

NCL
BUILDTEK LTD

NCL BUILDTEK LIMITED

(Formerly NCL Alltek & Seccolor Limited)
CIN: U72200TG1986PLC006601
Regd. Office: 10-3-162, 5th Floor, NCL Pearl, Sarojini Devi Road,
East Maredpally, Secunderabad, Hyderabad - 500026, Telangana.
Email Id: companysecretary@nclbuildtek.com
Website: www.nclbuildtek.com Tel. No.: 040-68313333/3346

NOTICE TO THE EXTRA-ORDINARY GENERAL MEETING E-VOTING AND BOOK CLOSURE

Dear Member(s),

1. Notice is hereby given that the **Extra-Ordinary General Meeting** of the Company ("EGM") will be convened on **Saturday, 7th August, 2021 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 Circulars No: 14/2020 dated 8th April, 2020; No: 17/2020 dated 13th April, 2020; No:22/2020 dated 15th June, 2020; No: 33/2020 dated 28th September, 2020; No: 39/2020 dated 31st December 2020 and No: 10/2021 dated 23rd June, 2021 without the physical presence of the Members at a common venue to transact the business as set out in the Notice of the EGM. The Facility for appointment of proxy will not be available for the EGM and hence requirement of attaching the Proxy Form and Attendance Slip has been dispensed herewith and are not annexed to the Notice of the EGM.

2. The Notice of the EGM along with login details of joining the EGM 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 EGM through the VC/OAVM facility only. The instructions for joining the EGM and the manner of participation in the remote electronic voting or casting vote through the e-voting system during the EGM are provided in the Notice of the EGM. The attendance of the Members attending the EGM 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 EGM will 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 EGM 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.

Place 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. 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 EGM 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 EGM shall be **30th July, 2021**. Members holding shares either in physical form or Dematerialised form as on the cut-off date i.e. 30th July, 2021 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 **4th August, 2021 at 9:00 hours (IST) and end on 6th August, 2021 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 EGM and holding shares as of **cut-off date i.e. 30th July, 2021**, 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 6th August, 2021 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 EGM may also attend the EGM but shall not be entitled to cast their vote again during the EGM. 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 EGM.

Pursuant to Section 91 of the Companies Act, 2013 the Register of Members and Share Transfer Books of the Company will remain closed from **31st July, 2021 to 7th August, 2021 (Both days inclusive)** on account of the Extra-Ordinary General Meeting.

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 EGM.

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 email 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 helpdesk.evoting@cdslindia.com or Contact at Tollfree No:1800225533

In case of any grievances/queries relating to conduct of EGM through VC/OAVM/e-voting, please contact Mr. Rakesh Dalvi, Sr. Manager, Central Depository Services (India) Limited (CDSL), A Wing, 25th Floor, Marathon Futorex, Mafatlal Mill Compound, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to helpdesk.evoting@cdslindia.com or call on Tollfree No:1800225533

Place: Hyderabad
Date: 13.07.2021

For NCL Buildtek Limited
(Formerly NCL Alltek & Seccolor Ltd.)
U. Divya Bharathi
Company Secretary

Financial Statements and other Statutory Reports will be available at www.voltas.com and on the website of NSDL at www.evotingindia.com. The Notice of AGM will also be available on the websites of the securities of the Company are listed, i.e. at www.nseindia.com and can attend and participate in the AGM only through the VC/OAVM provided by the Company in the AGM Notice. Accordingly, no arrangement has been made to attend and participate in the 67th AGM to ensure compliance with the directives issued by the Government of India regarding COVID-19. Members attending the Meeting through VC/OAVM shall be deemed to be present for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.

The Notice of AGM along with the Annual Report for financial year 2020-21 will be made available to those Members whose e-mail addresses are registered with the Registrar & Share Transfer Agent ("Registrar") / Depository Participant(s) through the VC/OAVM facility. Members are requested to register their email addresses to receive the Annual Report electronically and also receive login ID and password for remote e-voting.

- Visit the link <https://tcpl.linkintime.co.in/EmailReg/EmailReg>
- Select the name of the Company from dropdown list: **Voltas Limited**
- Enter the DP ID & Client ID / Physical Folio Number, Name of the Member holding shares in physical form need to add the certificate numbers;
- On successful verification, system will allow you to enter your user ID and password;
- Enter e-mail id and mobile number;
- System will send OTP on mobile number and e-mail id;
- Enter OTP received on mobile number and e-mail id;
- The system will then confirm the e-mail address for receiving the Annual Report 2020-21.

After successful submission of e-mail address, NSDL will e-mail you the Annual Report for 2020-21 and e-voting User ID and Password. Members may write to csg-unit@tcplindia.co.in or evoting@nsdl.co.in

The above system also provides a facility to the Members to upload their PAN card, if PAN details are not updated in accordance with the requirements of the SEBI.

For permanent registration of e-mail address, Members holding shares in physical form are requested to update the same with their Depository Participant(s) / Share Transfer Agent - TSR Darashaw Consultants Private Limited. Members are holding shares in physical form by writing at csg-unit@tcplindia.co.in

The Company is pleased to provide remote e-voting facility ("remote e-voting") to all its Members to cast their votes electronically before the AGM on Resolutions proposed at the AGM. Additionally, the Company shall also provide the facility of e-voting system during the Meeting. Detailed procedure for remote e-voting system will be provided in the Notice of the AGM.

Members who have not updated their bank account details (subject to deduction of tax at source, as may be applicable) through Electronic Clearing Service or any other mode of payment are requested to update the same in accordance with the instructions given below:

Physical Holding	Send hard copies of the following details/documents to Voltas Limited, C-101, 1st Floor, 247 Park, Lower Parel, Vikhroli (West), Mumbai 400 083, latest by 12th August 2021: (a) a signed request letter mentioning name, folio number and the following details relating to bank account in which the dividend is to be credited: (i) Name and Branch of Bank and Bank Account type; (ii) Bank Account Number and Type allotted by your bank; and (iii) 11 digit IFSC Code. (b) original cancelled cheque bearing the name of the Member whose shares are held jointly; (c) self attested copy of the PAN Card; and (d) self attested copy of any document (such as Aadhar Card, Election Identity Card, Passport) in support of the details provided registered with the Company.
Demat Holding	Members holding shares in demat form are requested to update their Bank Mandate with their respective DPs.

In case of non-availability of bank details of any Member, the dividend warrant/ cheque/ demand draft by post to such Member will be made available in view of the ongoing COVID-19 pandemic.

Pursuant to the Finance Act, 2020, dividend income is taxable in effect from 1st April, 2020 and the Company is required to deduct tax at applicable rates and in the manner provided in the Income Tax Act, 1961 to enable compliance with TDS requirements, Members are requested to update their Residential Status, PAN, Category as per the requirements of the Finance Act, 2020. If the shares are held in physical form, with the Company, Members are requested to update the same through email or by uploading the documents through email or by uploading the documents through the website <https://tcpl.linkintime.co.in/formsreg/submission-of-form> from 6th August, 2021. A detailed process has been sent to the Members through email and download on the website of the Company at <https://www.voltas.com>. Communication to Shareholders for deduction of tax on Dividend will be made available in view of the ongoing COVID-19 pandemic.

Mumbai, 13th July, 2021

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