



## SREE SAKTHI PAPER MILLS LTD.

Regd. Office : "Sree Kailas" CC-60/3976-77, Paliyam Road, Cochin -16.  
Ph: 0484 - 3002000, Website: [www.sreekailas.com](http://www.sreekailas.com),  
E-mail: [secretary@sreekailas.com](mailto:secretary@sreekailas.com) | CIN: L21012KL1991PLC006207

### NOTICE

Notice is hereby given that the 26th Annual General Meeting (AGM) of the Company is scheduled to be held on Friday, 29th December 2017 at 02:00 PM at Hotel Abad Plaza, M. G. Road, Ernakulam, Cochin - 35, to transact the business (es) as set out in the Notice of the Annual General Meeting which has already been sent to the Members along with the Annual Report. The said Notice and Annual Report is also available on the website of the Company i.e. [www.sreekailas.com](http://www.sreekailas.com).

**NOTICE IS FURTHER** given that the Register of Members and Share Transfer Books of the Company will remain closed from Friday, 22 December 2017 to Friday 29 December 2017 (both days inclusive) for the purpose of AGM.

**NOTICE IS FURTHER** given that pursuant to Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended, and Listing Agreement, members holding shares in physical or dematerialized form, as on cut-off date i.e. Friday, 22 December, 2017, may cast their vote electronically on the business as set out in the Notice of the AGM through e-voting platform of Central Depository Services Limited (CDSL). The procedure/instructions for e-voting is contained in the Notice viz also available in the Company website i.e. [www.sreekailas.com](http://www.sreekailas.com) and on CDSL's website at [www.evotingindia.co.in](http://www.evotingindia.co.in). The Board of Directors of the Company has appointed Mr. N. Ganesh as Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.

In this regard members are hereby further notified that:

1. Voting through electronic means shall commence from 26 December, 2017 (09:00 AM) and end on 28 December, 2017 (05:00 PM). The remote e-voting shall not be allowed beyond the said date and time. Once the vote on a resolution is cast by the members, the same cannot be changed subsequently.
2. The members who have already exercised their vote by e-voting may attend the meeting but shall not be entitled to cast their vote again.
3. The facility for venue voting shall be made available at the AGM and the members attending the meeting who have not exercised their vote by remote e-voting shall be able to vote at the AGM.
4. Any person, who becomes a member of the Company after dispatch of Notice of the meeting and holding shares on the cut-off date i.e. 22 December, 2017 may obtain their user ID and password by sending a request at [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or to the Registrar and Transfer Agent viz, Bigshare Services Limited at [investor@bigshareonline.com](mailto:investor@bigshareonline.com).
5. A member entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of himself and such proxy need not be a member of the Company. Proxy forms duly executed and stamped should be deposited at the registered office of the company at least 48 hours before the time fixed for the commencement of the meeting.
6. In case of 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) / Toll Free No. 18002005533.

Place: Cochin - 16

Date: 06/12/2017

By Order of the Board

(Sd/-) R. Ponnambalam, Company Secretary