



**Balmer Lawrie & Co. Ltd.**  
(A Government of India Enterprise)

Registered Office: 21, Netaji Subhas Road, Kolkata – 700 001  
CIN: L15492WB1924GOI004835  
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**Notice of the 104<sup>th</sup> Annual General Meeting (AGM) and E-voting Information**

The 104<sup>th</sup> Annual General Meeting (AGM) of the Members of Balmer Lawrie & Co. Ltd. (“the Company”) will be held on **Tuesday, 28<sup>th</sup> September, 2021**, at **12:00 Noon** IST through Two - way Video Conferencing (“VC”) or Other Audio-Visual Means (“OAVM”) without the physical attendance of members, in compliance with the applicable provisions of the Companies Act, 2013 and the allied Rules made thereunder, read with General Circular No. 14/2020 dated 8<sup>th</sup> April, 2020, General Circular No. 17/2020 dated 13<sup>th</sup> April, 2020, General Circular No. 20/2020 dated 5<sup>th</sup> May, 2020 and 02/2021 dated 13<sup>th</sup> January, 2021 and other applicable circulars issued by the Ministry of Corporate Affairs (“MCA”) (collectively referred to as ‘MCA circulars’) to transact businesses set out in the notice calling the AGM through voting by electronic means.

In compliance with the said MCA Circulars and SEBI Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12<sup>th</sup> May, 2020 read with SEBI Circular No. SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated 15<sup>th</sup> January, 2021, the Notice of the AGM and Annual Report for the Financial Year 2020-21 has been sent on 2<sup>nd</sup> September, 2021 through electronic mode to all those members whose email ids are registered with Company/Depository Participant(s) as on Friday, 27<sup>th</sup> August, 2021 (end of day). The Notice and the Annual Report are also available on the website of the Company at <https://www.balmerlawrie.com/pages/annualreport>, on the website of the Stock Exchanges where the Equity Shares of the Company are listed i.e. [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com) and on the website of National Securities Depositories Limited (“NSDL”) (agency for providing the VC/OAVM and e-Voting facility) at [www.evoting.nsd.com](http://www.evoting.nsd.com). Members are requested to note that physical copies of the Notice of the AGM and the Annual Report would not be sent to any member.

The Company is providing to its members the facility to exercise their right to vote on resolutions proposed to be passed at AGM by electronic means (“e-voting”). Members may cast their votes remotely, using the electronic voting system of NSDL on the dates mentioned herein below (“remote e-voting”). Further, the facility for voting through electronic voting system will also be made available during the AGM and members attending the AGM who have not cast their vote(s) by remote e-voting will be able to vote at the AGM. The detailed instructions regarding attending AGM and e-voting is provided in the notice of the AGM.

The remote e-voting facility will be available during the following voting period:  
Commencement of remote e-voting: **Friday, 24<sup>th</sup> September 2021 at 09:00 A.M.**  
End of remote e-voting: **Monday, 27<sup>th</sup> September 2021 at 5:00 P.M.**

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 i.e. Tuesday, 21<sup>st</sup> September, 2021 (end of day) only shall be entitled to avail the facility of remote e-voting or e-voting during the AGM.

The remote e-voting will not be allowed beyond the aforesaid date and time and the remote e-voting module shall be forthwith disabled by NSDL upon expiry of the aforesaid period. Members holding shares either in physical form or in dematerialized form, as on the cut-off date i.e., Tuesday, 21<sup>st</sup> September, 2021 (end of day), may cast their vote electronically.

The Members of the Company who have not registered their e-mail address/Mobile Number with the Company are requested to register their e-mail address/Mobile number by accessing the link of our Registrar & Share Transfer Agent (“RTA”), M/s. KFin Technologies Private Limited: <https://ris.kfintech.com/clientservices/mobilereg/mobileemailreg.aspx>

The members who are holding shares in physical form or who have not registered their e-mail addresses with the Company can cast their vote through remote e-voting or through the e-voting system provided during the AGM as per the instructions contained in the aforesaid notice of the AGM.

A member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again in the meeting.

Any person, who have acquired shares and becomes a member of the Company after the dispatch of the Notice and holding shares as on cut-off date i.e., Tuesday 21<sup>st</sup> September, 2021 (end of day) may obtain the login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in). However, if he/she is already registered with NSDL for remote e-voting then he/she can use his/her existing User ID and passwords for casting the vote.

**Contact details:** In case of any query/grievance with respect to E-voting, members may refer to Frequently Asked Questions (FAQs) for Shareholders and E-voting user Manual for shareholders available under the download section of NSDL’s e-voting website [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or contact Mr. Amit Vishal, AVP, NSDL / Ms. Pallavi Mhatre, Manager, NSDL at Trade World, “A” Wing, 4<sup>th</sup> Floor, Kamala Mills Compound, Lower Parel, Mumbai 400013 at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or call on toll free no. 1800 1020 990 and 1800 22 44 30.

**The Register of Members and the Share Transfer Books of the Company shall remain closed from Wednesday, 22<sup>nd</sup> September, 2021 to Tuesday, 28<sup>th</sup> September, 2021 (both days inclusive).**

Upon declaration by the members, dividend for the Financial Year 2020-21 shall be paid to those shareholders who are holding shares of the Company as on the cut-off date i.e., Tuesday 21<sup>st</sup> September, 2021 (end of day) within the statutory time limit of 30 days from the date of such declaration.

Ms. Binita Pandey, Partner of M/s. T. Chatterjee & Associates, Practicing Company Secretaries (Membership No. A41594 & CP No. 19730) has been appointed to act as a scrutinizer for the e-voting process to ensure that the same is conducted in a fair and transparent manner.

**Date: 3<sup>rd</sup> September, 2021**

**For Balmer Lawrie & Co. Ltd.  
Kavita Bhavsar  
Company Secretary  
F-4767**