

# TANFAC INDUSTRIES LIMITED



TANFAC

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CIN: L24117TN1972PLC006271

## NOTICE OF 48TH ANNUAL GENERAL MEETING (AGM), BOOK CLOSURE AND REMOTE E-VOTING / E-VOTING DURING AGM INFORMATION

NOTICE is hereby given that the 48<sup>th</sup> Annual General Meeting (AGM) of TANFAC INDUSTRIES LIMITED will be held on Monday, the 26<sup>th</sup> September 2022, at 12.00 PM through Video Conference (VC) / Other Audio Visual Means (OAVM), to transact the items of business as set out in the Notice to the AGM dated 23<sup>rd</sup> August, 2022.

The AGM will be convened in compliance with the applicable provisions of the Companies Act, 2013 and the Rules made thereunder (the Act), provisions of Securities and Exchange Board of India (SEBI) (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the provisions of General Circular No. 20/2020 dated 5<sup>th</sup> May 2020 read with General Circular No. 14/2020 dated 8<sup>th</sup> April 2020, General Circular No. 17/2020 dated 13<sup>th</sup> April 2020 and General Circular No. 02/2021 dated 13<sup>th</sup> January 2021 issued by the Ministry of Corporate Affairs, Government of India (MCA) read with Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12<sup>th</sup> May 2020 and Circular No. SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated 15<sup>th</sup> January 2021 and SEBI/HO/CFD /CMD2/CIR/P/2022/62 dated May 13, 2022 respectively issued by SEBI and other applicable circulars issued by MCA/SEBI (collectively known as 'MCA and SEBI Circulars').

In compliance with the above provisions, the Notice of the 48<sup>th</sup> AGM and the Annual Report have been emailed only to those shareholders whose valid e-mail IDs are already registered with the Company / Depository Participant(s) as per master data available as of 2<sup>nd</sup> September, 2022 ('cut-off date' for this purpose). The electronic despatch of the Annual Report to members has been completed on Saturday, the 03<sup>rd</sup> September 2022.

The final dividend of Rs.5.50/- each as recommended by the Board of Directors in their meeting held on 6<sup>th</sup> May 2022, if declared at the Meeting, will be paid within the time prescribed under law, to those Members whose name appear on the Register of Members as on 19<sup>th</sup> September 2022. The dividend for the shares held in dematerialized form, will be paid to the Members whose names are furnished by National Securities Depository Limited and Central Depository Services (India) Limited as beneficial owners as on that date.

The Notice of 48<sup>th</sup> AGM and the Annual Report for the Financial Year 2021-22 are available on the Company's website [www.tanfacs.com](http://www.tanfacs.com), website of the Stock Exchange [www.bseindia.com](http://www.bseindia.com) and website of the Central Depository Services (India) Limited (CDSL) [www.evotingindia.com](http://www.evotingindia.com).

### Instructions for Remote E-Voting and E-Voting during AGM :

Pursuant to Section 108 of The Companies Act, 2013, read with Rule 20 of The Companies (Management and Administration) Rules, 2014 and in terms of Regulation 44 of SEBI (LODR) Regulations, 2015, the Company is pleased to provide its Members the facility to remote e-voting and e-voting during the AGM (Insta Poll) provided during the AGM. Members who have cast their votes through remote e-voting prior to the AGM can attend the AGM but will not be entitled to cast their vote again.

The Members, whose name appears on the Register of Members / Register of Beneficial Owners maintained by the Depositories as on the cut off date for e-voting i.e. 19<sup>th</sup> September, 2022, shall be entitled to avail the facility of remote e-voting / e-voting at the AGM. Any person, who acquires shares and becomes Members of the Company after the email circulation of soft copy of Notice of the 48<sup>th</sup> AGM but before the cut-off date for remote e-voting / e-voting during AGM i.e. 19<sup>th</sup> September, 2022, may log on to <https://www.evotingindia.com> or mail to [corpserv@integratedindia.in](mailto:corpserv@integratedindia.in) to know the procedure for e-voting.

The details of the manner of casting remote e-voting / e-voting during AGM are available in the Note No. 27 to the Notice of AGM and also posted in Company's website [www.tanfacs.com](http://www.tanfacs.com) and CDSL website <https://www.evotingindia.com>. The remote e-voting period commences on Friday the 23<sup>rd</sup> September, 2022 at 9.00 A.M. and ends on Sunday, the 25<sup>th</sup> September, 2022 at 5.00 P.M. (EVSN 220819008). The remote e-voting module will be disabled for casting their vote by the Members beyond the said period and time. As mentioned above, members who have not voted during the e-voting period can avail the facility of e-voting through Insta Poll during the AGM.

In case of any queries or issues regarding remote e-voting, Members may either refer the "User Manual for Shareholders to cast their votes" and "User Manual for Shareholders to vote through m-voting" available at [www.evotingindia.com](http://www.evotingindia.com) under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) contact Deputy Manager, CDSL, 16<sup>th</sup> Floor, Phiroze Jeejeebhoy Towers, Dalal Street, Fort, Mumbai - 400 001, E-mail: [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) toll free number 1800 200 5533.

### Book Closure :

Pursuant to Section 91 of the Companies Act, 2013 and the Rules made thereunder and in terms of Regulation 42 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Register of Members and Share transfer Books of the Company will remain closed from Tuesday, the 20<sup>th</sup> September, 2022 to Monday, the 26<sup>th</sup> September, 2022 (both days inclusive).

Shareholders are requested to carefully read all the notes set out in the Notice of the AGM and in particular, instructions for joining the AGM, manner of casting vote through remote e-voting and e-voting during AGM (Insta Poll).

By Order of the Board  
For TANFAC INDUSTRIES LIMITED  
H.NARAYANARAO  
COMPANY SECRETARY

CUDDALORE  
03.09.2022