

## **NOTICE FOR THE ATTENTION OF SHAREHOLDERS OF THE COMPANY**

### **TWENTY-FIRST ANNUAL GENERAL MEETING AND INFORMATION ON REMOTE E-VOTING AND E-VOTING IN THE MEETING**

The **Twenty-First Annual General Meeting** (“AGM”) of the Company will be held through Video Conferencing (“VC”)/Other Audio-Visual Means (“OAVM”) on **Friday, 30<sup>th</sup> July, 2021 at 2:30 p.m.**, without physical presence of the Members at a common venue, in compliance with all the applicable provisions of the Companies Act, 2013 and the Rules made thereunder and the Securities and Exchange Board of India (“SEBI”) (Listing Obligations and Disclosure Requirements) Regulations, 2015, read with General Circular No. 20/2020 dated 5th May, 2020 read with Circular No. 14/2020 dated 8th April, 2020, Circular No. 17/2020 dated 13th April, 2020, Circular No. 22/2020 dated 15th June, 2020, Circular No. 33 dated 28th September, 2020, Circular No. 39/2020 dated 31st December, 2020 and Circular No. 02/2021 dated 13th January, 2021 and other applicable circulars issued by the Ministry of Corporate Affairs (“MCA”) and SEBI (collectively referred to as “relevant circulars”), to transact the business set out in the Notice calling the AGM. Members will be able to attend the AGM only through VC/OAVM. Members participating through the VC/OAVM facility shall be reckoned for the purpose of quorum under Section 103 of the Companies Act, 2013.

In compliance with the relevant circulars, the Notice of the AGM and the link to access the Annual Report for the financial year 2020-21 have been sent on 1st July, 2021, only through e mail to those Members of the Company whose email addresses are registered with the Company/Depository Participant(s). Detailed instructions for members to join the AGM are given in the Notice of the AGM. The aforesaid documents are also available on the Company's website [www.sumichem.co.in](http://www.sumichem.co.in) and on the website of the Stock Exchanges, i.e., BSE Limited and the National Stock Exchange of India Limited at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com), respectively.

Members, who have not received the Notice of the AGM and the Annual Report through e mail and who wish to receive the same through e mail, may send an e-mail request for the same to [investor.relations@sumichem.co.in](mailto:investor.relations@sumichem.co.in).

The document(s) referred to in the Notice of the AGM are also available on the Company's website: [www.sumichem.co.in](http://www.sumichem.co.in), from the date of despatch of the Notice of the AGM till conclusion of the AGM.

## **Registration of email ID and Bank Account details**

In case the shareholder has not registered his/her/their email address with Link Intime India Private Ltd. – the Company’s RTA/Depositories and / or not updated the Bank Account mandate for receipt of dividend; the following instructions should be followed:

(i) Kindly log in to the website of the RTA, [www.linkintime.co.in](http://www.linkintime.co.in) under Investor Services > Email/Bank detail Registration - fill in the details and upload the required documents and submit.

OR

In the case of Shares held in Demat mode:

(ii) The shareholder may contact the Depository Participant (“DP”) and register the email address and bank account details in the demat account as per the process followed and advised by the DP.

## **Manner and instructions for remote e-voting and e-voting during AGM**

The manner and detailed instructions for remote e-voting, participating in the AGM and e-voting at the AGM are provided in the Notice of the AGM. The Notice of the AGM is available on the Company’s website. Shareholders are requested to visit the Company’s website [www.sumichem.co.in](http://www.sumichem.co.in) to access these details.

## **Cut-off date for determining eligibility for voting**

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, i.e., **Friday, the 23<sup>rd</sup> July, 2021** only shall be entitled to avail the facility of remote e-voting or for participation at the AGM and voting through Insta Poll.

## **Remote e-voting period**

The remote e-voting period **begins on Monday, the 26<sup>th</sup> July, 2021 (09:00 a.m.)** and **ends on Thursday, the 29<sup>th</sup> July, 2021 (05:00 p.m.)**. During this period, shareholders of the Company holding shares either in physical

form or dematerialised form as on **Friday, the 23<sup>rd</sup> July, 2021**, may cast their votes electronically. The remote e-voting facility shall be disabled thereafter and remote e-voting shall not be allowed thereafter. Any person, who acquires shares of the Company and becomes a member of the Company after despatch of the Notice and who holds shares as of the cut-off date, may obtain the login ID and password by sending a request to [instameet@linkintime.co.in](mailto:instameet@linkintime.co.in). However, if he/she is already registered with LIPL for remote e-voting then he/she can use the existing User ID and password for casting vote.

The members who have cast their vote(s) by remote e-voting may also attend the AGM but shall not be entitled to cast their vote(s) again at the AGM.

In case the shareholders/members have any queries or issues regarding e-voting, they can write an email to [instameet@linkintime.co.in](mailto:instameet@linkintime.co.in) or Call on: - Tel : ( 022-49186175).

### **Results of Voting on Resolutions**

Mr. Prashant Diwan, Practicing Company Secretary, has been appointed as the Scrutinizer by the Board of Directors of the Company to scrutinize the remote e-voting process and e-voting in the AGM in a fair and transparent manner.

The results of voting on the resolutions shall be declared and shall be placed along with the Consolidated Scrutinizer's Report on the Company's website [www.sumichem.co.in](http://www.sumichem.co.in) and on the website of Link Intime India Pvt. Ltd. within two days of the conclusion of the AGM and shall also be communicated to the BSE Limited and National Stock Exchange India Limited where the shares of the Company are listed.

### **Deduction of tax on Dividend**

Dividend recommended by the Board of Directors will be paid if approved by the members in the AGM. Dividend will be subject to deduction of tax at source (TDS) as per the provisions of the Income-Tax Act and rules thereunder. M/s. Link Intime India Private Limited, our Registrars & Transfer Agents (RTA), have sent communication to shareholders giving general information about TDS on dividend and the procedure for shareholders for claiming exemption from TDS. The draft of the communication is available on the Company website: [www.sumichem.co.in](http://www.sumichem.co.in). Shareholders are requested to refer to the said communication for submitting to the RTA request for

exemption from TDS / other documents and information in relation to the TDS.

By order of the Board of Directors

Sd/-

Pravin D. Desai

Vice President and Company Secretary

Place: Mumbai

Date: 2<sup>nd</sup> July, 2021