



# गार्डेन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड Garden Reach Shipbuilders & Engineers Limited

Regd & Corp. Office: GRSE Bhawan, 61, Garden Reach Road, Kolkata - 700 024

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Website : www.grse.in, E-mail : investor.grievance@grse.co.in  
(CIN: L35111WB1934GOI007891)

## NOTICE TO THE MEMBERS FOR 105<sup>th</sup> ANNUAL GENERAL MEETING

NOTICE is hereby given that the 105<sup>th</sup> Annual General Meeting ("AGM") of Garden Reach Shipbuilders & Engineers Limited (the "Company") will be held on Friday, 10<sup>th</sup> September, 2021 at 10:30 a.m. through Video Conferencing ("VC") / Other Audio-Visual Means ("OAVM"), in compliance with the applicable provisions of the Companies Act, 2013 and the Rules made there under and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, read with all the applicable circulars on the matter issued by the Ministry of Corporate Affairs ("MCA") and the Securities and Exchange Board of India ("SEBI"), to transact the business set out in the Notice calling the AGM, without the physical presence of the Members at a common venue.

The Notice of the 105<sup>th</sup> AGM and the Annual Report including the audited financial statements for the financial year 2020-21 along with Board's Report, Auditors' Report and other documents required to be attached thereto, have been sent by email, to all the Members of the Company whose email addresses are registered with the Company/ Depository Participant(s)/ Depository. The requirements of sending physical copy of the Notice of the AGM and Annual Report have been dispensed with vide MCA and SEBI Circulars. The Notice of the AGM and the Annual Report are available on the Company's website at www.grse.in and on the website of the Stock Exchanges i.e., National Stock Exchange of India Limited and BSE Limited at www.nseindia.com and www.bseindia.com, respectively.

Members can join and participate in the AGM through VC/ OVAM facility only. The information and instruction comprising manner of voting including voting remotely and joining AGM by Members has been provided in the Notice of the AGM. Members participating through the VC/ OVAM facility shall be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.

### Record Date & Book Closure

The Register of Members and Share Transfer Books of the Company shall remain closed from **04<sup>th</sup> September, 2021 to 10<sup>th</sup> September, 2021 (both days inclusive)** for the purpose of 105<sup>th</sup> AGM of the Company and payment of final dividend. Dividend, if declared at the AGM, will be payable within 30 days from the date of declaration, to those Members whose names appear on the Register of Members / Beneficial Owners as on the record date.

### Remote e-voting and e-voting during AGM

The Company is providing to its Members remote e-voting facility to all its members to cast their votes on all the resolutions set out in the Notice of the AGM. The facility of voting through electronic voting system shall also be made available during the AGM. The Members attending the AGM, who have not already cast their vote by remote e-voting shall be able to vote electronically at the AGM. The Company has engaged the service of NSDL as the agency to provide e-voting facility.

Any person, who acquire shares and becomes a member after despatch of the Notice of the AGM may obtain the User ID and password and cast their votes using the e-voting instructions, in the manner as provided in the Notice of the AGM.

The remote e-voting shall commence on **Tuesday, 7<sup>th</sup> September, 2021 (9:00 a.m. IST) and end on Thursday, 9<sup>th</sup> September, 2021 (5:00 p.m. IST)**. The remote e-voting shall not be allowed beyond the aforesaid date and time and the remote e-voting module shall be forth with disabled upon expiry of the aforesaid period.

The Members may note that Members who have cast their vote(s) by remote e-voting may also attend the AGM but will not be entitled to cast their vote(s) again at the AGMs.

A person, whose name recorded in the Register of Members / Beneficial Owners as on **Friday, 3<sup>rd</sup> September, 2021 (i.e. 'the record date')** only shall be entitled to avail the facility of remote e-voting as well as voting during AGM.

### Manner of registering / updating email addresses

Members holding shares in physical form, who have not registered/ updated their email addresses with the Company/ Depository, are requested to register/ update their email address for obtaining Notice of the AGM, Annual Report and/or login details for joining the AGM through VC/OVAM facility including e-voting, by sending scanned copy of the following documents by email to investor.grievance@grse.co.in :

- a signed request letter mentioning your Name, folio no. and address;
- Share Certificate (front and back);
- self-attested copy of the PAN card; and
- self-attested copy of any document (such as Aadhaar Card, Driving License, Election Identity Card, Passport) in support of the registered address of the Member.

Further, the Members holding shares in dematerialised form are requested to register / update their email addresses with their Depository Participant(s).

Members are also requested to register/update their Bank mandate for receipt of Dividend as per the instructions in the Notice of the AGM.

Pursuant to the Income Tax Act, 1961, the Company is required to deduct Tax at Source (TDS) at the applicable rates on the dividend paid to its shareholders. For more details, please refer to the Notice of AGM.

The above information is being issued for the information and benefit of all Members of the Company and is in compliance with the applicable circulars issued by MCA and SEBI. In case of any queries, Members are requested to contact M/s. Alankit Assignments Limited at rta@alankit.com or to the Company at investor.grievance@grse.co.in, duly quoting their Demat account /Folio details.

For Garden Reach Shipbuilders & Engineers Limited

Sd/-

Place : Kolkata

Sandeep Mahapatra

Date : 17<sup>th</sup> August, 2021

Company Secretary and Compliance Officer