

## ENERGY INFRA TECH PRIVATE LIMITED

Registered Office: Ground Floor, Block A, 14, Factory Road, Safdarjung, New Delhi-110029  
Tel: 011-46052677 Fax: 011-26182460 · Corporate Identity No.: (CIN) - U40101DL2004PTC148280  
Website: [www.energyinftratech.com](http://www.energyinftratech.com) · Email: [info@energyinftratech.com](mailto:info@energyinftratech.com)

### NOTICE

**Notice** is hereby given that the 17<sup>th</sup> Annual General Meeting of the Members of **Energy Inftratech Private Limited** will be held on Saturday, October 30, 2021 at 3.00 p.m. (IST) through Video Conferencing ("VC")/Other Audio Visual Means ("OAVM") to transact the following business:

#### **Ordinary Business:**

##### **Item No. 1 – Adoption of Audited Standalone Financial Statements**

To receive, consider and adopt the Audited Standalone Financial Statements of the Company for the Financial Year ended March 31, 2021 together with the Reports of the Board of Directors and Auditor thereon.

##### **Item No. 2 – Adoption of Audited Consolidated Financial Statements**

To receive, consider and adopt the Audited Consolidated Financial Statements of the Company for the Financial Year ended March 31, 2021 together with the Report of the Auditor thereon.

##### **Item No. 3 – Declaration of Dividend**

To declare dividend of ₹ 1.50/- (at the rate of 15%) per fully paid-up Equity Share of face value ₹10/- each for the Financial Year 2020-21.

**By Order of the Board of Directors**

**Sd/-**

**Krishnendu Acharya**

Deputy Manager (Finance) &

Company Secretary

Membership No. A52608

New Delhi

Date: October 8, 2021

#### **Registered Office:**

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## NOTES:

- a. In view of the continuing COVID-19 pandemic, the Ministry of Corporate Affairs ('MCA') has vide its Circular No. 14/2020 and 17/2020 dated April 8, 2020 and April 13, 2020 respectively read with Circular Nos. 20/2020 dated May 5, 2020 and 02/2021 dated January 13, 2021 (collectively referred to as '**MCA Circulars**') have permitted the holding of the Annual General Meeting (AGM) through Video Conferencing ('VC') or Other Audio-Visual Means ('OAVM'), without the physical presence of the Members at a common venue. In compliance with the MCA Circulars, the 17<sup>th</sup> AGM of the Company is being held through VC/OAVM on Saturday, October 30, 2021 at 3.00 p.m. (IST). The deemed venue for the 17<sup>th</sup> AGM shall be Ground Floor, Block A, 14 Factory Road, Safdarjung, New Delhi-110029.
- b. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, in regard to the business as set out in the Notice above, is not required. So, the same has not been annexed with the Notice.
- c. **Pursuant to the provisions of the Act, a Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a Member of the Company. Since this AGM is being held pursuant to the MCA Circulars through VC/OAVM, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for this AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.**
- d. The Members can join the AGM in the VC/OAVM mode 15 minutes before and 15 minutes after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice.
- e. The Members can cast their votes at the following email address if a poll is required to be taken during the meeting on any resolution. Email id: [info@energyinftratech.com](mailto:info@energyinftratech.com)
- f. Corporate members intending to send their authorized representatives to attend the Meeting are requested to send a certified copy of the Board Resolution to the Company, authorizing their representative to attend and vote on their behalf at the meeting.
- g. Members attending the AGM through VC/OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.
- h. In accordance with the aforesaid MCA Circulars, the Notice of the AGM along with the Annual Report 2020-21 are being sent only through electronic mode to those Members whose e-mail addresses are registered with the Company.
- i. **Book Closure and Dividend:**

The Register of Members of the Company will be closed from October 8, 2021 to October 30, 2021 for the purpose of payment of dividend and AGM for Financial Year 2020-21. The dividend of ₹ 1.50/- per fully paid-up Ordinary (equity) Share of ₹ 10/- each, if approved by the Members at the AGM, will be paid subject to deduction of income-tax at source ('TDS').

Pursuant to Finance Act, 2020, dividend income is taxable in the hands of shareholders effective April 1, 2020 and the Company is required to deduct tax at source from dividend paid to the Members at the prescribed rates. For the prescribed rates for various categories, the shareholders are requested to refer to the Finance Act, 2020 and the amendments thereof. In general, to enable compliance with TDS requirements, Members are requested to

complete and / or update their Residential status, PAN, Category with the Company by sending documents through e-mail on or before October 30, 2021.

**Updation of mandate for receiving dividend directly in bank account through Electronic Clearing System or any other means in a timely manner:**

Members are requested to send the following details / documents to the Company latest by October 30, 2021:

- a) a signed request letter mentioning your name, complete address and following details relating to bank account, in which the dividend is to be received:
  - i) Name of the Bank
  - ii) Branch of Bank
  - iii) Bank Account type;
  - iv) Bank Account Number
  - v) 11 digit IFSC Code.
- b) cancelled cheque in original, bearing the name of the Member;
- c) self-attested copy of the PAN Card; and
- d) self-attested copy of any document (such as Aadhaar Card, Driving License, Election Identity Card, Passport) in support of the address of the Member as registered with the Company.
- j. All documents referred to in Notice and other applicable documents will also be available for electronic inspection without any fee by the members from the date of circulation of this Notice upto the date of AGM i.e. October 30, 2021. Members seeking to inspect such documents can send an email to [info@energyinfotech.com](mailto:info@energyinfotech.com).
- k. Members are encouraged to submit their questions in advance with respect to the accounts or the business to be transacted at the AGM. These queries may be submitted from their registered e-mail address, to reach the Company's e-mail address at [info@energyinfotech.com](mailto:info@energyinfotech.com) before 3.00 p.m. (IST) on Saturday, October 23, 2021.
- l. Members may also note that the Notice of the 17th AGM will also be available on the Company's website.

## INSTRUCTION FOR ATTENDING THE ANNUAL GENERAL MEETING THROUGH VC

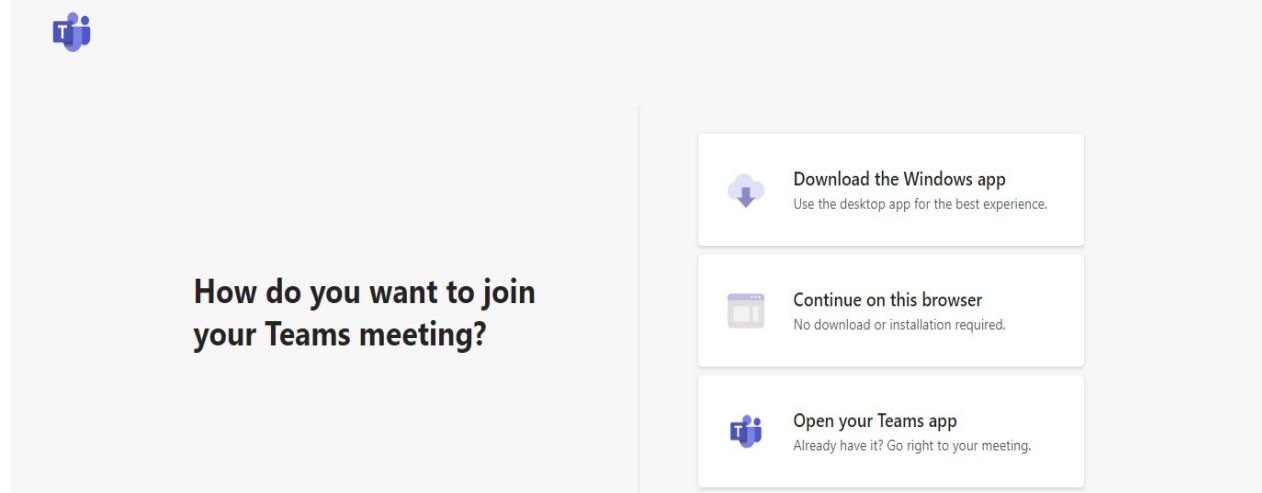
Please follow the below steps for participation

### Step – 1

Click "[Click here to join the meeting](#)" to be provided in the email of link to join the meeting.

### Step – 2

After clicking a Web page will open as below;



### Step – 3

If you have the Teams app – Click "**Open your Teams app**"

If you do not have the Teams app – Click "**Continue on this browser**".

### Step – 4

Click "**Join Now**" link to join the virtual AGM

### General Guidelines for VC participation

1. The Members can join the AGM in the VC/OAVM mode 15 minutes before and 15 minutes after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice.
2. Members can participate in the AGM through their desktops / smartphones / laptops etc. However, for better experience and smooth participation, it is advisable to join the meeting through desktops / laptops with high-speed internet connectivity.
3. Please note that participants connecting from mobile devices or tablets, or through laptops via mobile hotspot may experience audio / video loss due to fluctuation in their respective networks. It is therefore recommended to use a stable Wi-Fi or LAN connection to mitigate any of the aforementioned glitches.

**By Order of the Board of Directors**

**Sd/-**

**Krishnendu Acharya**

Deputy Manager (Finance) &

Company Secretary

Membership No. A52608

New Delhi, October 8, 2021

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