

# SHREE RAJIV LOCHAN OIL EXTRACTION LIMITED

CIN: L15143CT1994PLC005981

Registered Office : 27/3, Jawahar Nagar, Raipur - 492001, Chhattisgarh

Phone No. +91-771-2225441 | E-mail : rajivlochan\_oil@hotmail.com

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## NOTICE OF 28<sup>TH</sup> ANNUAL GENERAL MEETING

NOTICE is hereby given that the **28<sup>th</sup> Annual General Meeting** of the Members of Shree Rajiv Lochan Oil Extraction Limited will be held on Thursday, 27<sup>th</sup> September 2018 at 11.00AM at 27/3, Jawahar Nagar, Raipur - 492001 to transact the following business:-

### ORDINARY BUSINESS:

1. To consider and adopt the Audited Financial Statement of the Company for the financial year ended on 31<sup>st</sup> March 2018, and the reports of the Board of Directors and Auditor thereon.
2. To appoint a Director in place of Smt Kalpana Raheja (DIN: 05109882), who retires by rotation under the provisions of the Companies Act, 2013 and, being eligible, offers himself for re-appointment.

By the order of Board of Directors,  
For, Shree Rajiv Lochan Oil Extraction Limited

(Prakash Chand Raheja)  
Director  
DIN: 00341864

Date: 25/08/2018  
Place: Raipur

### NOTES:

1. **A member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote in the meeting instead of himself/ herself, and the proxy need not be a member of the Company.** A person can act as a proxy on behalf of not exceeding 50 members and holding in aggregate not more than 10% of the total share capital of the Company.
2. Corporate members intending to send their authorized representative to attend the meeting are requested to send a certified copy of the Board resolution of the Company, authorizing their representative to attend and vote on their behalf at the meeting.
3. The instrument appointing the proxy, duly completed, must be deposited at the Company's registered office not less than 48 hours before the commencement of the meeting. A proxy form for the AGM is enclosed.
4. During the period beginning 24 hours before the time fixed for the meeting and ending with the conclusion of the meeting, a member would be entitled to inspect the proxies lodged at any time during the business hours of the Company, provided that not less than 3 days of notice in writing is given to the Company.

5. Members /proxies/authorized representative should bring the duly filled attendance slip enclosed herewith to attend the meeting.
6. The Register of Directors and Key Managerial Personnel and their shareholding maintained under section 170 of the Companies Act, 2013 will be available for inspection by the members at AGM.
7. The Register of contracts or Arrangement in which directors are interested, maintained under section 189 of the Companies Act will be available for inspection by the members at AGM.
8. In case of joint holder, the signature of any one holder on proxy form will be sufficient but names of the entire joint holder should be stated.
9. The Company Registrar and Transfer Agent for its registry work (Physical and electronic) is M/s. Niche Technologies Private Limited having its Registered office at D-511, Bagree Market, 05<sup>th</sup> Floor, 71 B.R.B. Basu Road, Kolkata-700001.
10. Pursuant to provisions of section 91 of the Act, the Register of members and share transfer books will remain closed from **21/09/2018** to **27/09/2018** (both days inclusive).
11. For the convenience of members and for proper conduct of the meeting, *entry to the place of meeting will be regulated by attendance slip, which is a part of the Notice. Members are requested to sign at the place provided on the attendance slip and hand it over at the entrance to the venue. Members / proxies should bring the duly filled Attendance Slip attached herewith to attend the meeting. Duplicate Attendance Slip and / or copies of the Annual Report shall not be issued/ available at the venue of the Meeting.* Members, who hold shares in dematerialized form, are requested to bring their Client ID and DP ID Nos. for easier identification of attendance at the meeting
12. A member desirous of getting any information on the accounts of the Company is requested to send the queries to the Company at least 10 days in advance of the meeting.
13. The Company does not have any unpaid/ unclaimed amount in respect of dividends which was required to be transferred to the Investor Education and Protection Fund.
14. Members holding shares in physical form are requested to intimate change in their registered address mentioning full address in block letters with Pin code of the Post Office and bank particulars to the Company's Registrar and Share Transfer Agent and in case of members holding their shares in electronic form, this information should be given to their Depository Participants immediately. Members whose shareholding is in the electronic mode are requested to inform change of address and updates of savings bank account details to their respective depository participants. Members are encouraged to utilize the Electronic Clearing System (ECS) for receiving dividends.
15. The Notice of the AGM along with the Annual Report for 2017-18 are being sent by electronic mode to those Members whose e-mail addresses are registered with the Company/ Depositories, unless any Member has requested for a physical copy of the said documents. For Members who have not registered their e-mail addresses, physical copies of the above mentioned documents are being sent.
16. As mandated by The Securities and Exchange Board of India (SEBI), every participant in the securities market has to submit Permanent Account Number (PAN). Members holding shares in electronic form are, therefore, requested to submit the PAN to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN details to the Company / RTA.

## 17. Voting through electronic means

- I. In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at the Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM (remote e-voting) will be provided by National Securities Depository Limited (NSDL).
- II. The facility for voting through ballot paper shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper.
- III. The members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again.
- IV. The remote e-voting period commences on **24<sup>st</sup> September 2018 (9:00 am)** and ends on **26<sup>rd</sup> September 2018 (5:00 pm)**. During this period members' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of **20<sup>th</sup> September 2018**, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.
- V. **The process and manner for remote e-voting are as under:**
  - A. In case a Member receives an email from NSDL [for members whose email IDs are registered with the Company/Depository Participants(s)] :
    - (i) Open email and open PDF file viz; 'remote e-voting.pdf' with your Client ID or Folio No. as password. The said PDF file contains your user ID and password/PIN for remote e-voting. Please note that the password is an initial password.
    - (ii) Launch internet browser by typing the URL: <https://www.evoting.nsdl.com/>
    - (iii) Click on Shareholder - Login
    - (iv) Put user ID and password as initial password/PIN noted in step (i) above. Click Login.
    - (v) Password change menu appears. Change the password/PIN with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
    - (vi) Home page of remote e-voting opens. Click on remote e-voting: Active Voting Cycles.
    - (vii) Select 'EVEN' of '**Shree Rajiv Lochan Oil Extraction Limited**'.
    - (viii) Now you are ready for remote e-voting as Cast Vote page opens.
    - (ix) Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.

- (x) Upon confirmation, the message “Vote cast successfully” will be displayed.
- (xi) Once you have voted on the resolution, you will not be allowed to modify your vote.
- (xii) Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to [office@mnsdcs.in](mailto:office@mnsdcs.in) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)

**B. In case a Member receives physical copy of the Notice of AGM [for members whose email IDs are not registered with the Company/Depository Participants(s) or requesting physical copy] :**

- (i) Initial password is provided in the Annexure or at the bottom of the Attendance Slip for this AGM (enclosed herewith).
- (ii) Please follow all steps from Sl. No. (ii) to Sl. No. (xii) above, to cast vote.

- VI. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Members and remote e-voting user manual for Members available at the downloads section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on toll free no.: 1800-222-990.
- VII. If you are already registered with NSDL for remote e-voting then you can use your existing user ID and password/PIN for casting your vote.
- VIII. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
- IX. The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of **20<sup>th</sup> September 2018**. A person who is not a member as on Cut Off date should treat this notice for information purpose only.
- X. Any person, who acquires shares of the Company and become member of the Company after dispatch of the notice and holding shares as of the cut-off date i.e. **20<sup>th</sup> September 2018**, may obtain the login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or [raheja\\_deep@yahoo.co.in](mailto:raheja_deep@yahoo.co.in) .

However, if you are already registered with NSDL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forgot your password, you can reset your password by using “Forgot User Details/Password” option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or contact NSDL at the following toll free no.: 1800-222-990.

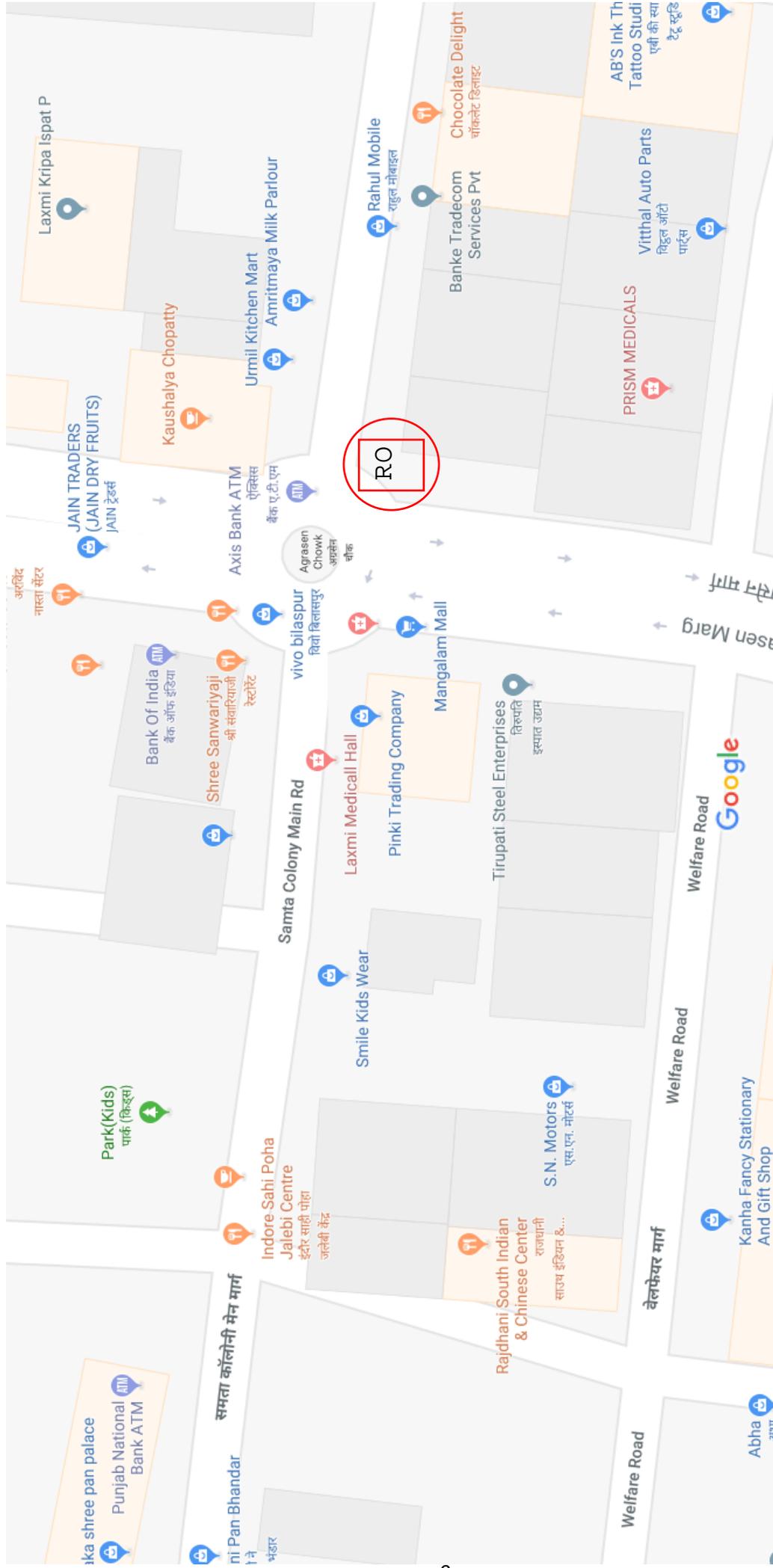
- XI. A member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the AGM.
- XII. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM through ballot paper.
- XIII. **Malik Nagori & Samantrai, Company Secretaries** of C-125, 1<sup>st</sup> Floor, Sector-1, Devendra Nagar, Raipur (CG)-492001 have been appointed as the Scrutinizer for providing facility to the members of the Company to scrutinize the voting and remote e-voting process in a fair and transparent manner.

- XIV.** The Chairman shall, at the AGM, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of 'Ballot Paper' for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.
- XV.** The Scrutinizer shall after the conclusion of voting at the general meeting, will first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than three days of the conclusion of the AGM, a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.
- XVI.** The results declared along with the report of the Scrutinizer shall be placed on the on the website of NSDL immediately after the declaration of result by the Chairman or a person authorized by him in writing. The results shall also be immediately forwarded to the BSE Limited, Mumbai.
- 14.** Since e-voting facility (including Ballot Forms) is provided to the Members pursuant to the provisions of Section 108 of the Companies Act, 2013, read with Companies (Management and Administration) Rules, 2014, voting by show of hands are not allowed.

By the order of Board of Directors,  
**For, Shree Rajiv Lochan Oil Extraction Limited**

**(Prakash Chand Raheja)**  
**Managing Director**  
**DIN: 00341864**

**Date: 25/08/2018**  
**Place: Raipur**



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## ATTENDANCE SLIP

*(To be handed over at the entrance of the Meeting Hall)*

<i>Folio No.</i>	
<i>DP ID No</i>	
<i>Client ID No</i>	
<i>Name of Member(s)</i>	
<i>Registered Address</i>	
<i>Number of shares held</i>	

I certify that i am a member/proxy/authorized representative for the members of the Company.

I hereby record my presence of the **28<sup>TH</sup> ANNUAL GENERAL MEETING** of the Company held on Thursday, 27<sup>th</sup> September 2018 at 11.00 a.m. at 27/3, Jawahar Nagar, Raipur - 492001.

\_\_\_\_\_  
*Signature of the Member / Representative / Proxy Holder\**

*\* Strike out whichever is not applicable*

**MGT-11**

(Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies (Management and Administration) Rules, 2014)

**FORM OF PROXY**

Folio No.	
DP ID No	
Client ID No	
Name of Member(s)	
Registered Address	

I/We, being member(s), holding \_\_\_\_\_ shares of SHREE RAJIV LOCHAN OIL EXTRACTION LIMITED hereby appoint:

1. Name: \_\_\_\_\_ E-mail Id \_\_\_\_\_

Address: \_\_\_\_\_

or failing him/her

2. Name: \_\_\_\_\_ E-mail Id \_\_\_\_\_

Address: \_\_\_\_\_

or failing him/her

3. Name: \_\_\_\_\_ E-mail Id \_\_\_\_\_

Address: \_\_\_\_\_

as my/ our Proxy to vote for me/ us, on my/ our behalf at the 28<sup>th</sup> ANNUAL GENERAL MEETING of the Company held on Thursday, 27<sup>th</sup> September 2018 at 11:00 a.m. at 27/3, Jawahar Nagar, Raipur - 492001 and at any adjournment thereof in respect of the following resolutions:

Ordinary Business

1. Adoption of audited financial statement for the financial year ended on 31/03/2018 along with report of Board and Auditor thereon.
2. Re-Appointment of Smt Kalpana Raheja as Director who is retiring by rotation

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2018 Signature of Member \_\_\_\_\_

Revenue  
Stamp

Signature of Proxy holder(s): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**NOTE:** The Form of Proxy duly completed must be deposited at the Registered Office of the Company 27/3, Jawahar Nagar, Raipur - 492001, CG not later than 48 hours before the time for holding the meeting.