



## STANES AMALGAMATED ESTATES LTD.,

"SAE GARDENS" 3A & B, Kamaraj Road, Red Fields, Post Box No. 3717,  
Coimbatore - 641 018, Tamilnadu, South India

Tel : 0091-422-2223942, 2223943 Fax : 2223941

E-mail : [saeteaadmin@saetea.com](mailto:saeteaadmin@saetea.com) Website : [www.saetea.com](http://www.saetea.com)

CIN : U01132TZ1946PLC000180 GSTIN : 33AACCS7196Q1ZL

### STANES AMALGAMATED ESTATES LIMITED

Registered Office:

8/23-24, Race Course Road,  
COIMBATORE – 641018

Corporate Identification Number (CIN) : U01132TZ1946PLC000180

Tel: 0422 2223942; Fax: 0422 2223941

Email: [saeteaadmin@saetea.com](mailto:saeteaadmin@saetea.com), Website: [www.saetea.com](http://www.saetea.com)

### SEVENTY FIFTH ANNUAL GENERAL MEETING

#### NOTICE TO SHAREHOLDERS

NOTICE is hereby given that the **SEVENTY FIFTH (75<sup>th</sup>)** Annual General Meeting of the members of Stanes Amalgamated Estates Limited will be held on **Wednesday, 04<sup>th</sup> August 2021 at 11.00 A.M** through video Conferencing ("VC") / Other Audio Visual Means ("OAVM") to transact the following business:

#### Ordinary Business:

1. To receive, consider and adopt the Directors' Report and the Audited Financial Statements of the Company for the financial year ended 31<sup>st</sup> March 2021, and the Auditors' Report attached thereto.
2. To appoint a Director in place of Mr. V. Viswanathan, Director (Din 00010777) who retires by rotation. He is eligible for re-election.

#### SPECIAL BUSINESS:

3. To consider and if thought fit, to pass with or without modification(s) the following Resolution as "Ordinary Resolution":

"Resolved that subject to the provisions of Section 196,197 read with Schedule V of the Companies Act, 2013 and other applicable provisions of the Companies Act, 2013 (including any statutory modifications or re-enactment thereof, for the time being in force) Mr. V.Viswanathan, Director (DIN 00010777) be and is hereby re - appointed as Whole time Director of the company for a period of one year from 30<sup>th</sup> November 2020 on the following terms, conditions and remuneration as approved by the Board of Directors of the Company at their meeting held on 30<sup>th</sup> October 2020 with an authority to the Board to vary / modify his remuneration from time to time within the overall ceiling limits of Section II of Part II of Schedule V to the Companies Act, 2013".

A Member of the Amalgamations Group

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### **TERMS AND CONDITIONS -**

#### **i) SALARY -**

- a) Salary: Rs.1,20,000/- p.m. as from 30<sup>th</sup> November 2020
- b) House Rent Allowance: 40% of Basic Salary per month
- c) Special Allowance: Rs.56,000/- per month.
- d) Performance Incentive: Rs. 1,50,000/- per annum (payable annually)

#### **ii) PERQUISITES -**

- a) Medical Benefits: Medical Expenses incurred by the Director for self and his family will be reimbursed subject to his one-month's salary for every year of service.
- b) Free use of Company's car with driver, the monetary value of which will be evaluated as per Income Tax Rules, 1962.
- c) Free use of Telephone at residence and also re-imburement of mobile charges.
- d) Free Gas, Water and Electricity at the residence of the Director
- e) Fee for one club provided that no life membership fee or admission fee is paid.
- f) Personal Accident Insurance for self and Mediclaim Insurance for Self and his Wife.
- g) Reimbursement of Entertainment Expenses as may be approved by the Board from time to time.
- h) Leave Travel Assistance: For self and Family once a year in accordance with the Company's Rules.

All the above perquisites shall be evaluated as per the Income Tax Rules, 1962, wherever applicable. In the absence of any such Rule, Perquisites shall be evaluated at actuals.

#### **iii) LEAVE – As per Company's Rules.**

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iv) **TERMINATION OF APPOINTMENT –** Three Months' Notice on either side.  
Also three months' salary in lieu of notice for termination by the company.

v) **MINIMUM REMUNERATION -**

In the event of absence or inadequacy of profits in any financial year during the tenure of the Whole Time Director, the salary (i), and perquisites (ii), as specified above would be admissible as MINIMUM REMUNERATION subject to the ceiling under Clause (A) of Section II of Part II of Schedule V to the Companies Act, 2013 on the basis of "effective capital" computed for each financial year with an authority to the Board to vary / modify his remuneration from time to time within the overall ceiling limits of Clause(A) of Section II of Part II of Schedule V to the Companies Act 2013.

### MEMORANDUM OF CONCERN OR INTEREST

No other Director other than Mr. V.Viswanathan, (DIN 00010777) is concerned or interested in the resolution.

### 4. Appointment of Statutory Auditors to fill casual vacancy

To consider and if thought fit, to pass with or without modification the following resolution as an Ordinary Resolution:

"RESOLVED THAT pursuant to provision of Section 139(8) and other applicable provisions, if any, of the Companies Act, 2013 as amended from time to time or any other law for the time being in force (including any statutory modification or amendment thereto or re-enactment thereof for the time being in force) M/s. K.S Aiyar & Co., Chartered Accountants Coimbatore, having Firm Registration No. 100186W, be and are hereby appointed as Statutory Auditors of the Company, to fill casual vacancy caused by resignation of M/s. Fraser & Ross, Chartered Accountants, Coimbatore (having firm registration no. 000829S), as statutory auditors of the Company for the year 2021-22, to hold office upto the conclusion of the 76th Annual General Meeting on the remuneration and terms and conditions as may deemed fit between the Company and the Statutory Auditors.

RESOLVED FURTHER THAT Mr. V, Viswanathan, Director be hereby authorised to do all such acts, things and deeds as may be necessary to give effect to this resolution."

Place: Coimbatore  
Date: 24<sup>th</sup> June 2021

(By Order of the Board)  
V.VISWANATHAN  
Director

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### EXPLANATORY STATEMENT UNDER SECTION 102(1) OF THE COMPANIES ACT, 2013:

#### Item No. 3:

#### Re – Appointment of Mr.V.Viswanathan ( DIN: 00010777), as Whole Time Director (Ordinary Resolution)

Mr. V.Viswanathan (DIN 00010777), Whole Time Director of the Company, is in the employment of the Company for the past 44 years. He has served the Company in various capacities both as General Manager (Finance & Accounts) and also as the Company Secretary of the company.

He is overall in-Charge of Finance, Accounts, Taxation, Secretarial and Legal matters of the Company subject to superintendence, control and directions of the Board of Directors of the Company.

At the Board Meeting held on 30<sup>th</sup> October 2020, Mr. V.Viswanathan, (DIN 00010777) was re - appointed as the Whole Time Director for a period of 1 year from 30<sup>th</sup> November 2020 pursuant to Sections 196, 197 and other applicable provisions read with Schedule V to the Companies Act, 2013.

The remuneration payable to Mr. V.Viswanathan (DIN 00010777) on his re - appointment as Whole Time Director of the Company, as approved by the Board of Directors of the Company, require the approval of the Shareholders by means of passing a Special Resolution at a General Meeting of the Company, in term of requirements of Section II of Part II of the Schedule V to the Companies Act, 2013. Hence the Special Resolution is proposed for consideration of the members.

Mr. V. Viswanathan (DIN 00010777); Director, is liable to retire by rotation under Section 152(6) of the Companies Act 2013.

Full particulars of the remuneration and perquisites proposed to be paid / allowed to him are set out in the list of the resolution and are within the limits permissible under Schedule V to the Companies Act, 2013.

However, Mr.V.Viswanathan, resigned from service as a Whole Time Director and Company Secretary, effective from 1<sup>st</sup> April 2021.He would continue as a Director of the company.

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### ITEM NO: 4:

#### **Appointment of Statutory Auditors to fill casual vacancy (Ordinary Resolution):**

M/s. Fraser & Ross, Chartered Accountants, Coimbatore (having firm registration no. 000829S), due to their operational reasons, have expressed their inability to continue as the Statutory Auditors of the Company for the year 2021-22 on **24<sup>th</sup> June 2021**. In their casual vacancy caused by the resignation the Board of Directors of the Company have proposed to appoint, subject to shareholders' approval, M/s. **K.S Aiyar & Co.** Chartered Accountants, Coimbatore (having Firm Registration No: **100186W**), as the Statutory Auditors of the Company under Section 139(8)(i) and such other applicable provisions of the Companies Act, 2013, to hold office from the conclusion of this meeting upto the conclusion of the 76<sup>th</sup> Annual General Meeting of the Company.

Accordingly, the Ordinary Resolution is submitted to the meeting for the consideration and approval of members.

None of the Directors or their relatives is concerned or interested in the said resolutions.

Place: Coimbatore  
Date: 24<sup>th</sup> June 2021

(By Order of the Board)  
V.VISWANATHAN  
Director

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## IMPORTANT NOTES

1. In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs (“MCA”) has vide its circular dated January 13, 2021 read with circulars dated May 5, 2020, April 8, 2020 and April 13, 2020 and all the relevant circulars issued from time to time (collectively referred to as “MCA Circulars”) permitted the holding of the Annual General Meeting (“AGM” or “Meeting”) through VC /OAVM, without the physical presence of the Members.
2. In compliance with the provisions of Section 108 of the Companies Act 2013 (“Act”), read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time and MCA Circulars, the AGM of the Company is being held through VC /OAVM. For this purpose, the Company has entered into an agreement with National Securities Depository Limited (NSDL) for facilitating voting through electronic means, as the authorized agency and the Members are provided with the facility to cast their vote electronically, through the e-voting services provided by NSDL, on all the resolutions set forth in this Notice.
3. An explanatory statement pursuant to Section 102(1) of the Act, relating to special business to be transacted at the AGM, is annexed hereto.
4. Pursuant to the Circular No. 14/2020 dated April 08, 2020 issued by the MCA, 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 on AGM 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 the AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.
5. The Members’ Register and Share Transfer books of the company will remain closed from **29<sup>th</sup> July 2021** to **04<sup>th</sup> August 2021** (both days inclusive).
6. In compliance with the aforesaid MCA Circulars, Notice of the AGM along with the Annual Report is being sent only through electronic mode to those Members whose email addresses are registered with the Company/ Depositories. Members participating through the VC/OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013. Members may also note that the Notice and Annual Report will also be available on the Company’s website <https://www.saetea.com> and also on the website of National Securities Depository Limited (“NSDL”) at [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
7. Corporate members intending to authorize their representatives to attend the Meeting are requested to send a scanned certified copy of the board resolution (pdf/jpeg format) authorizing their representative to attend and vote on their behalf at the Meeting.

8. In case of joint holder attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote.
9. The voting rights of Members shall be in proportion of their shares of the paid up equity share capital of the company as on the cut-off date of **28<sup>th</sup> July 2021**.
10. The Members who have cast their vote by remote e-voting prior to the meeting may also attend the meeting, but shall not be entitled to cast their vote again.
11. Mr. S. Kasi Viswanathan, Partner, Gopalaiyer & Subramanian, Chartered Accountants, Coimbatore has been appointed by the Board of Directors as the Scrutinizer for voting at 75th Annual General Meeting, e-voting process. The Scrutinizer will scrutinize the e-voting process (both before the AGM and on the AGM date) in a fair and transparent manner.
12. Considering the above, we urge the members to update their e-mail ID, Bank account details & Permanent Account Number (PAN) with the Company / RTA to ensure receipt of Annual Report and / or any other communications from the Company.

## **VOTING OPTIONS**

### **REMOTE E-VOTING THROUGH ELECTRONIC MEANS**

The e-voting period commences on **1<sup>st</sup> August 2021 at 9.00 A.M** and ends on **3<sup>rd</sup> August 2021 at 05.00 P.M.** During this period, Members of the Company, holding shares either in physical form or in dematerialized form, as on **28<sup>th</sup> July 2021** may cast their vote electronically. The e-voting module shall be disabled by NSDL for e-voting thereafter. Once the vote on a resolution is cast, the Member shall not be allowed to change it subsequently.

The instructions for e-voting are given herein below.

#### **The Instructions for e-voting are as under:**

**A. In case of a member receives an e-mail from NSDL (for members whose e-mail addresses are registered with the Company/Depositories):**

The way to vote electronically on NSDL e-Voting system consists of “**Two Steps**” which are mentioned below:

**Step 1: Log-in to NSDL e-voting system at <https://www.evoting.nsdl.com/>**

**Step 2: Cast your vote electronically on NSDL e-voting system.**

## Details on Step 1 is mentioned below:





### I) Login method for e-Voting and joining virtual meeting for Individual shareholders holding securities in DEMAT mode

In terms of SEBI circular dated December 9,2020 on e-Voting facility provided by Companies, Individual Shareholders holding securities in DEMAT mode are allowed to vote through their DEMAT account maintained with depositories and Depository Participants. Shareholders are advised to update their mobile number and email id in their DEMAT accounts in order to access e-Voting facility.

Login method for individual shareholders holding securities in DEMAT mode is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in DEMAT mode with NSDL.	<ol style="list-style-type: none"><li data-bbox="532 741 1443 1171">1. Existing <b>IDeAS</b> user can visit the e-Services website of NSDL Viz. <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a Personal Computer or on a mobile. On the e-Services home page click on the “<b>Beneficial Owner</b>” icon under “<b>Login</b>” which is available under ‘<b>IDeAS</b>’ section , this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on “<b>Access to e-Voting</b>” under e-Voting services and you will be able to see e-Voting page. Click on company name or <b>e-Voting service provider i.e. NSDL</b> and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</li><li data-bbox="532 1213 1443 1350">2. If you are not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a>. Select “<b>Register Online for IDeAS Portal</b>” or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a></li><li data-bbox="532 1392 1443 1854">3. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit DEMAT account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or <b>e-Voting service provider i.e. NSDL</b> and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</li></ol>



	<p>4. Shareholders/Members can also download NSDL Mobile App “<b>NSDL Speede</b>” facility by scanning the QR code mentioned below for seamless voting experience.</p> <p style="text-align: center;"><b>NSDL Mobile App is available on</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  App Store </div> <div style="text-align: center;">  Google Play </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div>
<p>Individual Shareholders holding securities in DEMAT mode with CDSL</p>	<ol style="list-style-type: none"> <li>1. Existing users who have opted for Easi / Easiest, they can login through their user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on New System Myeasi.</li> <li>2. After successful login of Easi/Easiest the user will be also able to see the E Voting Menu. The Menu will have links of <b>e-Voting service provider i.e. NSDL</b>. Click on <b>NSDL</b> to cast your vote.</li> <li>3. If the user is not registered for Easi/Easiest, option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></li> <li>4. Alternatively, the user can directly access e-Voting page by providing DEMAT Account Number and PAN No. from a link in <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the DEMAT Account. After successful authentication, user will be provided links for the respective ESP i.e. <b>NSDL</b> where the e-Voting is in progress.</li> </ol>

Individual Shareholders (holding securities in DEMAT mode) login through their depository participants	You can also login using the login credentials of your DEMAT account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. Upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.
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**Important note:** Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

**Helpdesk for Individual Shareholders holding securities in DEMAT mode for any technical issues related to login through Depository i.e. NSDL and CDSL.**

<b>Login type</b>	<b>Helpdesk details</b>
Individual Shareholders holding securities in DEMAT mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at toll free no.: 1800 1020 990 and 1800 22 44 30
Individual Shareholders holding securities in DEMAT mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cDSLindia.com">helpdesk.evoting@cDSLindia.com</a> or contact at 022- 23058738 or 022-23058542-43

**II) Login Method for e-Voting and joining virtual meeting for shareholders other than Individual shareholders holding securities in DEMAT mode and shareholders holding securities in physical mode.**

**How to Log-into NSDL e-Voting website?**

1. Visit the e-voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a personal computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholders’ section.

3. A new screen will open. You will have to enter your User ID, your Password and a Verification code as shown on the screen.

*Alternatively, if you are registered for NSDL e-services, i.e., IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-voting and you can proceed to Step 2 i.e. cast your vote electronically.*

4. Your User ID details are given below:

<b>Manner of holding shares i.e. DEMAT (NSDL/CDSL) or Physical</b>	<b>Your User ID is:</b>
a. For Members who hold shares in DEMAT account with NSDL	8 Character DP ID followed by 8 Digit Client ID.  For example, if your DP ID is IN300*** and Client ID is 12***** then your User ID is IN300***12*****
b. For Members who hold shares in DEMAT account with CDSL	16 Digit Beneficiary ID.  For example, if your Beneficiary ID is 12***** then your ID is 12*****
c. For Members holding shares in Physical form	EVEN Number followed by Folio Number registered with the company.  For example, if your folio number is 001*** and EVEN is 101456 then User ID is 101456001***

5. In case of joint holders, since one of the several joint holders is entitled to exercise voting power, in case of e-voting the User ID & Password is sent to first holder. Accordingly the vote casted using the User ID and password sent to first holder is recognized on behalf of all the joint holders, as the shareholder who casts the vote through the e-Voting services of NSDL is construed to be doing so on behalf of all joint holders.

6. Your password details are given below:

a. If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.

b. If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'Initial password' which was communicated to you. Once you retrieve your 'Initial

password', you need to enter the 'Initial password' and the system will force you to change your password.

c. How to retrieve your 'Initial password'?

a. If your email ID is registered in your DEMAT account or with the company, your 'Initial Password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e., a PDF file. Open the PDF file. The password to open the PDF file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in Physical form. The PDF file contains your 'User ID' and your 'Initial Password'.

b. If your email ID is not registered, please follow steps mentioned below in process for those shareholders whose e-mail ID are not registered.

7. If you are unable to retrieve or have not received the 'Initial Password' or have forgotten your password:

a. Click on **"Forgot User Details/Password?"** (If you are holding shares in your DEMAT account with NSDL/CDSL) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com)

b. **"Physical User Reset Password?"** (if you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com)

c. If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) mentioning your DEMAT account number/folio number, your PAN, your name and your registered address .

d. Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of the NSDL.

8. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.

9. Now, you will have to click on "Login" button.

10. After you click on the "Login" button, Home page of the e-Voting will open.

## **Details on Step 2 is mentioned below:**

### **How to cast your vote electronically on NSDL e-Voting system?**

1. After successful login at Step 1, you will be able to see all the companies “EVEN” in which you are holding shares and whose voting cycle and General Meeting is in active status
2. Select “EVEN” of company i.e for which you wish to cast your vote during the remote e-Voting period and casting your vote during the General Meeting. For joining virtual meeting, you need to click on “VC/OAVM” link placed under “Join General Meeting”
3. Now you are ready for e-Voting as the Voting page opens.
4. Cast your vote by selecting appropriate options, i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on “Submit” and also “Confirm” when prompted.
5. Upon confirmation, the message “Vote cast successfully” will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution(s) you will not be allowed to modify your vote.

### **B. In case Members whose email addresses are not registered with the Company / Depositories:**

1. In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) and e-mail address at <https://www.integratedindia.in/emailupdation.aspx> on the RTA website.
2. In case shares are held in DEMAT mode, please provide Name, DP ID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), PAN, mobile number and email address at <https://www.integratedindia.in/emailupdation.aspx> on the RTA website.
3. Alternatively shareholder/ may send an e-mail request to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) for obtaining User ID and Password by providing the details mentioned in Point (1) or (2) above as the case may be.
4. Please follow all steps given in detail on **Step 2** above, to cast vote.

5. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the 'Forgot Password' option available on the site to reset the password.

## **INSTRUCTIONS FOR SHAREHOLDERS ATTENDING THE AGM THROUGH VC/OAVM**

1. Members will be able to attend the AGM through VC / OAVM or view the live webcast of AGM provided by NSDL at <https://www.evoting.nsdl.com> by using their remote e-voting login credentials and selecting the EVEN for Company's AGM.

2. Members who do not have the User ID and Password for e-voting or have forgotten the User ID and Password may retrieve the same by following the remote e-voting instructions mentioned in the Notice to avoid last minute rush. Further Members can also use the OTP based login for logging into the e-voting system of NSDL.

3. The Facility of joining the AGM through VC / OAVM shall open 15 minutes before the time scheduled for the AGM and will be available for Members on first come first served basis.

4. Shareholders are encouraged to join the Meeting through Laptops / iPads for better experience. Further shareholders will be required to switch on the video facility and use Internet connection with a good speed to avoid any disturbance during the Meeting.

5. Please note that participants connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to fluctuations in their respective networks. It is therefore recommended to use stable Wi-Fi or LAN connection to minimise / mitigate any kind of aforesaid glitches.

6. Members who need assistance before or during the AGM, can contact NSDL on [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)/ 1800-222-990

7. In case of any grievance in connection with remote e-voting, Members may contact Ms. Sarita Mote, NSDL, 4th Floor, "A" Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai 400013, e-mail: [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in), Tel:1800-222-990.

8. Members who would like to express their views or ask questions during the AGM may register themselves as a speaker by sending their request from their registered email address mentioning their name, DP ID and Client ID/folio number, PAN, mobile number to [saeteaadmin@saetea.com](mailto:saeteaadmin@saetea.com) from **1<sup>st</sup> August 2021 (9:00A.M.IST) to 3<sup>rd</sup> August 2021 (5:00 P.M. IST)**. Those Members who have registered themselves as a speaker will only be allowed to express their views/ask questions during the AGM.

9. The Company reserves the right to restrict the number of speakers depending on the availability of time for the AGM.

### **INSTRUCTIONS FOR SHAREHOLDERS FOR E-VOTING DURING THE MEETING**

1. Procedure for e-Voting on the day of the AGM is same as the Remote e-voting as mentioned above.
2. Only those shareholders/, who are present in the AGM through VC/OAVM facility and have not cast their votes on the Resolutions through remote e-Voting and are not otherwise barred from doing so, shall be eligible to vote through e-Voting system available during the AGM.
3. If any votes are cast by shareholders through the e-voting available during the AGM and if the same shareholders have not participated in the Meeting through VC/OAVM facility, then the votes cast by such shareholders shall be considered invalid as the facility of e-voting during the Meeting is available only to the shareholders attending the Meeting.

### **OTHER INSTRUCTIONS**

1. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) to reset the password.
2. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on toll free No.: 1800-222-990 or send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)
3. Shareholders are encouraged to download the user manual available in <https://www.evoting.nsdl.com> well in advance to have a better understanding of the login and voting process.
4. Any person who acquires shares of the Company and becomes member of the Company after despatch of the Notice of AGM and holding shares as on the cut-off date i.e., **28<sup>th</sup> July 2021**, may obtain login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in). However, if you are already registered with NSDL for remote e-voting, then you can use your existing 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).

5. The Scrutinizer shall, immediately after the conclusion of voting at the AGM, first count the votes cast during the AGM, thereafter unblock the votes cast through remote e-voting and make, not later than 48 hours of 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 authorised by him in writing, who shall countersign the same.
6. The Chairman will declare the results of voting forthwith upon receipt of report from Scrutinizer and the same shall be immediately placed on the Company's website [www.saetea.com](http://www.saetea.com) and on the website of NSDL [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
7. The resolutions shall be deemed to be passed on the date of the AGM, subject to receipt of sufficient votes through a compilation of Voting results (i.e. remote e-Voting and the e-Voting held at the AGM).
8. In terms of Section 124 of the Act read with MCA General Circular No. 16/2020 dated 13<sup>th</sup> April 2020 **and other relevant circulars**, the amount of dividend remaining unpaid or unclaimed for a period of seven years from the date of transfer to the unpaid dividend account is required to be transferred to the Investor Education and Protection Fund (IEPF). Accordingly, the Company will be transferring the final dividend for the financial year 2013-14 and corresponding shares to IEPF. Members are requested to ensure that they claim the dividends and shares referred above, before they are transferred to the said Fund.
9. Since the AGM will be held through VC / OAVM, the route map to the venue is not annexed to this Notice.

Place: Coimbatore  
Date: 24<sup>th</sup> June 2021

(By Order of the Board)

V.VISWANATHAN  
Director