

**JAI BALAJI INDUSTRIES LIMITED**

CIN : L27102WB1999PLC089755

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Website : [www.jaibalajigroup.com](http://www.jaibalajigroup.com), Email : [jaibalaji@jaibalajigroup.com](mailto:jaibalaji@jaibalajigroup.com)**NOTICE OF 23RD ANNUAL GENERAL MEETING AND INFORMATION ON E-VOTING AND BOOK CLOSURE**

NOTICE is hereby given that the Twenty Third Annual General Meeting ("AGM") of the members of Jai Balaji Industries Limited (the "Company") is scheduled to be held on **Tuesday, September 27, 2022 at 12:30 p.m.** through Video Conferencing ("VC") / Other Audio-Visual Means ("OAVM") facility provided by Central Depository Services (India) Limited (CDSL), without the physical presence of the shareholders at a common venue, in accordance with the applicable provisions of the Companies Act, 2013 ("Act") and the Rules made thereunder and the Securities and Exchange Board of India ("SEBI") (Listing Obligations and Disclosure Requirements) Regulations, 2015, read with the General Circular No. 02/2022 dated 5th May, 2022, General Circular No. 20/2021 dated 8th December, 2021, General Circular No. 02/2021 dated 13th January 2021, General Circular No. 20/2020 dated 5th May, 2020, General Circular No. 17/2020 dated 13th April, 2020 and General Circular No. 14/2020 dated 8th April, 2020, issued by the Ministry of Corporate Affairs (collectively referred to as "MCA circulars") and SEBI Circular No. SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 13, 2022 read with SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated 15th January, 2021 and Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12th May, 2020 issued by the Securities and Exchange Board of India ("SEBI circular") to transact the business set out in the Notice calling the AGM.

In compliance with the aforesaid MCA & SEBI circulars Notice of 23rd AGM and Annual Report for Financial year 2021-22 has been sent through electronic mode to all the members whose email addresses are registered with the Company/Registrar and Share Transfer Agent/Depository Participants. The Annual Report for the F.Y 2021-22 including the Notice of the AGM are also available on the Company's website at [www.jaibalajigroup.com](http://www.jaibalajigroup.com), website of the Stock Exchanges i.e. National Stock Exchange of India Limited and BSE Limited at <https://www.nseindia.com> and <https://www.bseindia.com> respectively and website of Central Depository Services (India) Limited (CDSL) at [www.evotingindia.com](http://www.evotingindia.com).

Members who have not provided their email address will not be able to get the Notice of AGM and Annual Report for the Financial Year 2021-22. Hence, members who have not registered their email addresses and mobile numbers, are requested to furnish the same to M/s. Maheshwari Datamatics Pvt. Ltd., 23, R.N. Mukherjee Road, 5th Floor, Kolkata-700001, Registrar and Share Transfer Agent (RTA) of the Company or DPs or to the Company. The process of registering the same is mentioned below: (i) Members holding shares in physical form may send an email request to [mdpldc@yahoo.com](mailto:mdpldc@yahoo.com) / [jaibalaji@jaibalajigroup.com](mailto:jaibalaji@jaibalajigroup.com) along with the following details: A signed request letter mentioning their Name, Folio no., e-mail id, Mobile no., PAN (along with self-attested copy of PAN Card); (ii) Members holding shares in demat form may register their email id with their respective Depository Participant (DPs).

For further information/clarification on the above matter, Members can write to the Company/RTA of the Company at the above mentioned address/e-mail.

Members can attend and participate in the AGM only through VC/OAVM, the details of which have been provided by the Company in the Notice of AGM. Members participating through the VC / OAVM facility shall be reckoned for the purpose of quorum under Section 103 of the Companies Act, 2013.

**Instruction for remote e-voting and e-voting during AGM:**

- In compliance with provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended, and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide e-voting facility to its members, to exercise their right to vote by electronic means on the resolutions proposed to be passed at the AGM. The members holding shares either in physical or dematerialized mode as on the **cut-off date viz., Tuesday, 20th September, 2022** can cast their vote electronically through Electronic Voting System of CDSL at [www.evotingindia.com](http://www.evotingindia.com).
- A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only, shall be entitled to avail the facility of remote e-voting or for participation and voting at the AGM.
- Voting Rights shall be in proportion to the Equity Shares held by the members as on the Cut-off date i.e **Tuesday, 20th September, 2022**.
- The Remote e-voting facility will be available during the following voting period:
  - a) Commencement of e-voting: **From 10:00 a.m. on Saturday, 24th September, 2022**
  - b) End of e-voting: **Up to 5:00 p.m. on Monday, 26th September, 2022**

The remote e-voting module shall be disabled by CDSL for voting thereafter. Once the vote on resolution is cast by the member, the member cannot modify it subsequently.

- Any person who acquires shares and becomes a member of the Company after dispatch of the Annual Report through electronic means and before the Cut-off date i.e **Tuesday, 20th September, 2022** may obtain the USER-ID and Password for remote e-voting from the Company's Registrar and Share Transfer Agent (RTA) viz. Maheshwari Datamatics Private Limited, by sending a request at "[mdpldc@yahoo.com](mailto:mdpldc@yahoo.com)" mentioning their Folio No. / DP ID and Client ID. However if the person is already registered with the RTA for Remote e-voting, then the existing USER ID and Password can be used for casting vote.

A person who is not a member as on cut-off date should treat this notice for the information purpose only.

- Members attending the AGM who have not cast their vote(s) by Remote e-voting shall be eligible to cast their votes through E-voting during AGM. Members who have voted through Remote E-voting shall be eligible to attend the AGM through VC/OAVM. However, they shall not be eligible to vote at the meeting.
- The procedure of electronic voting is available in the Notice of the AGM. In case of any query pertaining to e-voting, please refer the "e-voting user manual" for Members available in the help section of the e-voting website of CDSL [www.evotingindia.com](http://www.evotingindia.com) or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)
- Members who need assistance before or during the AGM may
  - a) Refer the Frequently asked questions (FAQs) available at [www.evotingindia.com](http://www.evotingindia.com)
  - b) Send an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)
  - c) Contact Mr. Rakesh Dalvi (022-23058542/43).

All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Sr. Manager, (CDSL,) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or call on 022-23058542/43.

Members are requested to carefully read the Notice of AGM and in particular, instructions for joining the AGM, manner of casting vote through e-voting or voting at the AGM.

Notice is further given pursuant to Section 91 of the Companies Act, 2013 read with Rule 10 of the Companies (Management and Administration) Rules, 2014 that the Register of Members and Share Transfer Books of the Company will remain closed from **Wednesday, September 21, 2022 to Tuesday, September 27, 2022 (both days inclusive)** for the purpose of aforesaid AGM.

**For Jai Balaji Industries Limited**  
**Sd/-**

Place : Kolkata

Date : 1st September, 2022

**Ajay Kumar Tania**  
**Company Secretary**