Leeds University, U.K.	B. Com (Hons.)
Expertise in Specific functional areas	Wide experience in Steel Industry, Operations and Management of large steel plants.	Corporate Finance, Accounts, Taxation, Corporate Governance, Statutory Compliance, Planning, Systems & Procedures.
Member of the Committees of the Board of Directors of the Company	Corporate Social Responsibility Committee - <b>Member</b>	Management (Finance) Committee - <b>Member</b>
Directorship held in any other listed entity	Gujarat NRE Coke Limited JCK Infrastructure Development Ltd.	NIL
Membership in the Committees of the Board of Directors of other Listed Entity in which he is a Director	Gujarat NRE Coke Limited Audit Committee: <b>Member</b> Nomination and Remuneration Committee - <b>Member</b> JCK Infrastructure Development Ltd. Stakeholder Relationship Committee - <b>Chairman</b>	NIL
No. of Equity Shares held in the Company	NIL	27,79,433
Inter-se Relation-ships between Director	None	Shri Sanjiv Jajodia is the brother of Shri Rajiv Jajodia; Shri Aditya Jajodia and Shri Gaurav Jajodia are his brother's Son.



## Annexure to the Notice (Contd.)

Name of Director	Smt. Seema Chowdhury	Smt. Swati Agarwal	Smt. Rakhi Bajoria
DIN	07158338	07158355	07161473
Date of Birth	7th April, 1983	9th December, 1985	7th September, 1982
Date of Appointment as Director	17th April, 2015	17th April, 2015	17th April, 2015
Qualification	B. Com (Hons.) and an Associate Member of the Institute of Company Secretaries of India (ICSI)	B. Com (Hons.), and an Associate Member of the Insitutue of Company Secretaries of India (ICSI).	B. Com (Hons.), LLB, MBL and an Associate Member of the Institute of Company Secretaries of India (ICSI).
Expertise in Specific functional areas	Experience of over 15 year in handling Company Law, SEBI, Listing Agreement and FEMA matters.	More than 10 years of experience in the fields of Secretarial and legal functions. Rich experience in handling Company Law, SEBI Listing Agreement and legal matters.	Practicing Company Secretary with almost 15 years of experience in the fields of Secretarial and legal functions. Rich experience in handling Company Law, SEBI, Listing Agreement and FEMA matters.
Directorship held in any other Public Companies	NIL	Chandi Steel Industries Limited	NIL
Chairman/Membership in the Committees of the Board of Directors of the Company	NIL	Audit Committee - <b>Member</b>	NIL
Chairman/Member of the Committees of the Board of Directors of other Public Companies in which he/she is a Director	NIL	<u>Chandi Steel Industries Limited</u> Audit Committee - <b>Chairman</b> Nomination and Remuneration Committee - <b>Chairman</b> Stakeholder Relationship Committee - <b>Chairman</b>	NIL
No. of Equity Shares held in the Company	NIL	1,100	NIL
Inter-se Relation-ships between Director	None	None	None

## Annexure to the Notice (Contd.)

### Process and manner of e-voting

#### A. In case of Members receiving Notice of the Annual General Meeting by email and who wish to vote using the e-voting facility:

- i) Email contains your user ID and PAN/ Sequence No. for e-voting.
- ii) Log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com)
- iii) Now click on "Shareholders" tab to cast your votes.
- iv) Now Enter your User ID  
For CDSL : 16 digits beneficiary ID,  
For NSDL : 8 Character DP ID followed by 8 Digits Client ID,  
For Members holding shares in Physical Form: Members should enter Folio Number registered with the Company.
- v) Next enter the Image Verification as displayed and Click on Login.
- vi) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any company, then your existing password is to be used.
- vii) If you are a first time user, follow the steps given below:

	For Members holding shares in Demat Form and Physical Form
PAN	<p>Enter your 10 digit alpha-numeric PAN issued by Income Tax Department when prompted by the system while e-voting (applicable for both demat shareholders as well as physical shareholders)</p> <ul style="list-style-type: none"> <li>Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN field.</li> <li>In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. eg: If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field.</li> </ul>
Dividend Bank Details OR Date of Birth (DOB)	<p>Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records for the said demat account or folio.</p> <ul style="list-style-type: none"> <li>If the details are not recorded with the depository or company please enter the member id/folio number in the Dividend Bank details field as mentioned in instruction (v).</li> </ul>

- viii) After entering these details appropriately, click on "SUBMIT" tab.
- ix) Members holding shares in Physical form will then reach directly to the Company selection screen.
- x) Members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.  
  
Shareholders holding shares in demat form and have logged in for an earlier instance of e-Voting and voted on [www.evotingindia.com](http://www.evotingindia.com) should use their existing login and password. Such shareholders who have already logged in earlier would be required to enter only the password after entering the user ID and characters displayed.
- xi) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- xii) Click on the EVSN for <Jai Balaji Industries Limited> to vote.
- xiii) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- xiv) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- xv) After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.

## Annexure to the Notice (Contd.)

- xvi) Repeat the voting process for all the resolutions on which you intend to vote.
- xvii) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- xviii) You can also take out print of the voting done by you by clicking on “Click here to print” option on the Voting page.
- xix) If Demat account holder has forgotten the changed password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- xx) Shareholders can also cast their vote using CDSL’s mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.
- xxi) Note for Non-Individual Shareholders and Custodians:
  - Non-Individual Shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to <https://www.evotingindia.com> and register themselves as Corporates.
  - They should submit a scanned copy of the Registration Form bearing the stamp and sign of the entity to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)
  - After receiving the login details they have to create a compliance user who would be able to link the account(s) which they wish to vote on.
  - The list of accounts should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
  - They should upload a scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, in PDF format in the system for the scrutinizer to verify the same.

### B. In case of Members receiving Notice of the Annual General Meeting by post and who wish to vote using the e-voting facility:

Please follow all steps from Sr. No. (ii) to Sr. No. (xix) above, to cast your vote.

In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com) under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com). Or can contact at CDSL helpdesk: 1800225533

