

## POLYSPIN EXPORTS LIMITED

Regd. Office : 351, P.A.C.R. Salai, Rajapalayam - 626 117.  
CIN : L51909TN1985PLC011683

### NOTICE:

Notice is hereby given that the **Thirty second Annual General Meeting** of the members of the company will be held at 9.30 A.M. on Tuesday, the **26<sup>th</sup> September, 2017** at Sri Arjuna Manthiram, No. 21 / 595, Sri Krishna Colony, P.A.C.R. Salai, Rajapalayam, to transact the following business.

### ORDINARY BUSINESS:

#### 1. Financial Statements and Reports:-

To consider and pass the following Resolution, as an ORDINARY RESOLUTION:

Resolved that the Balance Sheet as at 31<sup>st</sup> March, 2017, Statement of Profit and Loss account for the year ended on that date, the Cash Flow Statement for the year ended on that date, the Director's Report and the Auditor's Report thereon, be and are hereby considered and adopted.

#### 2. Dividend:-

To consider and pass the following Resolution, as an ORDINARY RESOLUTION:

"RESOLVED that a Dividend of Rs.1.20 per Share, be and is hereby declared for the year ended 31<sup>st</sup> March, 2017."

#### 3. Reappointment of Director:-

To consider and if thought fit, to pass with or without modification, the following as an ORDINARY RESOLUTION:-

Resolved that Sri. S.V. RAVI (DIN. 00121742), Director of the Company, who retires by rotation at the ensuing Annual General Meeting, be and is hereby appointed as Director of the Company, liable to retire by rotation.

#### 4. Statutory Auditors:-

To consider and pass the following Resolution, as an ORDINARY RESOLUTION:

RESOLVED that pursuant to the provisions of Section 139 and other applicable provisions of the Companies Act, 2013 and the rules made thereunder, the appointment of M/S. SRITHAR & ASSOCIATES, (Firm Registration No. 015896S), Chennai, as Auditors of the Company for one year, viz. from the conclusion of this Annual General Meeting till the conclusion of next Annual General Meeting.

By order of the Board,

Place : Rajapalayam  
Date : 24.07.2017

**P.S. Ramanathan**  
Secretary

### NOTES:

- The Register of members and the share transfer books of the Company will remain closed from 20.09.2017 to 26.09.2017 (both days inclusive) for annual closing for the purpose of determining the members eligible for dividend.**
- The dividend on the Equity shares as recommended by the Board will be paid on the approval of the members of the company to the eligible shareholders whose name appear in the Company's register of members as on 26.09.2017 and to the eligible beneficial owners whose name appear in the list provided by the Depositories – National Securities Depository Ltd and Central Depository Services (India) Ltd as on 19.09.2017
- Under the provisions of section 125 of the Companies Act 2013, dividends remaining unpaid for a period of over 7 years will be transferred to the Investor Education & Protection Fund of the Central Government. The Shareholders can claim such dividends from IEPF as per the rules and regulations of the Companies Act, 2013, and the Central Government. Hence, members who have not claimed their dividend relating to earlier years may write to the Company for claiming the amount before it is transferred to the IEPF. The details of the due date for transfer of such unclaimed dividend to the IEP fund are given below:

Financial year ended	Dividend Percentage	Date of Declaration of Dividend	Last Date for claiming unpaid Dividend	Due date for transfer to IEP Fund
31.03.2010	10%	03.09.2010	02.09.2017	01.10.2017
31.03.2011	10%	05.09.2011	04.09.2018	03.10.2018
31.03.2012	10%	17.09.2012	16.09.2019	15.10.2019
31.03.2013	10%	23.09.2013	22.09.2020	21.10.2020
31.03.2014	12%	03.09.2014	02.09.2021	01.10.2021
31.03.2015	12%	29.09.2015	28.09.2022	27.10.2022
31.03.2016	12%	15.09.2016	14.09.2023	13.10.2023

- A member entitled to attend and vote at the above meeting is entitled to appoint one or more proxies to attend and vote instead of himself and the proxy need not be a member of the company.** A person can act as proxy on behalf of members not exceeding fifty (50) and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights.

**The Proxy form should be lodged with the company at least 48 hours before the scheduled commencement of the meeting.**

Revenue stamp should be affixed on the Proxy Form. Forms which are not stamped are liable to be considered invalid. It is advisable that the Proxy holder's signature may also be furnished in the Proxy Form, for identification purpose.

5. Members are requested to kindly bring their copy of the Annual Report to the Annual General Meeting.
6. Members are requested to furnish and update their Email ID with Company and the Depository Participant. Members holding shares in Physical form are requested to dematerialize their holdings so as to enable the implementation of the Green Initiative.
7. The Securities & Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in the securities market. Member holding shares in electronic mode are requested to submit their PAN to the depository participants with whom they maintain their demat account. Members holding shares in physical form are requested to submit their PAN to the company.
8. **Electronic copy of the Notice of the 32<sup>nd</sup> Annual General Meeting of the company inter alia indicating the process and manner of e-voting along with Attendance slip and Proxy Form is being sent to all the members whose email IDs are registered with the Company/Depository participant(s) for communication purpose unless any member has requested for a hard copy of the same. For members who have not registered email address, physical copies of the Notice of the 32<sup>nd</sup> Annual General Meeting of the company inter alia indicating the process and manner of e-voting along with attendance slip and proxy form is being sent in the permitted mode.**
9. **Members may also note that the Notice of the 32<sup>nd</sup> Annual General Meeting and the Annual Report for 2016 – 17 will also be available on the Company's website [www.polyspin.org](http://www.polyspin.org) for their download. The physical copies of the aforesaid documents will also be available at the Company's Registered Office in Rajapalayam for inspection during normal business hours on working days. Even after registering for e-communication, members are entitled to receive such communication in physical form, upon making a request for the same by post free of cost. For any communication, the shareholders may also write to the Company's email id: [polyspinexportscs@gmail.com](mailto:polyspinexportscs@gmail.com)**
10. Voting through electronic means:
  - a. In compliance with provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (LODR), the Company is pleased to provide members facility to exercise their right to vote at the 32<sup>nd</sup> Annual General Meeting by electronic means and the business may be transacted through e-voting service provided by National Securities Depository Limited (NSDL):
  - b. Remote e-voting means the facility of casting votes by a member using electronic voting system from a place other than the venue of Annual General Meeting.
  - c. The facility for voting through ballot paper shall be made available at the meeting and members attending the meeting who have not already cast their votes by remote e-voting shall be able to exercise their right at the meeting. Members who have already cast their votes through remote e-voting can attend the Annual General Meeting but cannot vote again.

The instructions for remote e-voting are as under:

  - A. In case a Member receives an e-mail from NSDL (for Members whose e-mail addresses are registered with the Company/Depositories):
    - i. Open the e-mail and also open PDF file namely "Polyspin Exports Limited e-voting. pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password for e-voting. Please note that the password is an initial password.
    - ii. Open the internet browser and type the following URL: <https://www.evoting.nsdl.com>.
    - iii. Click on Shareholder – Login
    - iv. If you are already registered with NSDL for e-voting then you can use your existing user ID and password.
    - v. If you are logging in for the first time, please enter the user ID and password provided in the PDF file attached with the e-mail as initial password.
    - vi. The Password Change Menu will appear on your screen. Change to a new password of your choice, making sure that it contains a minimum of 8 digits or characters or a combination of both.  
  
Please take utmost care to keep your password confidential.
    - vii. Once the e-voting home page opens, click on e-voting> Active Voting Cycles.

viii. Select "EVEN" (E-Voting Event Number) of Polyspin Exports Limited as appearing in the Attendance Slip.

Now you are ready for 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 the vote on the resolution is cast, the Member shall not be allowed to change it subsequently.

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 [subra1152@gmail.com](mailto:subra1152@gmail.com) with a copy marked to [evoting@nsdl.com](mailto:evoting@nsdl.com)

xiii. In case of any queries, you may refer the Frequently Asked Questions (FAQs) - Shareholders and e-voting user manual - Shareholders, available at the downloads section of [www.evoting.nsdl.co.in](http://www.evoting.nsdl.co.in)

B. In case a Member receives physical copy of the Notice of AGM (for Members whose email addresses are not registered with the Company/Depositories):

i. Initial password is provided at the bottom of the attendance slip for the Annual General Meeting:

**EVEN (E-Voting Event Number), user ID and password.**

ii. Please follow all steps from Sl. No. (ii) to Sl. No. (xiii) above to cast vote.

**C. Other Instructions:**

The cut-off date for determining the eligibility for Remote e-voting is fixed as 19<sup>th</sup> September, 2017.

i. The e-voting period commence on **22<sup>nd</sup> September, 2017 (9.00 A.M)** and ends on **25<sup>th</sup> September, 2017 (5.00 P.M)**. During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of 19<sup>th</sup> September, 2017 may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.

ii. The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the **cut-off date of 19<sup>th</sup> September, 2017**

iii. Mr. B. Subramanian, Practicing Company Secretary (Membership No. F2152 & C.P. 2275) has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.

iv. The Scrutinizer shall immediately after the conclusion of voting at the Annual General Meeting, first count the votes cast at the meeting, 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 make a consolidated Scrutinizer Report of the total votes cast in favour or against, if any, to the Chairman or a person authorized to whom in writing who shall countersign the same.

v. The result shall be declared on or after the Annual General Meeting of the Company. The results declared along with Scrutinizer's Report shall be placed on the Company's website [www.polyspin.org](http://www.polyspin.org) and the website of NSDL within two days of passing the resolution at the Annual General Meeting of the company and communicated to the stock exchanges.

vi. In compliance with regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (LODR), the results of the e-voting shall be submitted to the stock exchange within 48 hours of the conclusion of the AGM. The results declared along with the Scrutinizer's Report shall be placed on the Company's website [www.polyspin.org](http://www.polyspin.org) and the website of NSDL.

**DETAILS OF THE DIRECTORS SEEKING REAPPOINTMENT (IN PURSUANCE OF CLAUSE 49 OF THE LISTING AGREEMENT)**

**Item No. 3**

Name of Director	: Sri. S.V. Ravi
DIN	: 00121742
Date of Birth	: 15.03.1959
Date of appointment on Board	: 27.11.1992
Qualification	: B.A.,
Share Holding	: 6,300
Directorship held in other company:	M/s. Chola Packaging Private Limited M/s. Ganesh Agro Pack Private Limited M/s. Ramona Cosmeceuticals Private Limited
Member of committee	: Audit Committee
Expertise in specific functional area	: Industrialist

By order of the Board,

Place : Rajapalayam  
Date : 24.07.2017

**P.S. Ramanathan**  
Secretary