

MCLEOD & COMPANY LIMITED

CIN: L63090WB1922PLC004577

Regd. Office: McLEOD HOUSE, 3, Netaji Subhas Road, Kolkata-700001

Website: www.mcleod.in , E-mail: mcleodbajoria@hotmail.com

NOTICE

NOTICE is hereby given that the 97th Annual General Meeting of the members of McLEOD & COMPANY LIMITED (CIN: L63090WB1922PLC004577) will be held at its Registered Office at Mcleod House, 3 Netaji Subhas Road, Kolkata- 700001, on Wednesday, the 31st July, 2019 at 11.00 AM to transact the following business:-

ORDINARY BUSINESS:

1. To consider and adopt the Profit and Loss Account for the year ended 31st March, 2019, the Balance Sheet as at that date and the Report of the Directors and the Auditors thereon.
2. To appoint a Director in place of Mr. Bharat Bajoria (DIN: 00109241), who retires by rotation and being eligible, offers himself for re-appointment.
3. To declare a Dividend on Ordinary Shares @ Rs. 60/- (Rupees sixty only) per share for the financial year ended 31st March, 2019.

**By Order of the Board
MCLEOD & COMPANY LIMITED**

**Place: Kolkata
Date: 04.06.2019**



**SHARAD BAJORIA (DIN: 00685230)
Director**

NOTES & EXPLANATORY STATEMENT AS PER SECTION 102 OF THE COMPANIES ACT, 2013:

1. A Member entitled to attend and vote at the Meeting is entitled to appoint a proxy to attend and vote instead of himself/herself and a proxy need not be a Member of the company. The instrument appointing the proxy form must be duly filled in all respect, in order to be effective, should be lodged with the Company at its Registered Office not less than 48 hours before the commencement of the meeting.

In term of Rule 19 of the Companies (Management and Administration) Rules, 2014, a person can act as a proxy on behalf of Members not exceeding 50 and

holding in aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A member holding ten percent of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy of any other shareholder.

2. Members / Proxies should bring the Attendance Slip duly filled in for attending the Annual General Meeting. Copies of Annual Report and Attendance Slip will not be available for distribution at the venue of the Meeting.

3. Corporate Members are requested to send to the Registered Office of the Company a duly certified copy of the Board Resolution, pursuant to Section 113 of the Companies Act, 2013, authorizing their representative to attend and vote at the Annual General Meeting.

4. All documents referred to in the accompanying Notice are open for inspection at the Registered Office of the Company on all working days except Saturdays, Sundays & Holidays between 11.00 a.m. and 1.00 p.m. up to the date of the AGM.

5. The Register of Members and Share Transfer Books of the Company will remain closed from Thursday, **25th July, 2019** to Wednesday, **31st July, 2019** (both days inclusive).

6. Members desiring any information on the Accounts of the company are requested to write to the Company at least 15 days in advance so as to enable the Company to keep the information ready.

7. Members are requested to notify immediately any change in their address to the Company or to the RTA.

8. Shareholders are requested to quote Registered Folio Number or DP ID & CL ID in all the correspondence with the Company.

9. 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 24th July, 2019.

10. Subject to the provisions of Section 126 of the Companies Act, 2013, dividend as recommended by Board of Directors for the year ended 31st March, 2019, if declared, will be payable to those Members whose names appear in the Register of Members as at the close of the business on 24th July, 2019 and in respect of shares held in dematerialized form, as per the list of beneficial owners furnished to the Company by NSDL as at the close of business on 24th July, 2019. The dividend warrants will be posted on or around 7th August, 2019.

11. The Notice of Annual General Meeting will be sent to the members, whose names appear in the register of members/ depositories as at closing hours of business, on or before June 4, 2019.

12. The Securities and Exchange Board of India (SEBI) vide its circular no. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20.04.2018 directed all Companies to make payment of dividend to the shareholders through approved electronic modes and also directed that updated Bank Details of the shareholders must be maintained by the Companies and if not available, the same must be obtained from the concerned shareholders.

Accordingly those who are holding shares in physical form and/or receiving their dividends by Warrant/Demand Draft etc. are requested to fill the information captured in the enclosed form and submit it along with an original Cheque (bearing printed name of the shareholder), duly cancelled, to our Registrars and Transfer Agent (RTA), Maheswari Datamatics Pvt. Ltd., 23, R. N. Mukherjee Road, Kolkata – 700 001 to enable them to update our record for payment of any future dividend. Please note that that your signature on the form should be attested by your Bank. For shareholders not having cheque bearing their printed name, we request you to provide copy of bank passbook/statement attested by the Bank.

Please also provide your Email Id, Phone No. and PAN for our records as well as for receiving communications by electronic means in accordance with various circulars issued by the Ministry of Corporate Affairs from time to time. Please provide the aforesaid information so as to reach our RTA latest by 15th July, 2019.

However, those who are holding shares in Demat form are requested to submit the details only to their respective Depository Participants (DP) where they are maintaining their Demat account so as to reach them by 15th July, 2019, in the enclosed format or in the applicable format as may be provided by DP for registering ECS mandate.

13. A copy of the Notice of the AGM along with Proxy Form, Attendance Slip and Route Map to the AGM Venue has been sent to all shareholders at the registered address made available by the Depositories or the RTA. Shareholders can also register their e-mail IDs and contact numbers with the Company by sending details to mcleodbajoria@hotmail.com to enable the Company to communicate to the shareholders, the information about various developments in the Company.

14. The Annual Report for the year ended 31st March, 2019 will be made available on the Company's website at www.mcleod.in Shareholders who wish to avail hard copy or soft copy of the Annual Report will be provided the same upon request.

15. There is no business of special nature that needs to be transacted at the ensuing Annual General Meeting.

16. Pursuant to Section 72 of the Companies Act, 2013, Members holding shares in single name and in physical form may file Nomination in the prescribed Form SH-13 with the RTA. In respect of shares held in electronic form, the Nomination form may be filed in with the respective Depository Participant.

17. Request for revalidation/reissue of Dividend for FY 2014-15 to 2017-18

Request for revalidation/re-issue of dividend relating to above financial year(s) should accompany information comprising (a) Bank Account No. (b) Bank Name & Branch (c) self attested one photo copy of Cheque (bearing printed name of the

shareholder (d) Reason for revalidation/re-issue. However, shareholder(s) not having cheque bearing their printed name should provide a photo copy of self attested bank passbook or statement

18. The Securities and Exchange Board of India (SEBI) vide its notification dated 8th June, 2018, mandated that with effect from 1st April, 2019, in all listed company, only dematerialized securities will be allowed to be transferred except for **transmission or transposition** of securities. In other words, SEBI notification suggests that all shareholders to hold their shares in Demat form. Shares can be held in Demat form in the Depository, viz, National Securities Depository Ltd., where the shares are held in electronic form through the medium of Depository participants (DPs). Advantages of holding shares in Demat form are as follows:

- a) Possibility of damage or loss of share certificate is eliminated;
- b) Cases of forgery or tearing or mutilation of share certificates(s) are eliminated;
- c) Demat provides the ease and convenience of paperless trading of shares. Once a Demat account is opened with a DP, shareholder can buy or sell shares in electronic form without any paperwork as applicable to physical share certificate based transaction(s).
- d) No stamp duty is payable on transfer of shares in Demat form.

Process for Dematerialization of Shares in Physical Form

a) For Shareholder(s) who are not having a Demat Account :

The shareholder(s) shall approach to any Depository participants (DP) of National Securities Depository Ltd according to his/her choice and open a Demat Account with the DP in the same name(s) and style in which the shareholder(s) hold shares in McLeod & Company Limited. After opening of the Demat Account, Shareholder(s) has to surrender Original Share Certificate(s) along with duly filled-in and signed Demat Request Form (DRF) to the DP, who will forward the same to their RTA. i.e., Maheswari Datamatics Pvt. Ltd. The RTA will scrutinize / verify the DRF and if found in order, the share will be dematerialized and equivalent number of Shares will be credited to Demat account of Shareholders by RTA.

b) For Shareholder(s) already having a Demat Account:

The shareholder(s) who are already having a Demat account are required to check whether existing Demat Account is with a Depository participant (DP) of National Securities Depository Ltd. and in the same name(s) and style as per shareholding in McLeod & Co. Ltd. If yes, the Shareholder(s) has to submit duly filled-in and signed DRF along with Original Share Certificate to the DP for dematerialization of the Shares. In the event the existing Demat Account is not in the same order of name, the Shareholder(s) is/are requested to approach his/her DP for appropriate guidance.

We would request you to convert your shareholdings from physical form to Demat Form at the earliest in view of advantage of Demat holding as explained above. In case you have any query or require assistance in this regard, you may contact our RTA for guidance.

ANNEXURE TO ITEM NO. 2 OF THE NOTICE

Information on Director seeking Re-appointment and Appointment (Pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Sl. No.	Particulars	Mr. Bharat Bajoria
1	Director Identification No.(DIN)	00109241
2	Date of Birth	12.03.1953
3	Date of First Appointment	03.04.2000
4	Qualifications	BSC from Calcutta University
5	No. of Shares held	6,179
6	Nature Of Expertise	Business & Industrial Expertise of over 4 decades
7	Relationship Between Directors Inter-Se	None
8	Other Directorships	The Bormahjan Tea (1936) Ltd. Dhunseri Tea & Industries Ltd. Teesta Valley Tea Co. Ltd. Teesta Valley Exports Ltd. Trishul Co. (P) Ltd. Speedways International (P) Ltd. Banarhat Investment Co. (P) Ltd. Budge Budge Investment Co. (P) Ltd.

**By Order of the Board
McLEOD & COMPANY LIMITED**

**Place: Kolkata
Date: 04.06.2019**


**SHARAD BAJORIA (DIN: 00685230)
Director**