

# CEETA INDUSTRIES LIMITED

**Registered Office:** Plot No. 34-38, KIADB Industrial Area, Sathyamangala, Tumkur-572104

**Email:** accounts@ceeta.com, **Website:** www.ceeta.com; **Phone:** 91-816-2212686, **Fax:** 91-816-2211352

## NOTICE

NOTICE is hereby given that the **33<sup>rd</sup> Annual General Meeting** of the Company will be held at the Registered Office of the Company at Plot No. 34-38, KIADB Industrial Area, Sathyamangala, Tumkur - 572104, Karnataka on Thursday, the 21<sup>st</sup> September, 2017 at 11.30 A.M. to transact the following business:-

### ORDINARY BUSINESS

1. To consider and adopt the Audited Standalone and Consolidated Financial Statements for the Financial Year ended on 31<sup>st</sup> March, 2017 and the Reports of the Board of Directors and Auditors thereon.
2. To appoint a Director in place of Sri O. P. Kedia (DIN 03596892), who retires by rotation and being eligible, offers himself for re-appointment.
3. To appoint Statutory Auditor(s) of the company to hold office from the conclusion of this AGM until the conclusion of the 38<sup>th</sup> AGM and to fix their remuneration and to consider and pass the following resolution as **ORDINARY RESOLUTION** -

“RESOLVED THAT pursuant to the provisions of Sections 139 and 142 and other applicable provisions, if any, of the Companies Act, 2013, M/s. Agarwalla Ajay Kumar & Co, Chartered Accountants (ICAI Firm Registration Number 320297E), be and is hereby appointed as the Statutory Auditors of the Company, in place of M/s. G.K. Tulsyan & Company, Chartered Accountants, retiring due to mandatory rotation of Auditors, for a term of five consecutive years commencing from the conclusion of this Annual General Meeting (AGM) till the conclusion of the 38<sup>th</sup> AGM of the Company subject to ratification of their appointment by the members at every subsequent AGM and the Board of Directors be and is hereby authorized to fix their remuneration plus other applicable expenses in connection with Statutory Audit and/or continuous audit and such other remuneration, as may be decided to be paid by the Board/Committee of the Board for performing duties if any other than those referred to hereinabove and the remuneration so fixed may be paid at such intervals during the year as may be decided by the Board/Committee of the Board.”

By order of the Board

PLACE: Kolkata  
DATE: 29<sup>th</sup> July, 2017

**Sd/-**  
Sneha Binani  
Company Secretary

### NOTES:

1. A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of himself and the proxy need not be a member of the Company. A person can act as proxy on behalf of members not exceeding fifty (50) and holding in the aggregate not more than 10% of the total share capital of the Company carrying voting rights. A member holding more than 10% of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder. Appointing a proxy does not prevent a member from attending the meeting in person if he/she so wishes. The form of Proxy in order to be effective, should be deposited at the Registered Office of the Company, duly completed and signed, not less than 48 hours before the commencement of the meeting. A Proxy form is sent herewith. Proxies submitted on behalf of the companies, societies etc., must be supported by an appropriate resolution/authority, as applicable.
2. The Securities and Exchange Board of India (SEBI) has mandated the submission of copy of PAN card to the Company/ Depository Participants as the case may be. Members holding shares in physical form should submit their PAN details to the Company/RTA.
3. The Register of Members and Share Transfer Books of the Company shall remain closed from 15<sup>th</sup> September, 2017 to 21<sup>st</sup> September, 2017 (both days inclusive).

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4. Members are requested to notify immediately change of address, if any, to the registrar and transfer agent of the company and provide their e-mail ID.
5. Members who have shareholdings in physical form are requested to submit their shares for dematerialization at your registered depository at the earliest.

## 6. VOTING THROUGH ELECTRONIC MEANS

I.) In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015, the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at the Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM (“remote e-voting”) will be provided by Central Depository Services (India) Limited (CDSL).

II.) The facility for voting through ballot paper shall be made available at the AGM 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 through ballot paper. The members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again.

### III.) **The instructions for shareholders voting electronically are as under:**

- (i) The remote e-voting period begins on 18<sup>th</sup> September, 2017 at 10.00 A.M. and ends on 20<sup>th</sup> September, 2017 at 5.00 P.M. During this period shareholders’ of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 14<sup>th</sup> September, 2017, may cast their vote electronically. The remote e-voting module shall be disabled by CDSL for voting thereafter. Once the vote on a resolution is casted by the member, the member shall not be allowed to change it subsequently.
- (ii) The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com) during the voting period
- (iii) Click on “Shareholders” tab.
- (iv) Now Enter your User ID
  - a. For CDSL: 16 digits beneficiary ID,
  - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - c. Members holding shares in Physical Form should enter Folio Number registered with the Company, excluding the special characters.
- (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 (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</li></ul>

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	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.
DOB	Enter the Date of Birth as recorded in your demat account with the depository or in the company records for your folio in dd/mm/yyyy format
Bank Account Number (DBD)	Enter the Bank Account Number as recorded in your demat account with the depository or in the company records for your folio. <ul style="list-style-type: none"><li>• Please Enter the DOB or Bank Account Number in order to Login.</li><li>• If both the details are not recorded with the depository or company then please enter the member-id / folio number in the Bank Account Number details field as mentioned in above instruction ( iv ).</li></ul>

- (viii) After entering these details appropriately, click on “SUBMIT” tab.
- (ix) Members holding shares in physical form will then directly reach the Company selection screen. However, 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.
- (x) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (xi) Click on the EVSN for the relevant Company Name i.e. “**Ceeta Industries Limited**” on which you choose to vote.
- (xii) 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.
- (xiii) Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- (xiv) 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.
- (xv) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- (xvi) You can also take out print of the voting done by you by clicking on “Click here to print” option on the Voting page.
- (xvii) If Demat account holder has forgotten the same password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xviii) Note for Institutional Shareholders & Custodians :
- Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to <https://www.evotingindia.com> and register themselves as Corporates.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).

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- After receiving the login details they have to create a compliance user which should be created using the admin login and password. The Compliance user would be able to link the account(s) for 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.
  - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- (xix) 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 contact them at 1800 200 5533
- (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. iPhone and Windows phone users can download the app from the App Store and the Windows Phone Store respectively on or after 30th June 2016. Please follow the instructions as prompted by the mobile app while voting on your mobile.
7. Institutional Members / Bodies Corporate (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. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote through e-mail at [droliapravin@yahoo.co.in](mailto:droliapravin@yahoo.co.in) with a copy marked to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) on or before 20<sup>th</sup> September , 2017 upto 5 p.m. without which the vote shall not be treated as valid.
  8. The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of 14<sup>th</sup> September, 2017. A person who is not a member as on cut off date should treat this notice for information purpose only.
  9. The notice of Annual General Meeting will be sent to the members, whose names appear in the register of members / beneficial owners as at closing hours of business, on 4<sup>th</sup> August, 2017.
  10. The shareholders shall have one vote per equity share held by them as on the cut-off date of 14<sup>th</sup> September, 2017. The facility of e-voting would be provided once for every folio / client id, irrespective of the number of joint holders.
  11. Since the Company is required to provide members the facility to cast their vote by electronic means, shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 14<sup>th</sup> September, 2017 and not casting their vote electronically, may only cast their vote through ballot paper at the Annual General Meeting.
  12. Notice of AGM along with attendance slip, proxy form along with the process, instructions and the manner of conducting e-voting is being sent electronically to all the members whose e-mail IDs are registered with the Company / Depository Participant(s). For members who request for a hard copy and for those who have not registered their email address, physical copies of the same are being sent through the permitted mode.
  13. Investors who became members of the Company subsequent to the dispatch of the Notice / Email and holds the shares as on the cut-off date i.e. 14<sup>th</sup> September, 2017 are requested to send the written / email communication to the Company at [kolkata@ceeta.com](mailto:kolkata@ceeta.com) by mentioning their Folio No. / DP ID and Client ID to obtain the Login-ID and Password for e-voting.
  14. Sri Pravin Kumar Drolia (Prop. Of M/s. **DROLIA & COMPANY**) of Kolkata, Practicing Company Secretaries (C.P. No. 1362) has been appointed as the Scrutinizer to scrutinize the remote e-voting process and voting at the AGM in a fair and transparent manner. The Scrutinizer will submit, not later than 48 hours of conclusion of the AGM, a consolidated Scrutinizer’s Report of the total votes

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cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.

15. The results declared along with the Scrutinizer's Report shall be placed on the Company's website at [www.ceeta.com](http://www.ceeta.com) and website of CDSL and same will be communicated to the stock exchanges where the company shares are listed viz. BSE Ltd.

By order of the Board

**Sd/-**

Sneha Binani  
Company Secretary

Place: Kolkata  
Date: 29/07/2017

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## Form No. MGT-11 PROXY FORM

[Pursuant to Section 105 (6) of the Companies Act, 2013 and rule 19(3) of the Companies (Management and Administration) Rules, 2014]

### 33<sup>rd</sup> Annual General Meeting – 21<sup>st</sup> September, 2017

Name of member(s) :  
Registered address :  
E Mail Id:  
Folio No. / DP ID & Client ID:

I/We, being the member(s) of \_\_\_\_\_ shares of the above named Company, hereby appoint:

1)Name: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail : \_\_\_\_\_ Signature \_\_\_\_\_ Or failing him / her

2)Name: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail : \_\_\_\_\_ Signature \_\_\_\_\_ Or failing him / her

3)Name: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail : \_\_\_\_\_ Signature \_\_\_\_\_

as my/our proxy to attend and vote for me/us and on my/our behalf at the 33<sup>rd</sup> Annual General Meeting of the Company to be held on Thursday, 21<sup>st</sup> September, 2017 at 11.30 A.M. at Plot No. 34-38, KIADB Industrial Area, Sathyamangala, Tumkur-572104, Karnataka and at any adjournment thereof in respect of the following resolution :

Sl.	Particulars of Business to be transacted at AGM
1	Adoption of Audited Standalone & Consolidated Financial Statements for the year ended 31 <sup>st</sup> March, 2017 and the Reports of the Board of Directors and Auditors thereon
2	Re-appointment of Sri O. P. Kedia (DIN 03596892), Director, who retires by rotation
3	To appoint the Statutory Auditors of the Company and to authorize the Board to fix their remuneration.

Affix Re. 1  
Revenue  
Stamp

Date : \_\_\_\_\_  
Place : \_\_\_\_\_ Signature of Shareholder \_\_\_\_\_ Signature of Proxy Holder \_\_\_\_\_

Notes :

1. This form be signed across the stamp as per specimen signature registered with the Company.

**Head Office:** 2F, Park Plaza, North Block, 71 Park Street, Kolkata - 700016

**Email:** kolkata@ceeta.com, **Website:** www.ceeta.com **Phone:** 033-22642942/43, **Fax:** 033-22642940

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**ATTENDANCE SLIP**  
**THIRTY THREE ANNUAL GENERAL MEETING**  
**Thursday, 21<sup>st</sup> September, 2017**

Registered Folio /  
DP ID and Client ID :

Name and Address of the  
Sole/First Shareholder :

Joint Holder 1

Joint Holder 2

I/We hereby record my/our presence at the **33<sup>rd</sup> ANNUAL GENERAL MEETING** of the Company at Plot No. 34-38, KIADB Industrial Area, Sathyamangala, Tumkur-572104, on Thursday, the 21<sup>st</sup> September, 2017 at 11.30 A.M

Full Name of the member (in BLOCK LETTERS): \_\_\_\_\_

Folio No. \_\_\_\_\_, DP ID No. \_\_\_\_\_, Client ID No. \_\_\_\_\_

Full Name of Proxy (in BLOCK LETTERS): \_\_\_\_\_

Member/ Proxy(s) Signature: \_\_\_\_\_

NOTE : Please complete the Folio/ DP ID-Client ID No. and name of the Member/Proxy, sign this Attendance Slip and hand it over, duly signed, at the entrance of the meeting Hall. Shareholders/ Proxy holders desiring to attend the meeting should bring their copy of the Annual Report as the same will not be distributed again at the meeting. Duplicate slips will not be issued at the venue of the meeting.

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(ANNEXURE TO THE NOTICE FOR THE 33<sup>RD</sup> ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD ON 21<sup>ST</sup> SEPTEMBER, 2017)

1. Name & Registered Address  
of Sole/First named Member :
2. Joint Holders Name (If any) :
3. Folio No. / DP ID & Client ID\* :  
(\*Applicable to investors holding shares in demat form )
4. No. of Equity Shares Held :

Dear Shareholder,

**Subject:** Process and manner for availing E-voting facility:

Pursuant to Provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, the Company is pleased to provide E-voting facility to the members to cast their votes electronically on all resolutions proposed to be considered at the Annual General Meeting (AGM) to be held on Thursday, the 21<sup>st</sup> day of September, 2017 at 11.30 A.M. at the Registered Office of the Company at Plot No. 34-38, KIADB Industrial Area, Sathyamangala, Tumkur - 572104, Karnataka and at any adjournment thereof.

The Company has engaged the services of Central Depository Services (India) Limited (CDSL) to provide the e-voting facility. The e-voting facility is available at the link <https://www.evotingindia.com>.

The Electronic Voting Particulars are set out below:

<b>EVSN (E - Voting Sequence Number)</b>	<b>User ID</b>	<b>PAN / Sequence No.</b>
170804012		

The E-voting facility will be available during the following voting period:

<b>Remote e-Voting Start On</b>	<b>Remote e-Voting End On</b>
18 <sup>th</sup> September, 2017 from 10:00 A.M. (IST)	20 <sup>th</sup> September, 2017 till 5:00 P.M. (IST)

Please read the instructions mentioned in the Notice of AGM before exercising your vote.

By Order of the Board  
For Ceeta Industries Ltd

Place: Kolkata  
Date: 12/08/2017

Sneha Binani  
Company Secretary

Encl: AGM Notice/Attendance Slip/Proxy Form/Ballot-Form/Annual Report

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