

**POLYCHEM LIMITED**



CIN: L24100MH1955PLC009663

Regd. Office: 7, Jamshedji Tata Road, Churchgate Reclamation, Mumbai 400 020.

Tel. No.022 22820048 Email: [polychemltd@kilachand.com](mailto:polychemltd@kilachand.com) Website: <http://www.polychemltd.com>

**Notice of 66<sup>th</sup> AGM and Book Closure**

Notice is hereby given that the Sixty - Sixth Annual General Meeting of the Members of **POLYCHEM LIMITED** (CIN: L24100MH1955PLC009663) will be held on Tuesday, 29<sup>th</sup> August, 2023 at 11:00 a.m. through Video Conference (VC) / Other audio visual means (OAVM) to transact the business set out in the Notice of the AGM, in compliance with the applicable provisions of the Companies Act, 2013 read with MCA Circulars and SEBI Circulars issued from time to time permitting the holding of AGM through VC/OAVM.

The Company has sent the Annual Report along with the Notice of AGM on Wednesday, 2<sup>nd</sup> August, 2023 through electronic mode to Members whose email addresses are registered with the Company's Registrar and Share Transfer Agent /Depositories in accordance with MCA Circulars and SEBI circulars. The Annual Report along with the Notice of the AGM is also available on the Company's website [www.polychemltd.com](http://www.polychemltd.com), website of BSE Limited [www.bseindia.com](http://www.bseindia.com) and on website of the NSDL [www.evoting.nsdl.com](http://www.evoting.nsdl.com).

In terms of and in compliance with provisions of section 108 of the Act read with Rule 20 of Companies (Management and Administration) Rules, 2014 as amended from time to time and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is providing the "remote e-voting" and "e -voting during the AGM", facility to members to cast their vote electronically on all the resolutions set forth in the Notice of the 66<sup>th</sup> AGM through electronic voting system of National Securities Depository Limited (NSDL). The cut -off date for determining the eligibility to vote by electronic means through "remote e-voting" or "e-voting at the AGM" is 22<sup>nd</sup> August, 2023.

The remote e-voting period commences on Friday, 25<sup>th</sup> August, 2023 (09:00 a.m. IST) and ends on Monday, 28<sup>th</sup> August, 2023 (05:00 pm. IST). The remote e-voting module shall be disabled by NSDL thereafter and remote e-voting shall not be allowed beyond the above mentioned date and time. Those members, who shall be present in the AGM through VC/OAVM facility and had not cast their votes on the resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through E-voting system during the AGM. The members who have cast their votes by remote e-voting prior to the AGM may also attend/participate in the AGM through VC/OAVM but shall not be entitled to cast their votes again. Once the e-vote on the resolution is cast by the members, they shall not be allowed to change it subsequently. The 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 as well as e-voting at AGM.

Ms. Ragini Chokshi of Ragini Chokshi & Co., Practicing Company Secretary (CP 1436) has been appointed as the Scrutinizer to scrutinize the remote e-voting process in a fair and transparent manner.

Any person who becomes a member of the Company after the notice has been sent electronically by the Company, and holds shares as on the cut-off date i.e. 22<sup>nd</sup> August, 2023 may obtain the User ID and Password by sending an email request to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in). For the process and manner of E-voting, Members may go through the instructions mentioned at page no. 14 of the Notice of 66<sup>th</sup> AGM. In case of any queries or issues or grievances pertaining to e-voting, Members may send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or call at toll free no.: 1800 1020 990 and 1800 22 44 30.

Members who would like to express their views or ask questions during the AGM may register themselves as speaker by sending their request from their registered email id mentioning their name, demat account number/folio number, PAN and mobile number along with their queries to [polychemltd@kilachand.com](mailto:polychemltd@kilachand.com) at least 4 days prior to AGM.

Members holding shares in the dematerialized form are requested to intimate changes, in their address, if any, to their Depository Participants and members holding shares in physical form are requested to intimate immediately the change of address to the Registrar & Share Transfer Agents **Link Intime India Pvt. Ltd.**, Email: [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in) or to the Company's Email Id at [polychemltd@kilachand.com](mailto:polychemltd@kilachand.com) with Ledger Folio Numbers. Members are requested to register their email id/ bank details/ Nomination details etc., if not yet register to their depository participant in case shares held in demat mode and with the Registrar & Share Transfer Agents, in case shares are held in physical mode.

**Book Closure:** Notice is further given that pursuant to section 91 of the companies Act, 2013 and the Rules framed thereunder and Regulation 42 of Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015, the Register of Members and Share Transfer Books of the Company will remain closed from Wednesday, 23<sup>rd</sup> August, 2023 to Tuesday, 29<sup>th</sup> August, 2023 (both days inclusive) for the purpose of 66<sup>th</sup> Annual General Meeting of the Company.

Place: Mumbai  
Dated: 2<sup>nd</sup> August, 2023.

By Order of the Board of Directors,  
For POLYCHEM LIMITED,  
Sd/-  
Deepali V. Chauhan  
Company Secretary & Compliance Officer  
Mem No. A38273