

# Balmer Lawrie Van Leer Limited

CIN No: U99999MH1962PLC012424

Regd. Office: D-195/2, TTC Indl Area, MIDC Turbhe, Navi Mumbai. MH 400705 IN.

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## **NOTICE OF THE 61<sup>st</sup> ANNUAL GENERAL MEETING, E-VOTING AND BOOK CLOSURE**

### **Annual General Meeting:**

NOTICE is hereby given that the **Sixty First (61st) Annual General Meeting ('AGM' or 'Meeting')** of the Members of **Balmer Lawrie Van Leer Limited ('the Company')** will be held on **Tuesday 21, 2021 at 4.00 p.m. (IST) through two way Video Conferencing ('VC') facility / other audio visual means ('OAVM') ONLY**, without members attending the meeting physically, to transact the business as set out in the Notice of the AGM. In accordance with the General Circular issued by the Ministry of Corporate Affairs dated May 5, 2020 read with General Circulars dated April 8, 2020, April 13, 2020 and January 13, 2021 (collectively referred to as 'MCA Circulars') and Securities and Exchange Board of India ('SEBI') Circular dated May 12, 2020 and 15th January, 2021 the Company has sent the Notice of the 61st AGM along with the Annual Report 2020-21, through electronic mode only to those Members whose e-mail addresses are registered with the Company or Registrar & Transfer Agent and Depositories. The requirement of sending physical copies of the Notice of the AGM has been dispensed with; vide MCA Circulars.

The Annual Report 2020-21 of the Company, *inter alia*, containing the Notice and the Explanatory Statement of the 61st AGM is available on the website of the Company at [www.blvindia.com](http://www.blvindia.com).

### **Remote e-Voting:**

In compliance with Section 108 of the Companies Act, 2013 ('the Act') read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time, the Secretarial Standard on General Meetings ('SS-2') issued by the Institute of Company Secretaries of India, the Company is providing to its Members the facility of remote e-Voting before as well as during the AGM in respect of the business to be transacted at the AGM and for this purpose, the Company is pleased to provide Members, the facility to exercise their right to vote on Resolutions set forth in the Notice of the AGM, by electronic voting system platform (remote e-voting) provided by Link Intime India Pvt. Ltd (<https://instavote.linkintime.co.in>).

The detailed instructions for remote e-Voting are given in the Notice of the AGM. Members are requested to note the following:

- a. The remote e-Voting facility would be available during the following period:

<b>Commencement of remote e-Voting</b>	<b>From 9.00 a.m. (IST) on Saturday, September 18, 2021</b>
<b>End of remote e-Voting</b>	<b>Upto 5.00 p.m. (IST) on Monday, September 20, 2021</b>

- b. The voting rights of the Members shall be in proportion to their share of the paid-up equity share capital of the Company as on Tuesday, **September 14, 2021 ('Cut-Off Date')**. The facility of remote e-Voting system shall also be made available during the Meeting and the Members attending the Meeting, who have not already cast their vote by remote e-Voting shall be able to exercise their right during the Meeting, till the expiry of 15 minutes after the AGM is over. A person whose name is recorded in the Register of Members / Register of Beneficial Owners as on the Cut-Off Date only shall be entitled to avail the facility of remote e-Voting before / during the AGM;
- c. Any person, who acquires shares of the Company and becomes a Member of the Company after the dispatch of the Notice and holds shares as on the Cut-Off Date, may obtain the login-id and password for remote e-Voting by sending a request at [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in). A person who is not a Member as on the Cut-Off Date should treat the Notice of the AGM for information purposes only;
- d. Members who have cast their vote by remote e-Voting prior to the Meeting may also attend the Meeting electronically, but shall not be entitled to vote again.

### **Registration of e-mail addresses:**

Members who have not yet registered their e-mail addresses are requested to follow the process mentioned below for registering their e-mail addresses to receive the Notice of the AGM and Annual Report 2020-21 electronically and to receive login ID and password for remote e-Voting, those Members holding shares in demat form are requested to update the same with their Depository Participant and those Members holding shares in physical form are requested to update the same with Link Intime India Private Limited ('Registrar') [https://linkintime.co.in/EmailReg/Email\\_Register.html](https://linkintime.co.in/EmailReg/Email_Register.html) and follow instructions therein.

### **Bank account updating details:**

Members who have not updated their bank account details for receiving the dividends directly in their bank accounts through Electronic Clearing Service or any other means may follow the below instructions:

<b>Physical Holding</b>	Members holding shares in physical form are requested to register their bank details with Company's RTA, Link Intime India P.Ltd by clicking the link : <a href="https://linkintime.co.in/EmailReg/Email_Register.html">https://linkintime.co.in/EmailReg/Email_Register.html</a> and follow the instructions therein.
<b>Demat Holding</b>	Members holding shares in demat form are requested to update their bank account details with their respective DPs.

The procedure of electronic voting is mentioned in the email sent to the Members by LIPL. In case Members have any queries regarding e-Voting, they may refer the 'Frequently Asked Questions (FAQs) and Insta Vote e-Voting manual available at <https://instavote.linkintime.co.in> under Help section or send an email to [enotice@linkintime.co.in](mailto:enotice@linkintime.co.in) or contact on Tel: 022 -4918 6000 "Electronic Voting Event Number- 210305."

Members will be able to attend the AGM through VC/OAVM or view the live webcast of the same provided by LIPL at <https://instameet.linkintime.co.in>. In case Members have any queries regarding remote e-voting/e-voting during the AGM, they may address the same to [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in)/[instameet.linkintime.co.in](mailto:instameet.linkintime.co.in) or Call +91(022) 4918 6000.

Documents referred to in the Notice of the AGM are available electronically for inspection without payment of any fee by Members from the date of circulation of the Notice up to the date of the AGM. Member seeking to inspect such documents are requested to send an email to [investor@blvindia.com](mailto:investor@blvindia.com)

In accordance with the provisions of the Income Tax Act, 1961, as amended by the Finance Act, 2020, effective April 1, 2020, dividend declared and paid by Company shall be taxable in the hands of the shareholders. The Company is required to deduct tax at source (TDS) at the rates applicable to each category of shareholders. Members are requested to follow the instructions about TDS on dividend mentioned in the Notice of the AGM for availing of exemption from TDS, if applicable.

### **Book Closure and Dividend:**

Pursuant to the provisions of Section 91 of the Companies Act, 2013 (Act) read with Rule 12 of the Companies (Management and Administration) Rules, 2014, the Register of Members and Share Transfer Register of the Company shall remain closed from Wednesday, September 15<sup>th</sup>, 2021 to Tuesday, September 21, 2021 (both days inclusive) for the purpose of ascertaining the shareholders who will be entitled to payment of Dividend if declared at the AGM.

**For Balmer Lawrie Van Leer Limited**  
Sd/-  
Nilesh Shirke  
Company Secretary

Place: Mumbai  
Date: August 28, 2021