



## K I C METALIKS LIMITED

CIN: L01409WB1986PLC041169

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Room No. 2, Kolkata - 700 001, West Bengal, India  
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Website : www.kicmetaliks.com; E-mail : info@kicmetaliks.com

### Notice of Annual General Meeting

NOTICE is hereby given that the 29th Annual General Meeting ("the Meeting") of the shareholders of the Company will be held on Thursday, 22nd September, 2016 at 10:00 a.m. at "Rotary Sadan" (Shripati Singhania Hall), 94/2, Chowringhee Road, Kolkata - 700 020, West Bengal, India for the purpose of transacting the Ordinary and Special Businesses as mentioned in the Notice of the 29th Annual General Meeting, sent to the shareholders together with Explanatory Statement under Section 102 of the Companies Act, 2013 and Annual Report for the FY 2015 -16.

Shareholders are hereby informed that the Company has completed the dispatch of the above Notice and that the Notice of the Meeting and the Annual Report for the FY 2015-16 has been sent to the shareholders at their postal addresses or emailed to email addresses registered with the Company/Depository Participant(s)/the Registrar and Share Transfer Agent, as the case may be.

#### Book Closure

Pursuant to Section 91 of the Companies Act, 2013 read with Rule 10 of the Companies (Management and Administration) Rules, 2014, the Register of Members and Share Transfer Books of the Company will remain closed from Friday, 16th September, 2016 to Thursday, 22nd September, 2016 (both days inclusive) for the purpose of the Meeting.

#### E-voting

Pursuant to Section 108 of the Companies Act, 2013 and read with Rule 20 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meeting, the Company is providing e-voting facility to its shareholders to cast their vote using an electronic voting system (remote e-voting) in respect of all businesses to be transacted at the ensuing Annual General Meeting through National Securities Depository Limited (NSDL) on all resolutions set forth in the Notice. Further, shareholders are requested to take note of the following :

- a. The date of completion of dispatch of the aforesaid Notice is Friday, 19th August, 2016.
- b. The remote e-voting period commences on Monday, 19th September, 2016 at 9:00 a.m and ends on Wednesday, 21st September, 2016 at 5:00 p.m. Thereafter the remote e-voting module shall be disabled by NSDL for voting.
- c. The cut-off date for the purpose of e-voting is Thursday, 15th September, 2016.
- d. The facility for remote e-voting as well as voting through ballot paper at the Meeting shall be made available to only those persons, whose name are 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. Thursday, 15th September, 2016.
- e. Any person, who acquires shares of the Company and becomes the shareholder of the Company after dispatch of the Notice of the Meeting and holding shares as on the cut-off date i.e. 15th September, 2016, may obtain the Login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or [skcdillip@gmail.com](mailto:skcdillip@gmail.com). However, if a person is already registered with NSDL for e-voting then, existing user ID and password can be used for casting the vote.
- f. The facility for voting through ballot paper shall be made available at the Meeting and the shareholders attending the Meeting, who have not cast their vote by e-voting shall be eligible to vote at the Meeting.
- g. The shareholders, who have cast their vote by e-voting prior to the Meeting, may attend the Meeting but shall not be entitled to cast their vote again at the Meeting.
- h. The copy of the Notice of 29th Annual General Meeting and Annual Report of FY 2015 -16 is available on the website of the Company at [www.kicmetaliks.com](http://www.kicmetaliks.com) and website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
- i. For electronic voting instructions, shareholders may go through the instructions in the Notice of the Meeting and in case of any queries/grievances connected with electronic voting, they may refer the Frequently Asked Questions (FAQs) and e-voting user manual for the shareholders available at [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or Contact : **Mr. Rajiv Ranjan**, Assistant Manager, National Securities Depository Limited, Email Id: [RajivR@nsdl.co.in](mailto:RajivR@nsdl.co.in), Telephone No. 022-2499 4738; 022-2499 4600.
- j. The Scrutinizer shall after the conclusion of voting at the Meeting shall submit, not later than three days of the conclusion of the Meeting, a consolidated scrutinizer's report of the total votes cast in favor 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. The results declared along with the report of the Scrutinizer shall be placed on the website of the Company, [www.kicmetaliks.com](http://www.kicmetaliks.com) and on the website of NSDL, [www.evoting.nsdl.com](http://www.evoting.nsdl.com) immediately after the declaration of the results by the Chairman or a person authorized by him in writing and will also be communicated to BSE Limited.
- k. Mrs. Alpana Agarwal, Practising Company Secretary (Membership No. 36445) has been appointed as Scrutinizer for the e-voting process.

For K I C Metaliks Limited

Sd/-

Ruchika Fogla

Company Secretary

Date : 22nd August, 2016

Place : Kolkata

BUSINESS STANDARD (ALL EDITIONS)  
PUBLISHED ON 24<sup>th</sup> AUGUST, 2016  
(WEDNESDAY)

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