



Regd. Office : "Pan Parag House", 24/19, The Mall, Kanpur (U.P.) 208 001  
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E-mail : [rk Gupta@kothariproducts.in](mailto:rk Gupta@kothariproducts.in) & Website : <http://www.kothariproducts.in>  
CIN : L16008UP1983PLC006254

Dear Member,

Subject : **SERVICE OF DOCUMENTS THROUGH ELECTRONIC MODE**

Pursuant to the provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Companies are permitted to serve various notices/documents to its Members through electronic modes. Further, as per proviso to Rule 18(3) (i) of the Companies (Management and Administration) Rules, 2014 read with Rule 11 of the Companies (Accounts) Rules, 2014, Companies are required to provide an advance opportunity atleast once in a financial year, to the Members to register their e-mail address and update, in case of any changes therein.

Further, in view of present circumstances caused due to COVID 19, the Ministry of Corporate Affairs (MCA) vide its circulars no. 14/2020 dated April 08, 2020, No. 17/2020 dated April 13, 2020 and No. 20/2020 dated May 05, 2020 has allowed certain classes of Companies to conduct their Extra-Ordinary General Meeting (EOGM) and Annual General Meeting (AGM) through video conferencing (VC) or other audio visual means (OAVM) and send financial statements (including Board's report, Auditor's report or other documents required to be attached therewith) and Notices of General Meetings to the Members only through e-mails registered with the Company or with the depository participants/depository. Further, SEBI vide Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 has also relaxed the requirement of furnishing hard copy of Annual Reports to the Members.

The Company shall accordingly send all notices and documents like General Meeting Notices (including AGM), Financial Statements, Directors' Report, Auditors' Report, Postal Ballot Papers and other communications to the Members through electronic mode, at the designated e-mail addresses as furnished by them in the manner prescribed under the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the relevant circulars issued in this regard.

Registration of e-mail id helps in better and timely communication between the Company and the Members. Also, all communications sent via e-mails are fast and much more reliable way of sending documents in the right hands. Accordingly, we urge the Members for registration and/or updation of their Permanent Account Number (PAN) and Mobile Numbers.

Therefore, Members are requested to register their e-mail addresses, Mobile Nos. or changes therein, if any, and PAN in the following manner :

Registration/Updation	Procedure	Documents
E-mail id/Mobile No./PAN	<p><b><u>MEMBERS WITH PHYSICAL HOLDING</u></b></p> <p>Directly register/update by sending and email to Company's e-mail id <a href="mailto:rkgupta@kothariproducts.in">rkgupta@kothariproducts.in</a> or to the Company's Registrar &amp; Transfer Agent, M/s. Alankit Assignments Ltd. e-mail id : rta@alankit.com</p>	<p>A signed request letter mentioning your folio No. and the e-mail id / Mobile No. / PAN (self-attested copy) that is to be registered (Scanned copy of the signed request letter may be sent to the Company's e-mail id <a href="mailto:rkgupta@kothariproducts.in">rkgupta@kothariproducts.in</a> and/or to the Company's Registrar &amp; Transfer Agent, M/s. Alankit Assignments Ltd. e-mail id : rta@alankit.com</p>
	<p><b><u>MEMBERS WITH DEMAT HOLDING</u></b></p> <p>Register/Update through respective Depository Participants (DPs) (Any such updation effected by the DPs will automatically reflect in the Company's subsequent records)</p>	

Please note that the said documents will also be available in due course on the Company's website <http://www.kothariproducts.in> for your ready reference.

The Company requests all the Members who have not yet registered or updated their e-mail addresses/Mobile No./PAN with the Company to register the same at the earliest.

We look forward to your support.

Thanking you,

Yours faithfully,  
For **KOTHARI PRODUCTS LTD.**

**(RAJ KUMAR GUPTA)**  
**CS & COMPLIANCE OFFICER**  
**FCS – 3281**

**Date : 10<sup>th</sup> June, 2020**