# **RAJSHREE POLYPACK LIMITED**.

# NOTICE

NOTICE is hereby given that the ninth (9<sup>th</sup>) Annual General Meeting (the "Meeting" or "AGM") of the Rajshree Polypack Limited will be held on Monday, September 28, 2020 at 04.00 pm IST through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM") to transact the following business:

### **ORDINARY BUSINESS**

# Item No. 1- Adoption of financial statements

To receive, consider and adopt the audited financial statements of the Company for the financial year ended March 31, 2020 together with the reports of the Board of Directors and the Auditors thereon.

## Item No. 2- Declaration of Dividend

To declare final dividend of  $\overline{\mathbf{T}}1$ - (Rupee 1) per equity share i.e. 10% on face value of  $\overline{\mathbf{T}}10$ - each per equity share for the financial year ended March 31, 2020

# Item No. 3- Appointment of Mr. Naresh Radheshyam Thard (DIN: 03581790) as a director liable to retire by rotation

To appoint Mr. Naresh Radheshyam Thard (DIN: 03581790) who retires by rotation and being eligible, offers himself for reappointment as a Director.

# Item No. 4- Appointment of Mr. Praveen Bhatia (DIN: 00147498) as a director liable to retire by rotation

To appoint Mr. Praveen Bhatia (DIN: 00147498) who retires by rotation and being eligible, offers himself for re-appointment as a Director.

# SPECIAL BUSINESS

### Item No. 5- Ratification of Remuneration to Cost Auditor

To consider and if thought fit, to pass the following resolution as an **Ordinary Resolution**:

"**RESOLVEDTHAT** pursuant to the provisions of Section 148(3) and all other applicable provisions, if any, of the Companies Act, 2013 (the "Act") read with the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), the remuneration payable to **M/s. N. Ritesh & Associates, Cost Accountants**, Mumbai (Firm Registration No. R100675), appointed by the Board of Directors of the Company to conduct the audit of the cost records of the Company for the financial year ending March 31, 2021, being ₹51,000/-(Rupees Fifty-One Thousand only) plus applicable taxes, out of pocket expenses, travelling and other expenses incurred in performance of their duties, be and is hereby ratified and confirmed.

**RESOLVED FURTHER THAT** Mr. Ramswaroop Radheshyam Thard, Chairman & Managing Director and Mr. Naresh Radheshyam Thard, Joint Managing Director or Mr. Ramswaroop Radheshyam Thard, Chairman & Managing Director and Ms. Mitali Rajendra Shah, Company Secretary and Compliance Officer or Mr. Naresh Radheshyam Thard, Joint Managing Director and Ms. Mitali Rajendra Shah, Company Secretary and Compliance Officer, be and are hereby severally authorized to sign and submit the necessary application and forms with appropriate authorities and to perform all such acts, deeds and things as they may in their absolute discretion deem necessary or desirable for and on behalf of the Company for the purpose of giving effect to aforesaid resolution.

Financial Statements

**RESOLVED FURTHER THAT** Mr. Ramswaroop Radheshyam Thard, Chairman & Managing Director or Mr. Naresh Radheshyam Thard, Joint Managing Director or Ms. Mitali Rajendra Shah, Company Secretary and Compliance Officer, be and are hereby jointly and severally authorized to issue certified true copies of the aforesaid resolution to anyone concerned and file necessary e-forms with the Registrar of Companies for the purpose of giving effect to aforesaid resolution."

# Item No. 6- Appointment of Mrs. Sangeeta Sarin (DIN: 08659655) as the Non- Executive Independent Director of the Company.

To consider and if thought fit, to pass the following Resolution as an **Ordinary Resolution:** 

**"RESOLVED THAT** pursuant to the recommendation of the Nomination and Remuneration Committee and the Board of Directors, Mrs. Sangeeta Sarin (DIN: 08659655) who was appointed as an Additional Director of the Company w.e.f January 8, 2020 by the Board of Directors and who holds office up to the date of this Annual General Meeting under the provisions of Section 161(1) of the Company and in respect of whom the Company has received a notice in writing under Section 160 of the Act from a member signifying his intention to propose the name of Mrs. Sangeeta Sarin (DIN: 08659655) as a candidate for the office of director, be and is hereby appointed as Director of the Company.

**RESOLVED FURTHER THAT** pursuant to the recommendation of the Nomination & Remuneration Committee and the Board of Directors and subject to the provisions of Section 149, 150 and 152 and other applicable provisions if any, of the Act and the Companies (Appointment and Qualifications of Directors) Rules, 2014 read with Schedule IV to the Act, and Regulation 17 and 25 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), Mrs. Sangeeta Sarin (DIN: 08659655), who has submitted a declaration of independence under section 149(6) of the Act and is eligible for appointment be and is hereby appointed as a Non-Executive Independent Director of the Company for a period of five (5) consecutive years commencing from September 28, 2020 up to September 27, 2025.

**RESOLVED FURTHER THAT** Mrs. Sangeeta Sarin (DIN: 08659655) shall not be liable to retire by rotation during her tenure as a Non-Executive Independent Director of the Company.

**RESOLVED FURTHER THAT** Mr. Ramswaroop Radheshyam Thard, Chairman & Managing Director and Mr. Naresh Radheshyam Thard, Joint Managing Director or Mr. Ramswaroop Radheshyam Thard, Chairman & Managing Director and Ms. Mitali Rajendra Shah, Company Secretary and Compliance Officer or Mr. Naresh Radheshyam Thard, Joint Managing Director and Ms. Mitali Rajendra Shah, Company Secretary and Compliance Officer,



be and are hereby severally authorized to sign and submit the necessary application and forms with appropriate authorities and to perform all such acts, deeds and things as they may in their absolute discretion deem necessary or desirable for and on behalf of the Company for the purpose of giving effect to aforesaid resolution.

**RESOLVED FURTHER THAT** Mr. Ramswaroop Radheshyam Thard, Chairman & Managing Director or Mr. Naresh Radheshyam Thard, Joint Managing Director or Ms. Mitali Rajendra Shah, Company Secretary and Compliance Officer, be and are hereby jointly and severally authorized to issue certified true copies of the aforesaid resolution to anyone concerned and file necessary e-forms with the Registrar of Companies for the purpose of giving effect to aforesaid resolution."

Item No. 7 - Change in the name of the proposed Factory Unit IV

To consider and if thought fit, to pass the following Resolution as a **Special Resolution:** 

**"RESOLVED THAT** pursuant to the provisions of Section 27 and other applicable provisions, if any, of the Companies Act, 2013 (the "Act") read with Rule 7 of the Companies (Prospectus and Allotment of Securities) Rules, 2014 (including any statutory modification(s) of re-enactment thereof, for the time being in force and such other approvals, permissions and sanctions, if any, as may be necessary), consent of the shareholders be and is hereby accorded to the Board of Directors to change the name of the proposed factory unit from Factory Unit IV to Factory Unit II, as explained in the Explanatory Statement to this Notice.

**RESOLVED FURTHER THAT** for the purpose of giving effect to this resolution, the Board of Directors (hereinafter referred to as the 'Board' including duly constituted Committee thereof) be and is hereby authorized to do all such acts, deeds, matters and things, take necessary steps in the matter as the Board may, in its absolute discretion deem necessary, desirable or expedient and to settle any question that may arise in this regard and incidental thereto, without being required to seek any further consent or approval of the Members or otherwise to their end and intent that the Members shall be deemed to have given their approval thereto expressly by the authority of this resolution for the purpose of giving effect to this resolution.

**RESOLVED FURTHER THAT** Mr. Ramswaroop Radheshyam Thard, Chairman & Managing Director and Mr. Naresh Radheshyam Thard, Joint Managing Director or Mr. Ramswaroop Radheshyam Thard, Chairman & Managing Director and Ms. Mitali Rajendra Shah, Company Secretary and Compliance Officer or Mr. Naresh Radheshyam Thard, Joint Managing Director and Ms. Mitali Rajendra Shah, Company Secretary and Compliance Officer, be and are hereby severally authorized to sign and submit the necessary application and forms with appropriate authorities and to perform all such acts, deeds and things as they may in their absolute discretion deem necessary or desirable for and on behalf of the Company for the purpose of giving effect to aforesaid resolution.

**RESOLVED FURTHER THAT** Mr. Ramswaroop Radheshyam Thard, Chairman & Managing Director or Mr. Naresh Radheshyam Thard, Joint Managing Director or Ms. Mitali Rajendra Shah, Company Secretary and Compliance Officer, be and are hereby jointly and severally authorized to issue certified true copies of the aforesaid resolution to anyone concerned and file necessary e-forms with the Registrar of Companies for the purpose of giving effect to aforesaid resolution."

By Order of the Board of Directors For **Rajshree Polypack Limited** 

Date : August 31, 2020 Place : Thane

# (Mitali Rajendra Shah) Company Secretary and Compliance Officer

Sd/-

# Regd. Office : Rajshree Polypack Limited

Lodha Supremus, Unit No. 503-504, 5<sup>th</sup> Floor, Road No. 22, Kishan Nagar, Near New Passport Office, Wagle Estate, Thane (West) 400 604. Tel No. : +91-22 25818200, Fax : +91-22 25818250 CIN : L25209MH2011PLC223089 Website : www.rajshreepolypack.com

# NOTES TO NOTICE:

- 1. In view of the COVID-19 pandemic, social distancing is a norm to be followed. The Ministry of Corporate Affairs ("MCA") has vide its Circular No. 14/2020 dated April 08, 2020, Circular No. 17/2020 dated April 13, 2020 and Circular No. 20/2020 dated May 05, 2020 (collectively referred to as "MCA Circulars") permitted the holding of the AGM through VC/OAVM, without the physical presence of the Members at a common venue. In compliance with the provisions of the Companies Act, 2013 ("Act"), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and MCA Circulars, the AGM of the Company is being held through VC/OAVM.
- 2. Pursuant to the provisions of the Act, a Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a member of the Company. Since this AGM is being held pursuant to the MCA Circulars through VC/OAVM, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice. However, the Body Corporates are entitled to appoint authorized representatives to attend the AGM through VC/OAVM and participate thereat and cast their votes through e-voting.
- 3. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Act.
- 4. In compliance with the aforesaid MCA Circulars and SEBI Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020, Notice of the AGM along with the Annual Report 2019-2020 is being sent only through electronic means to those Members whose email addresses are registered with the Company/Depositories. Members may note that the Notice and Annual Report 2019-2020 will also be available

# **RAJSHREE POLYPACK LIMITED** \_

on the Company's website at www.rajshreepolypack.com and website of National Stock Exchange of India Limited at <u>www.nseindia.com</u> as well as on the website of NSDL at <u>www.evoting.nsdl.com</u>.

- 5. Since the AGM will be held through VC/OAVM, the Route Map is not annexed in this Notice.
- 6. The Explanatory Statement pursuant to Section 102(1) of the Act is annexed hereto and forms part of this Notice.
- 7. The details under Regulation 36(3) of the SEBI Listing Regulations (including any statutory modification(s) or amendment(s) or re-enactment(s) thereof, for the time being in force), in respect of Directors seeking approval for appointment/re-appointment at the AGM forms part of the annexure to this Notice.
- 8. The Members can join the AGM through VC/OAVM 30 minutes before the scheduled time of the commencement of the AGM.
- 9. The Register of Members and Share Transfer Books of the Company will remain closed from Saturday, September 19, 2020 till Monday, September 28, 2020 (both days inclusive) for the purposes of determining the eligibility of the Members entitled to dividend (subject to approval of the Members at the AGM).
- The final dividend of 1/- (Rupee 1) per equity share i.e.10%, as recommended by the Board of Directors, if declared at the ensuing 9th Annual General Meeting to be held on Monday, September 28, 2020 will be paid on or before Monday, October 26, 2020:

To those members who hold shares in dematerialized form, to the Beneficial Owners of the shares as at the close of business hours on Friday, September 18, 2020 as per details furnished by National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL).

Considering that the entire share capital of the Company is in dematerialized form, the disclosures and procedures in relation to shares in physical form have not been provided for in this Annual Report.

- 11. In terms of the MCA Circular No. 20/2020 dated May 5, 2020, due to non-availability of the details of the bank account, if the Company is unable to pay the final dividend, the dividend warrants / cheques, shall upon normalisation of postal services, be dispatched to such shareholders by post.
- 12. Members are requested to direct all shares related correspondence, including on dividends, to the Registrar and Share Transfer Agents ("RTA") at the following address:

# Link Intime India Private Limited,

C-101, 247 Park, L.B.S Marg, Vikhroli West, Mumbai – 400083 Tel No: +91 22 49186000

Email Id: rnt.helpdesk@linkintime.co.in

13. Members holding shares under multiple folios are requested to submit their applications to the RTA for consolidation of folios into a single folio.

14. To support the Green Initiative, members who have not registered their e-mail address are requested to register their e-mail address for receiving all communication including Annual Report, Notices, Financial Results etc. from the Company electronically.

- 15. Members holding shares in the dematerialized form are requested to intimate all changes pertaining to their bank account details including their Core Banking Account No., MICR and IFS Code, nominations, power of attorney, change of address / name etc. to their Depository Participant only and not to the Company / RTA. Changes intimated to the Depository Participant will be received through Depository by the Company/ RTA on updation by the Depository Participant. This will help the Company and RTA to provide efficient and better service to the members.
- 16. The Ministry of Corporate Affairs has vide notification dated September 05, 2016 brought into force certain provisions of Sections 124 and 125 of the Act and Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ("IEPF Rules") with effect from September 07, 2016 including amendments thereof. Pursuant to the provisions of Section 124 of the Act, the dividend which remains unclaimed / unpaid for a period of seven (7) years from the date of the transfer to the unpaid dividend account of the Company is required to be transferred to the IEPF Account of the Central Government.

Further, pursuant to the provisions of Section 124 of the Act and the IEPF Rules, all shares on which dividend has not been paid or claimed for seven (7) consecutive years or more shall be transferred to an IEPF Account within thirty (30) days of such shares becoming due for transfer to IEPF.

The members/claimants whose shares, unclaimed dividend, sale proceeds of fractional shares etc. have been transferred to IEPF may claim their shares or apply for refund by making an online application to the IEPF Authority in e-Form IEPF-5.

Members are requested to claim all the unpaid/ unclaimed dividend to avoid transfer of dividend or shares as the case may be to the IEPF Account and are requested to contact RTA at <u>rnt.helpdesk@linkintime.co.in</u> for claiming the dividend. The details of the unclaimed dividends are available on the Company's website at www.rajshreepolypack.com.

- 17. Members are requested to note that dividends if not encashed for a consecutive period of seven years from the date of transfer to Unpaid Dividend Account of the Company, are liable to be transferred to the IEPF. The shares in respect of such unclaimed dividends are also liable to be transferred to the demat account of the IEPF Authority. In view of this, Members are requested to claim their dividends from the Company, within the stipulated timeline.
- 18. The Securities and Exchange Board of India ("SEBI") has mandated the submission of Permanent Account Number ("PAN") and bank account details by every participant in securities market. Members holding shares in dematerialised form are, therefore, requested to get their PAN details and Bank Details registered with their Depository Participants with whom they are maintaining their demat accounts.



- 19. As directed by SEBI, in case of failure to register the PAN and bank account details as aforesaid, any transaction in the securities of the Company shall be subject to enhanced due diligence by the Company/RTA, as may be prescribed. Also, it may be noted that issue of payment instruments without bank details may be disallowed.
- 20. As per the provisions of Section 72 of the Act, the facility for making nomination is available for the Members in respect of the shares held by them. Members who have not yet registered their nomination are requested to submit the details to their Depository Participants in case the shares are held by them in electronic form.
- 21. To receive shareholders' communications through electronic means, including annual reports and notices, members are requested to register their e-mail address(es) and changes therein from time to time, by directly sending the relevant e-mail address alongwith details of name, address, Folio No. and number of shares held:

in respect of shares held in dematerialized form, also provide DP ID / Client ID with the above details and register the same with their respective Depository Participants.

- 22. Members, who wish to inspect the documents, as mentioned in this AGM Notice or as required under law, may write to the Company at <u>cosec@rajshreepolypack.com</u> and the Company shall endeavour to provide inspection of documents to such Member.
- 23. The Company's equity shares are listed on EMERGE Platform of NSE Limited, Exchange Plaza, C-1, G-Block, Bandra-Kurla Complex, Bandra (East), Mumbai – 400 051. The Company has paid the annual listing fees for the financial year 2020-2021 to the Stock Exchange.
- 24. Pursuant to Finance Act, 2020, dividend income will be taxable in the hands of the shareholders w.e.f. April 01, 2020 and the Company is required to deduct tax at source ("TDS") from dividend paid to shareholders at the prescribed rates (plus applicable surcharge and cess) as may be notified from time to time.
- 25. A Resident individual shareholder with PAN and who is not liable to pay income tax can submit a yearly declaration in Form No. 15G/15H along with PAN, to avail the benefit of non-deduction of tax at source by email to tdscertificate@ rajshreepolypack.com latest by Thursday, September 17, 2020. Shareholders are requested to note that in case their PAN is not registered, the tax will be deducted at a higher rate of 20%.

Non-resident shareholders can avail beneficial rates under tax treaty between India and their country of residence, subject to providing necessary documents i.e. No Permanent Establishment and Beneficial Ownership Declaration, Tax Residency Certificate, Form No.10F, any other document which may be required to avail the tax treaty benefits by sending an email to tdscertificate@rajshreepolypack.com latest by Thursday, September 17, 2020.

Form No.15G/15H/10F can be downloaded from the Company's website i.e. www.rajshreepolypack.com/ investors/annual-results/.

# A. Voting through electronic means

1. In compliance with the provisions of Section 108 of the Act and Rule 20 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the SEBI

Listing Regulations, (including any statutory modification(s) or amendment(s) or re-enactment(s) thereof, for the time being in force), the Company is pleased to provide its members the facility to exercise their right to vote on resolutions proposed to be considered at the 9<sup>th</sup> AGM by electronic means and the business may be transacted through e-voting services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM ("remote e-voting") will be provided by National Securities Depository Limited ("NSDL").

- 2. The remote e-voting period commences on Friday, September 25, 2020 (IST 9:00 a.m.) and ends on Sunday, September 27, 2020 (IST 5:00 p.m.). During this period, members' of the Company, holding shares in dematerialized form, as on the cut-off date of Monday, September 21, 2020 may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.
- 3. The Board of Directors has appointed Mr. Nishant Bajaj (Membership No: A28341) of M/s. Jajodia and Associates, Practicing Company Secretaries as the Scrutinizer to scrutinize the voting during the AGM and remote e-voting process in a fair and transparent manner.
- 4. The members who have cast their vote 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 vote again.
- 5. The voting rights of Members shall be in proportion to their shares in the paid-up equity share capital of the Company as on the cut-off date.
- 6. Any person, who acquires shares of the Company and becomes a Member of the Company after sending the Notice and holding shares as of the cut-off date, may obtain the login ID and password by sending a request at <u>evoting@nsdl.co.in</u>. However, if the Member is already registered with NSDL for remote e-voting, then they can use their existing User ID and password for casting vote.
- 7. The details of the process and manner for remote e-voting are explained herein below:

The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:

- Step 1 : Log-in to NSDL e-Voting system at https://www. evoting.nsdl.com/
- Step 2 : Cast your vote electronically on NSDL e-Voting system.

# Details on Step 1 is mentioned below:

How to Log-in to NSDL e-Voting website?

- Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <u>https://www.evoting.nsdl.</u> <u>com/</u>either on a Personal Computer or on a mobile.
- 2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholders' section.
- 3. A new screen will open. You will have to enter your User ID, your Password and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e.

# **RAJSHREE POLYPACK LIMITED**

IDEAS, you can log-in at https://eservices.nsdl.com/ with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

Your User ID details are given below :

Tour oser ib details are given below.				
Manner of holding shares i.e. Demat (NSDL or CDSL)	Your User ID is:			
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12****** then your user ID is IN300***12*****.			
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12**************** then your user ID is 12******			

- 5. Your password details are given below:
  - If you are already registered for e-Voting, then you can a. use your existing password to login and cast your vote.
  - If you are using NSDL e-Voting system for the first time, b. you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
  - C. How to retrieve your 'initial password'?
  - If your email ID is registered in your demat account i) or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
  - ii) If your email ID is not registered, please follow steps mentioned below in the process for registration of email id for obtaining Annual Report and user id/password for e-voting.
- 6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
  - Click on "Forgot User Details/Password" (If you are a) holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
  - b) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl. co.in mentioning your demat account number/folio number, your PAN, your name and your registered address.
  - Members can also use the OTP (One Time Password) c) based login for casting the votes on the e-Voting system of NSDL.
- 7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.

- 8. Now, you will have to click on "Login" button.
- 9. After you click on the "Login" button, Home page of e-Voting will open.

# Details on Step 2 is given below:

How to cast your vote electronically on NSDL e-Voting system?

- 1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
- After clicking on Active Voting Cycles, you will be able to see 2. all the companies "EVEN" in which you are holding shares and whose voting cycle is in active status.
- 3. Select "EVEN" of the Company for which you wish to cast your vote.
- Now you are ready for e-Voting as the Voting page opens. 4.
- 5. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
- 6. Upon confirmation, the message "Vote cast successfully" will be displayed. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
- 7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

# General guidelines for shareholders

- Institutional shareholders (i.e. other than individuals, HUF, а. NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/Authority letter etc. with attested specimen signature of the duly authorised signatory(ies) who are authorised to vote, to the Scrutinizer by e-mail to jajodiaassociate@gmail.com with a copy marked to evoting@nsdl.co.in.
- It is strongly recommended not to share your password b. with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting. nsdl.com to reset the password.
- In case of any queries, you may refer the Frequently Asked c. Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www. evoting.nsdl.com or call on toll free no.: 1800-222-990 or send a request to (Name of NSDL Official) at evoting@nsdl. co.in

# Process for registration of email id for obtaining Annual **Report:**

In case of Demat Holding, please contact your Depository Participant (DP) and register your email address and bank account details in your demat account, as per the process advised by your DP.



## B. INSTRUCTIONS FOR MEMBERS FOR e-VOTING ON THE DAY OF THE AGM ARE AS UNDER:-

- 1. The procedure for e-Voting on the day of the AGM is same as the instructions mentioned above for remote e-voting.
- Only those Members/ shareholders, who will be present in the AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system in the AGM.
- Members who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.
- 4. The details of the person who may be contacted for any grievances connected with the facility for e-Voting on the day of the AGM shall be the same person mentioned for Remote e-voting.

# C. INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE AGM THROUGH VC/OAVM ARE AS UNDER:

- Member will be provided with a facility to attend the AGM through VC/OAVM through the NSDL e-Voting system. Members may access the same at https://www. evoting.nsdl.com under shareholders/members login by using the remote e-voting credentials. The link for VC/OAVM will be available in shareholder/members login where the EVEN of Company will be displayed. Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions mentioned in the notice to avoid last minute rush. Further members can also use the OTP based login for logging into the e-Voting system of NSDL.
- 2. Members are encouraged to join the Meeting through Laptops for better experience.
- Further Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
- 4. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
- Members, who would like to express their views/have questions during the AGM may register themselves as speaker by sending their request from their registered email address mentioning their name, DP ID Client ID/folio number, PAN, mobile number at <u>cosec@</u> <u>rajshreepolypack.com</u> from Monday, September 21, 2020 (IST 09:00 a.m.) to Friday, September 25, 2020

(IST 05:00 p.m.). Those Members who have registered themselves as a speaker will only be allowed to express their views/ask questions during the AGM. The Company reserves the right to restrict the number of speakers depending on the availability of time for the AGM.

## **Other Instructions**

- 1. 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 at the AGM.
- 2. 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 only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM.
- 3. The Chairman shall, at the AGM, at the end of discussion on the resolutions on which voting is to be held, allow voting electronically for 15 minutes for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.
- 4. The Scrutinizer shall after the conclusion of voting at the AGM, first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting and shall make, not later than two days of the conclusion of the AGM, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman or a person authorised by him in writing, who shall countersign the same and declare the result of the voting forthwith.
- 5. The Results declared alongwith the report of the Scrutinizer shall be placed on the website of the Company at www. rajshreepolypack.com and on the website of NSDL immediately after the declaration of result by the Chairman or a person authorised by him in writing. The results shall also be immediately forwarded to National Stock Exchange of India Limited, Mumbai.

By Order of the Board of Directors For **Rajshree Polypack Limited** 

Date : August 31, 2020 Place : Thane -/Sd (Mitali Rajendra Shah) Company Secretary and Compliance Officer

## Regd. Office : Rajshree Polypack Limited

Lodha Supremus, Unit No. 503-504, 5<sup>th</sup> Floor, Road No. 22, Kishan Nagar, Near New Passport Office, Wagle Estate, Thane (West) 400 604. Tel No. : +91-22 25818200, Fax : +91-22 25818250 CIN : L25209MH2011PLC223089 Website : www.rajshreepolypack.com

18

Statutory Reports	Financial Statements

# **RAJSHREE POLYPACK LIMITED**

#### In case the shareholder wants to join the AGM and also like to vote. Shareholder visits NSDL evoting site <u>https://evoting.nsdl.com/</u> and clicks on "Shareholder/Member" login button. 1) - 0 × NSDL eVoting System × $\leftrightarrow$ $\rightarrow$ $\times$ $\hat{}$ evoting.nsdl.com ९ ☆ 🔒 : Skip to main content A A A National Securities Depository Limited Welcome to NSDL e-Voting Services out Us Site Map Terms & Conditio Contact Us 0 **2**2 (Q) 82° Sha reholder / Member Issuer / R&T Agent Scrutinizer Custodian / MF R&T agent can create, e-Voting event number along with registration of ing is a common Inter tructure that enables tors to vote electronically trion of companies. **Toll Free : 1800-222-990** modify (EVEN) ables the onically on the the scrutiniz EVEN results e-Voting along with s with EVEN. Login Login Login Login Notice Download ---Please Select adds Live Vide eting proceedings to its e ice (PDF File - 356KB) nt and Futu DISCLAIMER : All information provided in e-Voting is obtained by NSDL from sou Activate Windows へ い /i (10) ENG 7:08 PM 5/13/2020 🕂 🔎 Type here to search o 🛱 🧲 📻 - 😓 🕼 W 畼

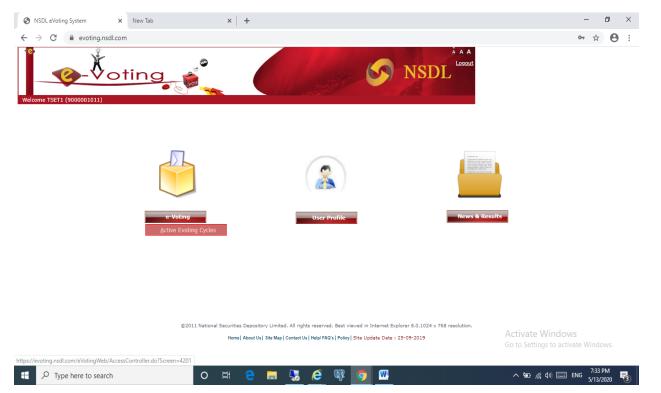
2) Shareholder will get below page where he has to enter his remote e-Voting login credentials.

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3) After successful login shareholder will be able to see the home page of NSDL e-Voting system. Shareholder has to click on "Active Evoting Cycles/ VC/OAVM" as shown below.



4) Shareholder will be able to see all active evens for which voting is live as well as AGM is scheduled to be held. He has to click on the "VC/OAVM" option under the Join General Meeting to view the AGM

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<b>8</b>	
Statutory Reports	Financial Statements

# **RAJSHREE POLYPACK LIMITED** \_\_

5) Further, during the meeting shareholder can click on respective EVEN of company. He has to choose his option of voting per resolution or can choose for "Mark all in favour"/"Mark all as against". This facility will be available to only those shareholders who have not casted their votes through Remote Voting.

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EVEN : 900000	ISIN : IND123C01023
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Record Date : 25-04-2016	Voting Start Date : 01-05-2020 09:00 (dd/mm/yyyy format)
Voting End Date : 14-05-2020 17:00 (dd/mm/	yyyy format) Voting Result Date : 14-05-2020 (dd/mm/yyyy format)
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	Holdings to Cast Vote 1.000
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	I/We dissent to the resolution(Against/ No)
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6) Shareholder will confirm the options that he has selected to cast the vote.

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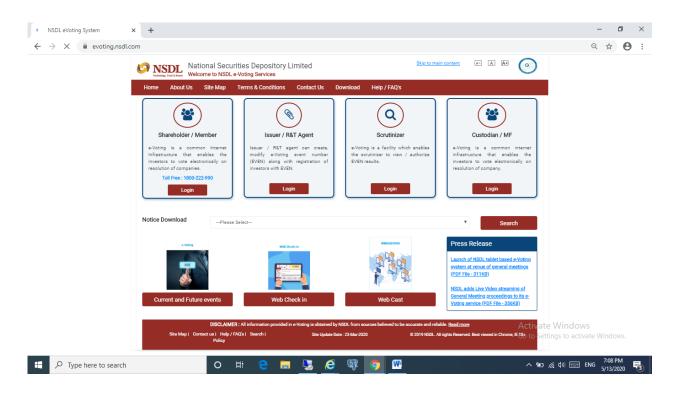


7) On clicking on Confirm button he will get voting confirmation as below. Thus shareholder will complete voting process.

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# If shareholder wants to only view AGM

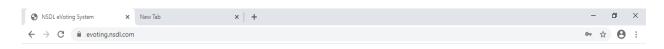
1) Shareholder visits NSDL evoting site <u>https://evoting.nsdl.com/</u> and clicks on "Shareholder/Member" login button.

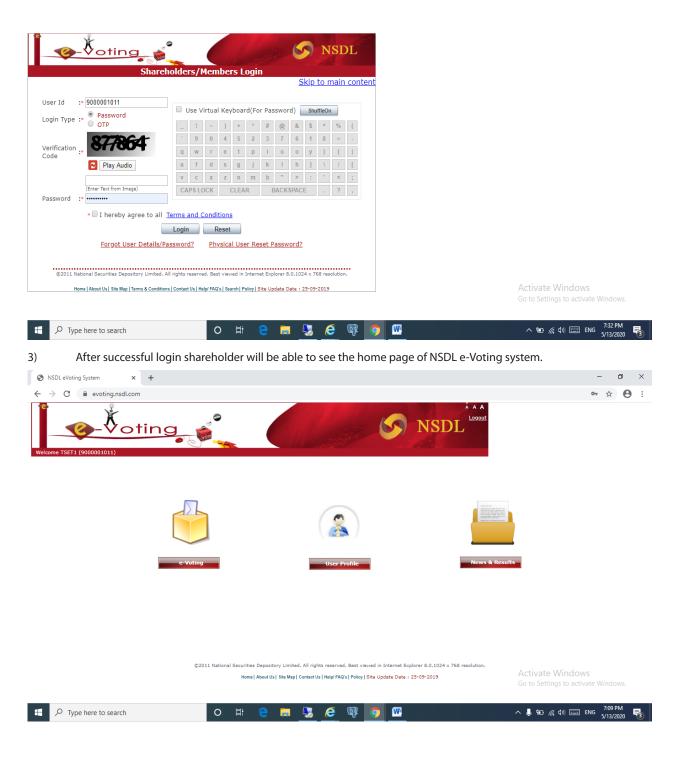




# **RAJSHREE POLYPACK LIMITED** \_

2) Shareholder will get below page where he has to enter his remote e-Voting login credentials.







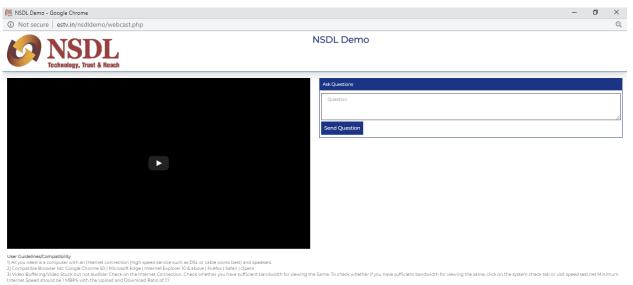
4) Shareholder has to click on "Active Evoting Cycles" as shown below.



5) Shareholder will be able see all active evens for which voting is live as well as AGM is scheduled to be held. He has to click on the respective EVEN (VC Link) for which he wants to vote. After successfully joining the meeting, the shareholder will be allowed to vote.

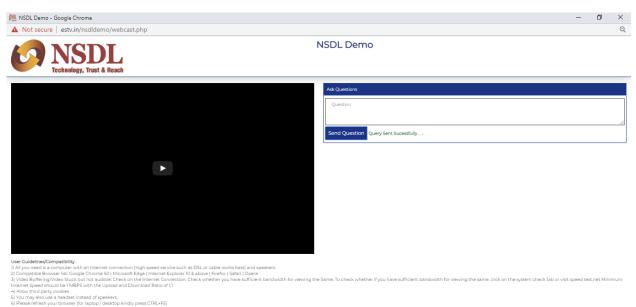
# **RAJSHREE POLYPACK LIMITED**

6) Shareholder will be able to join the meeting and pose questions if he wishes to do so. After registration he can view AGM by playing the video.



dset instead of speakers. wser (for laptop / desktop kindly press CTRL+F5)

He can pose questions in chat box and send his questions to moderator. He will get success message as shown below after suc-7) cessfully posting (Optional).



# User Guidelines/Compatibility for viewing of AGM

- 1) All you need is a computer with an Internet connection (high speed service such as DSL or cable works best) and speakers
- 2) Compatible Browser list: Google Chrome 50 | Microsoft Edge | Internet Explorer 10 & above | Firefox | Safari | Opera
- Video Buffering/Video Stuck but not audible: Check on the Internet Connection, Check whether you have sufficient bandwidth 3) for viewing the Same, To check whether if you have sufficient bandwidth for viewing the same, click on the system check tab or visit speed test.net Minimum Internet Speed should be 10 MBPS with the Upload and Download Ratio of 1:1
- 4) Allow third party cookies
- 5) You may also use a headset instead of speakers.
- Please refresh your browser (for laptop / desktop kindly press CTRL+F5) 6)



# ANNEXURE TO NOTICE

# INFORMATION ON DIRECTOR SEEKING APPOINTMENT/ RE-APPOINTMENT AS REQUIRED UNDER REGULATION 36(3) OF THE SEBI LISTING REGULATIONS

SEDI LISTING REGULATIONS			
Particulars	Mr. Naresh Radheshyam Thard	Mr. Praveen Bhatia	Mrs. Sangeeta Sarin
DIN	03581790	00147498	08659655
Designation	Joint Managing Director	Non-Executive, Nominee Director	Additional Director (Non- Executive Independent Director)
Date of Birth	October 10, 1975	June 26, 1960	February 7, 1964
Age	45 years	60 years	56 years
Date of Appointment in the current position	October 15, 2011	June 26, 2015	January 8, 2020
Nationality	Indian	Indian	Indian
Qualifications	First year B. Com.	B. Com., FCA of ICAI	M. Com., M B A. PG Diploma In Insurance Management; Diploma In Vastu Consultancy.
Expertise in specific Functional Areas	He is co-founder of the Company along with Mr. Ramswaroop Radheshyam Thard. He is a specialist in Plastic Processing and Packaging and has over twenty (20) years of experience. He drives the growth of the company along with the Chairman & Managing Director.	He has a rich experience of thirty (30) years in the packaging industry. He is a Techno Commercial expert with a unique combination of skill sets. Being Chartered Accountant by education and having good know-how in the packaging industry, he has helped many entrepreneurs to set up projects in the packaging segment.	She is presently a principal con- sultant with exceptional Inter- personal and communication skills having diverse experience in providing vastu consultancy to corporates. She has significant experience of over twenty (20) years in leading complex improvement initia- tives by applying solid technical research and analytical abilities.
Directorships held in other public companies (excluding private, foreign companies and Section 8 companies)	NA	1. Provestment Services Limited – Wholetime Director	NA
Chairman/Member of Committee of other Com- pany	NA	NA	NA
Inter-se relationship with other Directors and Key Managerial Personnel	Brother of Mr. Ramswaroop Radheshyam Thard	NA	NA
No. of Shares held in the company	17,19,178	NIL	NIL
Remuneration proposed to be paid	The existing remuneration will continue until further changes, if any, and duly approved by the members as required.	NIL	NIL
Remuneration last drawn (including sitting fees, if any) for financial year 2019-2020	₹ 58.73 Lakhs	₹ 0.75 Lakhs	Nil
Number of Board meet- ings attended during the financial year 2019-2020	4	5	0

Directorship of other Companies in India (as on March 31, 2020)	Nil	<ol> <li>Provestment Services Limited</li> <li>Profile Packaging Private Limited</li> <li>Chaitali Exports Private Limited</li> <li>Double Aey Consultants Private Limited</li> </ol>	Nil
Chairmanship/Member- ship of the Committees of the Board of the Directors (as on March 31, 2020)	<ol> <li>Stakeholder Relationship Committee (Member)</li> <li>Corporate Social Responsi- bility (Member)</li> <li>Executive Committee (Member)</li> </ol>	<ol> <li>Nomination and Remunera- tion Committee (Chairman)</li> <li>Corporate Social Responsi- bility Committee (Member)</li> </ol>	Nil
Terms and Conditions of Appointment	Joint Managing Director liable to retire by rotation	(Non-Executive) Nominee Director liable to retire by rotation	Non-Executive Independent Director not liable to retire by rotation.

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013 (THE "ACT")

As required by Section 102 of the Act, the following explanatory statement sets out all material facts relating to the businesses mentioned under Item Nos. 5 to 7 of the accompanying Notice.

Item No. 5

# **Ratification of Remuneration of Cost Auditors**

The Board, on the recommendation of the Audit Committee, has approved the appointment of **M/s. N. Ritesh & Associates, Cost Accountants**, Mumbai (Firm Registration No.R100675), as the Cost Auditors to conduct audit of the cost records of the Company for the financial year ending March 31, 2021 for a remuneration of ₹51,000/- (Rupees Fifty One Thousand Only) plus applicable taxes, out-of pocket expenses, travelling and other expenses incurred by them for the purpose of audit for the financial year 2020-2021. A Certificate issued by the above firm confirming their eligibility for appointment as Cost Auditors will be available for inspection by the members as stated in point 22 of the Notice given above.

In accordance with the provisions of Section 148(3) of the Act read with the Companies (Audit and Auditors) Rules, 2014, the remuneration payable to the Cost Auditors has to be ratified by the members of the Company. Accordingly, consent of the members is sought for passing an Ordinary Resolution as set out at Item No. 5 of the Notice.

The Board recommends passing of the Ordinary Resolution as set out in Item No. 5 of the Notice relating to the remuneration payable to M/s. N. Ritesh & Associates, Cost Accountants, for approval by the members.

None of the Directors or Key Managerial Personnel or their relatives are in any way concerned or interested in the passing of this resolution as set out in Item No. 5.

## Item No. 6

# Appointment of Mrs. Sangeeta Sarin (DIN: 08659655) as the Non-Executive Independent Director of the Company.

The Board of Directors based on the recommendation of the Nomination & Remuneration Committee had appointed Mrs. Sangeeta Sarin (DIN: 08659655) as an Additional Director (Non-Executive Independent Director) w.e.f January 8, 2020 and

subject to the approval of the members. Pursuant to Section 161 of the Act read with the Articles of Association of the Company, Mrs. Sangeeta Sarin (DIN: 08659655) holds office of Director up to the date of this Annual General Meeting and is eligible for appointment as a Director.

The Company has also received the declaration from Mrs. Sangeeta Sarin (DIN: 08659655) stating that she meets the criteria of independence as per Section 149(6) of the Act. The detailed profile of Mrs. Sangeeta Sarin (DIN: 08659655) is attached as Annexure to Notice.

A copy of the draft letter of appointment which will be issued to Mrs. Sangeeta Sarin (DIN: 08659655) setting out the terms and conditions of her appointment as an Independent Director will be available for inspection by the members as stated in point 22 of the Notice given above.

In the opinion of the Board, Mrs. Sangeeta Sarin (DIN: 08659655) fulfills the conditions specified in the Act and the rules made thereunder and also under the SEBI Listing Regulations for appointment as Non-Executive Independent Director and is independent of the Management.

The Board recommends passing of the Ordinary Resolution as set out in Item No. 6 of the Notice relating to the appointment of

Mrs. Sangeeta Sarin (DIN: 08659655) as a Non-Executive Independent Director of the Company for a period of five (5) years commencing from September 28, 2020 upto September 27, 2025, for approval by the members.

Except Mrs. Sangeeta Sarin (DIN: 08659655), none of the Directors or Key Managerial Personnel or their relatives are in any way concerned or interested in passing of this resolution as set out in Item No. 6.

# Item No. 7

### Change in the name of the proposed Factory Unit IV (a) Original purpose or object of the Issue;

The Company had stated in its Prospectus that the Net Proceeds of the issue after deduction of issue related expenses would be utilized for funding of the following Objects:

1. Setting up Factory Unit IV at Daman

2. General Corporate Purposes.



## (b) Total money raised;

Pursuant to the resolution passed by the Board of Directors of the Company on November 20, 2017 and the shareholders resolution dated December 18, 2017, the Company had made an initial public offering ("Issue") of 29,60,000 Equity Shares, aggregating to ₹3,552.00 Lakhs. Out of the Issue, the Company has issued 2,97,939 Equity Shares on private placement basis as Pre-IPO Placement before the date of the Red Herring Prospectus.

# (c) Money utilised for the objects of the company stated in the prospectus;

		(₹ in Lakhs)
Object	Original Allocation	Funds Utilized
I. Set up a Factory Unit IV at Daman	3624.04	1245.8
The breakdown of expenses relating to setting up of Factory Unit IV at Daman is as under:		
A. Building and Civil Works	585.95	310.20
B. Plant and Machinery	2688.09	931.28
C. Miscellaneous expenses and Security deposit	150.00	4.32
D. Contingent Expenses	200.00	0.00
II. General Corporate Purposes	64.05	64.05

## (d) Extent of achievement of proposed objects;

In value terms the proposed object is approximately 33% complete. The major equipment is under final resting and packing at our equipment supplier's end and expected to be despatched during the second fortnight of September, 2020.

(e) Unutilized amount out of the money so raised through prospectus;

The unutilized IPO proceeds as on March 31, 2020, are kept with scheduled commercial banks.

 (f) Particulars of the proposed variation in the terms of contracts referred to in the prospectus or objects for which prospectus was issued;

The Company in the Prospectus dated September 14, 2018, filed with the Registrar of Companies, Mumbai, had stated that the location of the proposed factory unit will be the same as our current operating units namely Daman, which is strategically positioned to serve the length of the country. This new unit is being set up adjacent to one of the Company's present manufacturing Unit, namely, Factory Unit II, and the Company intends to synergize the 2 (two) Units for production, storage and delivery of our products to our customers.

In order to seamlessly synergize the two factory units for production, storage and delivery of products, the Company proposes to merge the proposed Factory Unit with existing Factory Unit II. Therefore, it is proposed to change the name of proposed factory unit from Factory Unit IV to Factory Unit II.

# (g) Justification for seeking variation;

In order to seamlessly synergize the two factory units for production, storage and delivery of products, the Company proposes to merge the two factory units. This will help the company to have common 'In' and 'Out' gates for men and material, share common service and utility facilities, common security. Further, merging the proposed factory unit with the existing factory unit shall be more cost effective for the Company as the factory units will be in a position not to duplicate systems, documents, audits etc. Hence it is expedient to change the name of proposed factory unit from Factory Unit IV to Factory Unit II.

### (h) Proposed time limit within which the proposed varied objects would be achieved;

Due to extended time spent to evaluate and incorporate newer features and technical aspects in the major equipment other than originally planned, the expected period of commencement of Factory Unit as stated in the Prospectus i.e. October, 2019 has not been adhered to. Further post March 2020, the COVID-19 pandemic induced disruptions in project execution at the site have delayed the project. Hence, the Board is of the view that the expected period of commencement of the proposed Factory Unit be further extended up to March 2021.

### (i) Risk factors pertaining to the new objects;

Considering that the Company only proposes to change the name of the proposed Factory Unit, no new risk factors other than the risk factors as mentioned in the Prospectus is expected.

## (j) Estimated financial impact of the proposed alteration on the earnings, cash flow and on the financial position of the Company;

Since, the proposed variation is only limited to change of name of the proposed Factory Unit, the Company does not expect any financial impact on the earnings, cash flow and financial position of the Company.

> By Order of the Board of Directors For **Rajshree Polypack Limited** Sd/-(Mitali Rajendra Shah) Company Secretary and Compliance Officer

# Date : August 31, 2020 Place : Thane

## **Regd. Office :**

Rajshree Polypack Limited Lodha Supremus, Unit No. 503-504, 5<sup>th</sup> Floor, Road No. 22, Kishan Nagar, Near New Passport Office, Wagle Estate, Thane (West) 400 604. Tel No. : +91-22 25818200, Fax : +91-22 25818250 CIN : L25209MH2011PLC223089 Website : www.rajshreepolypack.com