



KAY POWER AND PAPER LIMITED

CIN- L21099MH1991PLC061709

Regd. Off: - Gat No. 454/457, A/P – Borgaon, Tal./Dist – Satara- 415519,

Email – kppl.secretarial@gmail.com, www.kaypowerandpaper.com

NOTICE

1. Annual General Meeting:

Notice is hereby given to the members of Kay Power and Paper Limited that the Twenty-Ninth Annual General Meeting of the company will be held at 3.00 p.m. on Monday 28th September 2020 at the Registered Office of the Company at Gat No. 454/457, Village Borgaon, Tal./Dist. Satara- 415519, Maharashtra, to transact the business mentioned in the Notice convening the said meeting, which has been sent to the Members on 3rd September, 2020, along with the annual report for the year ended 31st March 2020.

2. Book Closure for AGM:

Pursuant to section 91 of the companies act 2013 read with rule 10 of the Companies (Management and Administration) rules 2014 as amended from time to time and Regulation 42 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, that the Register of Members & Share Transfer Books of the Company will remain closed from September 21, 2020 to September 28, 2020 (both days inclusive) for the purpose of 29th Annual General Meeting (AGM) of the Company to be held on September 28, 2020.

3. Remote E-voting:

Pursuant to provision of section 108 of the companies act, 2013 read with rule 20 of the companies (Management and administration) rules 2014 as amended from time to time, and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the company has offered the remote E-voting to members to cast their vote electronically as an alternative for participation at the 29th Annual General Meeting, through the e-voting services provided by the Central Depository Services (India) Limited (CDSL), on all the resolutions set forth in the Notice of the AGM, which has been sent to the members on 3rd September, 2020. The shareholders who voted earlier to any company through CDSL Platform then existing ID and Password is to be used for remote E-voting and if first time user then follow instructions given in note No. 14 in the notice of 29th AGM.

The relative information with regard to remote e-voting is given under

Sr. no.	Matter	Details
1.	The date and time of commencement of remote e-voting through electronic means	25 th September 2020 at 9.00 A.M.
2.	The date and time of end remote e-voting through electronic means.	27 th September 2020 at 5.00 P.M.
3.	Cut-off date	21 st September 2020
4.	Website address of the company and agency if any, where notice of the meeting is displayed.	www.kaypowerandpaper.com and https://www.cdslindia.com/evoting/EvotingInstanceAndResults.aspx
5.	Contact details of the person responsible to address the grievances connected with the electronic voting	Mr. Sagar Mohite Kay Power and Paper Limited, Liaison office: - B-54, Old MIDC Area, Satara- 415004. Phone :- 9689908431 Email:- kppl.secretarial@gmail.com

Members may please note following:

- Remote e-voting shall not be allowed after the date of closing of remote e-voting i.e. 27th September 2020 at 5.00 P.M.
- The facility for voting through ballot or polling paper also be made available at the meeting and members attending the meeting who have not cast their vote by remote e voting shall be able to exercise their vote.
- Members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM, but shall not be entitled to cast their vote.
- A person whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on cut-off date only shall be entitled to avail the facility of remote e-voting or voting in the AGM.

The procedure for e-voting is available in the Notice of the AGM as well as on the website of CDSL <http://www.cdslindia.com/evoting/evotingproc.html>. In case of any queries / grievances, the Members may contact CDSL by emailing their queries / grievances at helpdesk.evoting@cdslindia.com or CDSL Helpdesk: 18002005533. Result of the remote E-voting shall be declared on or after the aforesaid AGM. The results declared along with the Scrutinizer's Report shall be placed on the company's website www.kaypowerandpaper.com immediately after the result is declared by the Chairman and forthwith communicated to BSE Limited. Please note that the notice of the AGM and the Annual Report are available on the Company's website- www.kaypowerandpaper.com.

By order of the board of director
For **Kay Power and Paper Limited**

Place: Satara
Date: 5th September 2020

Sagar Mohite
(Company Secretary)