



CIN: L01409WB1986PLC041169
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Notice of Annual General Meeting

NOTICE is hereby given that the 31st Annual General Meeting 'AGM' of the shareholders of the Company will be held on Wednesday, 26th September, 2018 at 10:00 a.m. at "Kala Kunj" 48, Shakesperane Sarani, Kolkata - 700 017, West Bengal, India for the purpose of transacting the Ordinary and Special Businesses as mentioned in the Notice of the AGM, sent to the shareholders together with Explanatory Statement under Section 102 of the Companies Act, 2013.

Shareholders are hereby informed that the Company has completed the dispatch of the above Notice and that the Notice of the AGM along with the Statement annexed to the Notice pursuant to Section 102 of the Companies Act, 2013 and Annual Report of the Company for the financial year 2017-18, have been sent to the Shareholders at their postal addresses or e-mailed at e-mail addresses, registered with the Company / the Depository Participants (DPs) / the Registrar and Share Transfer Agent (R & T 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, and Regulation 42 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Register of Members and Share Transfer Books of the Company will remain closed from Thursday, 20th September, 2018 to Wednesday, 26th September, 2018 (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 (SS - 2), 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 Thursday, 30th August, 2018.
- b. The remote e-voting period commences on Saturday, 22nd September, 2018 at 9:00 a.m. and ends on Tuesday, 25th September, 2018 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 Wednesday, 19th September, 2018.
- 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. Wednesday, 19th September, 2018.
- 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. Wednesday, 19th September, 2018, may obtain the Login ID and password by sending a request at evoting@nsdl.co.in or 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 Notice of 31st AGM and Annual Report for financial year 2017-18 is available on the website of the Company at www.kicmetaliks.com and also on the website of NSDL at www.evoting.nsdl.com.
- i. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Members and e-voting user manual for shareholders available on the website www.evoting.nsdl.com under the "Downloads Section", or you can contact on toll free number 1800-222-990 or Mr. Rajiv Ranjan, Assistant Manager, NSDL, Trade World, A Wing, 4th Floor, Kamala Mills compound, Senapati Bapat Marg, Lower Panel, Mumbai 400 013 at designated e-mail IDs: evoting@nsdl.co.in or rajivr@nsdl.co.in or at telephone no. (022) 24994738, who will address the grievances related to electronic voting. The Shareholders can also write to the Company Secretary at companysecretary@kicmetaliks.com or submit their queries at the Registered Office of the Company. The Shareholders can opt for only one mode of voting i.e., either through remote e-voting or through 'Ballot Form'. If a Shareholder casts votes by both modes, voting done through remote e-voting shall prevail and the 'Ballot Form' shall be treated as invalid.
- 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 and on the website of NSDL, 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. Alpena 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 : 4th September, 2018
Place : Kolkata