

## **NOTICE**

NOTICE is hereby given that the Thirty Eighth Annual General Meeting of the Company will be held at **4.00 PM on Friday, 20<sup>th</sup> day of September, 2024** at the Registered Office of the Company at P.O Box No.1052, Pattom, Trivandrum, Kerala-695 004 and also through video conferencing to transact the following business:

### **ORDINARY BUSINESS:**

1. To receive, consider and adopt the Financial Statements of the Company including Audited Balance Sheet as at 31<sup>st</sup> March, 2024, the Statement of Profit and Loss of the Company for the year ended as on that date together with the Auditors' Report thereon and the Board's Report.

**By the order of the Board**

Date: 27.08.2024

Place : Thiruvananthapuram

S/d-

Arun Kumar  
Company Secretary  
ACS :71119

### **NOTES:**

1. The Ministry of Corporate Affairs ("MCA") has vide its Circular Number 09/2023 dated 25<sup>th</sup> September, 2023, read with circulars dated May 05, 2022, May 5, 2020, April 8, 2020 and April 13, 2020 (collectively referred to as "MCA Circulars") permitted the holding of the AGM through VC / OAVM, without the physical presence of the Members at a common venue. In compliance with the provisions of the Companies Act, 2013 ("Act") and the MCA Circulars, the Thirty Seventh AGM of the Company will be held through VC and notice to Members is being sent through e-mails registered with the Company.
2. Pursuant to the provisions of the Act, a Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a Member of the Company. However, in compliance with the aforementioned MCA Circulars, since the meeting is being held through VC mode, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.

3. Since the AGM will be held through VC, the route map is not annexed in this notice.

### **Instructions on how to access and participate in the Video Conference Meeting**

#### **Following are the instructions regarding access and participation in the aforesaid meeting:**

1. The Shareholders will be sent a link to their registered email IDs before the meeting to participate in the said meeting, which requires an electronic device such as computer or laptop or mobile phone with appropriate audio video facilities.
2. The Shareholders shall click on the link, which would be shared and can join the said meeting to participate.
3. The Shareholders participating in the said meeting shall ensure that no person other than the concerned shareholder is attending or has access to the proceedings of the said meeting.
4. Every participant shall identify himself before speaking at the said meeting.
5. All the recordings of the proceedings at the said meeting would be made by the Chairman.
7. Any member who has any query before the meeting may contact Mr. Ajay Sarma, Finance Manager, at 8281152284 and Email - finance.manager@sutpattom.com.
8. Facility of video conference will be available 15 minutes before the time fixed for the meeting and will be closed on expiry of 15 minutes after the meeting.