

NCL
BUILDTEK LTD

NCL BUILDTEK LTD

(Formerly NCL ALLTEK & SECCOLOR LTD)

10-3-162, 5th Floor, NCLPearl, S.D. Road, East Maredpally,

Secunderabad - 26. Ph.: 040-6831 3333 / 3346

www.nclbuildtek.com, CIN: U72200TG1986PLC006601

E-mail: companysecretary@nclbuildtek.com

NOTICE TO THE 34th ANNUAL GENERAL MEETING EVOTING AND BOOK CLOSURE

Dear Member(s),

1. Notice is hereby given that the **34th Annual General Meeting** of the Company ("34th AGM") will be convened on **Saturday, 26th September, 2020 at 10:30a.m.** (IST) through Video Conferencing (VC) or Other Audio Visual Means (OAVM) in accordance with the Ministry of Corporate Affairs (MCA) General Circular No. 20/2020 dated 05th May, 2020 that allows companies to hold AGM in the manner detailed in the General Circular No. 14/2020, dated 08th April, 2020 and General Circular No. 17/2020 dated 13th April, 2020, without the physical presence of the Members at a common venue to transact the business as set out in the Notice of the 34th AGM. The Facility for appointment of proxy will not be available for the AGM and hence requirement of attaching the Proxy Form and Attendance Slip has been dispensed herewith and are not annexed to the Notice of the 34th AGM.

2. The Notice of the 34th AGM and the Annual Report including the Financial Statements for the year ended 31st March, 2020 along with login details of joining the 34th AGM will be sent only by email to all those Members, whose email addresses are registered with the Company or its Registrar or with their respective Depository Participants in accordance with MCA Circular(s). Members can join and participate in the 34th AGM through the VC/OAVM facility only. The instructions for joining the 34th AGM and the manner of participation in the remote electronic voting or casting vote through the e-voting system during the 34th AGM are provided in the Notice of the 34th AGM. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of ascertaining the quorum under Section 103 of the Companies Act, 2013. The Notice of the 34th AGM and the Annual Report will also be made available on the website of the Company at www.nclbuildtek.com.

3. Members whose email addresses are not registered with the depositories can register the same for obtaining login credentials for e-voting for the resolutions proposed in the Notice of 34th AGM in the following manner:

i. For Physical shareholders- Please provide necessary details like Folio No., Name of Member, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to Company email id: companysecretary@nclbuildtek.com.

ii. For Demat Shareholders- Please provide Demat account details (CDSL-16 digit beneficiary ID or NSDL-16 digit DPID + CLID), Name, client master or copy of Consolidated Account statement, PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to the Company email id: companysecretary@nclbuildtek.com.

Please note: In order to register your email address permanently, the Members are requested to register their email address, in respect of electronic holdings with the Depository, through the concerned Depository Participants.

4. Members holding shares in physical form who have not updated their Mandate for receiving the dividends directly in their Bank Accounts through Electronic Clearing Service or any other means ("Electronic Bank Mandate") can register their electronic bank mandate to receive dividends directly into their bank account electronically, by sending following details by email to: companysecretary@nclbuildtek.com.

- Name and branch of Bank in which dividend is to be received and bank account type.
- Bank account number allotted by your bank after implementation of Core Banking solutions.
- 11 digit FSC code; and
- Self-attested scanned copy of Cancelled Cheque bearing the name of the member or first holder, in case shares are held jointly.

5. The business as set out in the Notice will be transacted only through voting by electronic means i.e. e-voting system and as required, the Company is providing the said e-voting facility to all its members. Under the said system, members are allowed to exercise their voting rights through remote e-voting process, wherein they can cast their vote from a place other than venue of the meeting. Apart from aforesaid remote e-voting facility, voting through e-voting system will also be provided during the AGM and those members who did not exercise their vote under remote e-voting, are allowed to cast their vote under this platform. Since physical attendance of Members has been dispensed with, the requirement relating to put every resolution to vote through a ballot process at the meeting will not be applicable.

The Company has engaged the services of Central Depository Services (India) Limited (CDSL) as the Agency to provide e-voting facility. The detailed instructions as to accessing the CDSL portal, creation of login ID and password, etc., relating to remote e-voting and provided in Notice. The cut-off date for determining the eligibility to vote by remote e-voting or e-voting system at the AGM shall be 18th September, 2020. Members holding shares either in physical form or Dematerialised form as on the cut-off date i.e. 18th September 2020 may cast their votes electronically on the businesses as set out in the notice through electronic voting system of CDSL ("Remote e-voting").

The remote e-voting shall commence on **23rd September, 2020 at 9:00 hours (IST) and end on 25th September, 2020 at 17:00 hours (IST)**. Any person, who acquires shares of the company and become a member of the company after dispatch of the notice of AGM and holding shares as of cut-off date i.e. 18th September, 2020, may obtain the login-ID and password by sending a request to: companysecretary@nclbuildtek.com. However, if a person is already registered with CDSL for e-voting then the existing user ID and password can be used for casting the vote. The remote e-voting module shall be disabled by CDSL after 5:00PM IST on 25th September, 2020 and once the vote on a resolution is cast by the member, the members shall not be allowed to change it subsequently. Members who have cast their votes by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again during the AGM. Members may note that a person whose name is recorded in the Register of Members or in the Register of Beneficial Owners mentioned by the Depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting or voting at AGM.

Pursuant to Section 91 of the Companies Act, 2013 the Register of Members and Share Transfer Books of the Company will remain closed from **19th September, 2020 to 26th September, 2020 (Both days inclusive)** for the purpose of the AGM.

The instructions for the participation through VC and the process of e-voting, including the manner in which Members holding shares in physical form or who have not registered their E-mail addresses can cast their vote through e-voting, are provided as part of the Notice of the 34th AGM.

Members who have not registered their email address are requested to register email address and are requested to register the same in respect of shares held in electronic form with the depository through their Depository Participant(s) and in respect of shares held in physical form by writing to company: companysecretary@nclbuildtek.com.

In case of queries relating to remote e-voting/e-voting, members may refer to frequently asked questions (FAQ's) and e-voting user manual for shareholders available at www.evotingindia.com, under help section or write an email to shivap@cdsindia.com or Contact **Mr. Shiva Prasad Venishetty, (040-48510926)**.

In case of any grievances/queries relating to conduct of AGM through VC/OAVM/ e-voting, please contact: **Mr. Shiva Prasad Venishetty, (040-48510926)** e-mail: shivap@cdsindia.com.

Place: Hyderabad
Date: 29/08/2020

For NCL Buildtek Limited
(Formerly NCL Alltek & Seccolor Ltd.)

U. Divya Bharathi
Company Secretary

Sarabjit Singh Bhinder - 9729547009

Email : ssbinder@oasisgrp.in

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U. Divya Bharathi
Company Secretary

