

Notice

Notice is hereby given that the **Eighty Seventh Annual General Meeting ("AGM")** of the Members of the Company will be held on **Friday, 13th Day of August, 2021 at 10:00 A.M.** (Indian Standard Time - IST) through Video Conferencing / Other Audio Visual Means ("VC/OAVM") Facility to transact the following businesses :

ORDINARY BUSINESSES:

1. **To consider and adopt the audited financial statements of the Company for the financial year ended on 31st March, 2021, the Reports of the Board of Directors and Auditors thereon.**
2. **To appoint a Director in place of Mr. Manoj Sodhani (DIN: 02267180), who retires by rotation at this Annual General Meeting, and being eligible, offers himself for re-appointment.**

SPECIAL BUSINESSES:

3. **To approve the remuneration of the Cost Auditors for the financial year ending on 31st March, 2022 and in this regard to consider and, if thought fit, to pass the following Resolution as an Ordinary Resolution:**

"RESOLVED THAT pursuant to the provisions of Section 148 and all other applicable provisions of the Companies Act, 2013 read with the Companies (Audit and Auditors) Rules, 2014 and other applicable Rules, [including any statutory modification(s) or re-enactment(s) thereof, for the time being in force], the Cost Auditor appointed by the Board of Directors of the Company, to conduct the audit of the cost records of the Company for the financial year ending on 31st March, 2022, be paid the remuneration as set out in the statement annexed to the Notice convening this 87th Annual General Meeting."

"RESOLVED FURTHER THAT for the purpose of giving effect to this Resolution, the Board be and is hereby authorized to do all acts, deeds, matters and things, as it may, in its absolute discretion, deem necessary or desirable, including without limitation to settle any question, difficulty or doubt that may arise in this regard."

4. **To re-appoint Mr. Mahesh Sodhani (DIN: 02100322), as Managing Director of the Company and in this regard to consider and, if thought fit, to pass the following Resolution as a Special Resolution:**

"RESOLVED THAT in accordance with the provisions of Sections 196, 197 and 203 read with Schedule V and all other applicable provisions of the Companies Act, 2013 and Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) and applicable provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the consent of the Company be and is hereby accorded for the re-appointment and remuneration of Mr. Mahesh Sodhani (DIN: 02100322), as 'Managing Director' of the Company, (liable to retire by rotation), for a further period of 3 (three) years with effect from 1st April, 2021, upon the terms and conditions including remuneration set out in the Explanatory Statement annexed to the Notice convening this meeting with liberty to the Board of Directors (hereinafter referred to as "the Board" which term shall be deemed to include the Nomination and Remuneration Committee of the Board) to alter and vary the terms and conditions of the said re-appointment and / or remuneration as it may deem fit and as may be acceptable to Mr. Mahesh Sodhani, subject to the same not exceeding the limits specified under Schedule V of the Companies Act, 2013 and Rules made thereunder, for the time being in force."

"RESOLVED FURTHER THAT the Board be and is hereby authorised to do all acts and take all such steps as may be necessary, proper or expedient to give effect to this resolution."

5. **To re-appoint Mr. Manoj Sodhani (DIN: 02267180), as Executive Director & Chief Executive Officer ("CEO") of the Company and in this regard to consider and, if thought fit, to pass the following Resolution as a Special Resolution:**

"RESOLVED THAT in accordance with the provisions of Sections 196, 197 and 203 read with Schedule V and all other applicable provisions of the Companies Act, 2013 and Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) and applicable provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the consent of the Company be and is hereby accorded for the re-appointment and remuneration of Mr. Manoj Sodhani (DIN: 02267180), as 'Executive Director & CEO', of the Company (liable to retire by rotation), for a further period of 3 (three) years with effect from 1st April, 2021, upon the terms and conditions including remuneration set out in the Explanatory Statement annexed to the Notice convening this meeting with liberty to the Board of Directors (hereinafter referred to as "the Board" which

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term shall be deemed to include the Nomination and Remuneration Committee of the Board) to alter and vary the terms and conditions of the said re-appointment and / or remuneration as it may deem fit and as may be acceptable to Mr. Manoj Sodhani, subject to the same not exceeding the limits specified under Schedule V of the Companies Act, 2013 and Rules made thereunder, for the time being in force.”

“**RESOLVED FURTHER THAT** the Board be and is hereby authorised to do all acts and take all such steps as may be necessary, proper or expedient to give effect to this resolution.”

By Order of the Board
For Gillanders Arbuthnot and Company Limited

Place: Kolkata
Date: 28th June, 2021

Rajat Arora
Company Secretary
(ACS : 51588)

Registered Office:
C-4, Gillander House,
Netaji Subhas Road,
Kolkata - 700 001, India
CIN: L51909WB1935PLC008194
e-mail: secretarial@gillandersarbuthnot.com

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NOTES:

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 ("the Act") setting out material facts concerning the businesses under Item Nos. 3 to 5 of the accompanying Notice, is annexed hereto.
2. **General instructions for accessing and participating in the 87th AGM through VC/OAVM Facility and voting through electronic means including remote e-Voting:**
 - a. In view of the situation arising due to COVID-19 global pandemic, the general meetings of the companies shall be conducted as per the guidelines issued by the Ministry of Corporate Affairs ('MCA') vide its Circular No. 02/2021 dated 13th January, 2021 read with Circular No. 14/2020 dated 8th April, 2020, Circular No.17/2020 dated 13th April, 2020, Circular No. 20/2020 dated 5th May, 2020 (collectively referred to as 'MCA Circulars'). Further, the Securities and Exchange Board of India ('SEBI') vide its Circulars dated 12th May, 2020 and 15th January, 2021 ('SEBI Circulars') has also granted certain relaxations. In compliance with the applicable provisions of the Companies Act, 2013 ('the Act'), Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('SEBI Listing Regulations'), MCA Circulars and SEBI Circulars, the forthcoming AGM will thus be held through video conferencing (VC) or Other Audio Visual Means (OAVM). Hence, Members can attend and participate in the ensuing AGM through VC/OAVM.
 - b. Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (as amended), and MCA Circulars the Company is providing facility of remote e-Voting to its Members in respect of the businesses to be transacted at the AGM. For this purpose, the Company has entered into an agreement with Central Depository Services (India) Limited (CDSL) for facilitating voting through electronic means, as the authorized e-Voting agency. The facility of casting votes by a member using remote e-Voting as well as the e-Voting system on the date of the AGM will be provided by CDSL.
 - c. The Members can join the 87th AGM in the VC/OAVM mode 15 minutes before and after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The facility of participation at the AGM through VC/OAVM will be made available to at least 1000 members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc., who are allowed to attend the AGM without restriction on account of first come first served basis.
 - d. The attendance of the Members attending the 87th AGM through VC/OAVM will be counted for the purpose of ascertaining the quorum under Section 103 of the Companies Act, 2013. Since the AGM will be held through VC / OAVM facility, Proxy Form, Attendance Slip including the Route Map is not annexed in this Notice.
 - e. Pursuant to MCA Circular No. 14/2020 dated 8th April, 2020, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. However, in pursuance of Section 112 and Section 113 of the Companies Act, 2013, representatives of the members may be appointed for the purpose of voting through remote e-Voting, for participating in the 87th AGM through VC / OAVM facility and cast their votes through e-Voting.
 - f. In line with the Ministry of Corporate Affairs (MCA) Circular No. 17/2020 dated 13th April, 2020, the Notice calling the 87th AGM has been uploaded on the website of the Company at www.gillandersarbutthnot.com. The Notice can also be accessed from the websites of the Stock Exchanges i.e., BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com respectively. The 87th AGM Notice is also disseminated on the website of CDSL (agency for providing the Remote e-Voting facility and e-voting system during the AGM) i.e. www.evotingindia.com.
3. **Instructions for Members for Remote e-Voting are as under:**
 - (i) The voting period begins on **Tuesday, 10th August, 2021 at 9:00 a.m.** and ends on **Thursday, 12th August, 2021 at 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 **Friday, 6th August, 2021** may cast their vote electronically. The e-Voting module shall be disabled by CDSL for voting thereafter.

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- (ii) Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
- (iii) In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 9th December, 2020 on e-Voting facility provided by Listed 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.

Pursuant to abovesaid SEBI Circular, Login method for e-Voting and joining AGM through VC/OAVM for Individual shareholders holding securities in Demat mode is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in Demat mode with CDSL	<p>Users who have opted for CDSL Easi / Easiest facility, can login through their existing 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 https://web.cdslindia.com/myeasi/home/login or visit www.cdslindia.com and click on Login icon and select New System Myeasi.</p> <p>After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the e-Voting is in progress as per the information provided by company. On clicking the e-Voting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or AGM & voting during the meeting. Additionally, there are also links provided to access the system of all e-Voting Service Providers i.e. CDSL/NSDL/KARVY/LINKINTIME, so that the user can visit the e-Voting service providers' website directly.</p> <p>If the user is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasi/Registration/EasiRegistration</p> <p>Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN from a e-Voting link available on www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</p>
Individual Shareholders holding securities in demat mode with NSDL	<p>If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: https://eservices.nsdl.com either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name and you will be re-directed to e-Voting service provider website for casting your vote during the remote e-Voting period or joining AGM & voting during the meeting.</p> <p>If the user is not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select "Register Online for IDeAS" Portal or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</p> <p>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. 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.</p> <p>You will have to enter your User ID (i.e. your sixteen digit demat account number held 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 e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining AGM & voting during the meeting</p>

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Type of shareholders	Login Method
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. After Successful login, you will be able to see e-Voting option. Once you 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 name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining AGM & voting during the meeting.

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 websites.

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

Login type	Helpdesk details
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 helpdesk.evoting@cdslindia.com or contact at 022- 23058738 and 22-23058542-43.
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 evoting@nsdl.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30

- (iv) Login method for e-Voting and joining AGM through VC/OAVM for shareholders other than individual shareholders holding in Demat form & physical shareholders.
- The shareholders should log on to the e-Voting website www.evotingindia.com.
 - Click on "Shareholders" module.
 - Now enter your User ID
 - For CDSL: 16 digits beneficiary ID,
 - For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 - Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
 - Next enter the Image Verification as displayed and Click on Login.
 - If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier e-Voting of any company, then your existing password is to be used.
 - If you are a first time user follow the steps given below:

	For Physical shareholders and other than individual shareholders holding shares in Demat.
PAN	Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none"> Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by RTA.
Dividend Bank Details OR Date of Birth (DOB)	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login. <ul style="list-style-type: none"> If both the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field.

- After entering these details appropriately, click on "SUBMIT" tab.
- Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

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- i) For shareholders holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- j) Click on the EVSN for 'Gillanders Arbuthnot and Company Limited' on which you choose to vote.
- k) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- l) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- m) After selecting the resolution, you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- n) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- o) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- p) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.

4. Process for those shareholders whose email addresses are not registered with the depositories for obtaining login credentials for e-voting for the resolutions proposed in this Notice:

- a. For Physical shareholders- please provide necessary details like Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAAR (self-attested scanned copy of Aadhar Card) by email to secretarial@gillandersarbuthnot.com or by visiting the following link <http://mdpl.in/form>
- b. For Demat shareholders -, please provide Demat account details (CDSL 16 digit beneficiary ID or NSDL 16 digit DPID + CLID), Name, client master or copy of Consolidated Account statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhaar Card) to secretarial@gillandersarbuthnot.com
- c. The company/RTA shall co-ordinate with CDSL and provide the login credentials to the above mentioned shareholders.

5. Instructions for Members for participating in the 87th AGM through VC/OAVM & E-Voting during meeting are as under:

- a. The procedure for attending meeting and e-Voting on the day of the AGM is same as the instructions mentioned above for e-voting.
- b. The link for VC/OAVM to attend meeting will be available where the EVSN of Company will be displayed after successful login as per the instructions mentioned above for e-voting.
- c. Shareholders are encouraged to join the Meeting through Laptops / iPads for better experience.
- d. Further shareholders will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
- e. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
- f. Shareholders who would like to express their views/ask questions during the meeting may register themselves as a speaker by sending their request in advance at least **15 days prior to meeting** mentioning their name, demat account number/folio number, email id, mobile number at secretarial@gillandersarbuthnot.com . The shareholders who do not wish to speak during the AGM but have queries may send their queries in advance **15 days prior to meeting** mentioning their name, demat account number/folio number, email id, mobile number at secretarial@gillandersarbuthnot.com. These queries will be replied to by the company suitably by email.
- g. Those shareholders who have registered themselves as a speaker will only be allowed to express their views/ask questions during the meeting.

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- h. If any Votes are cast by the 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.

SINCE SOME BROWSERS ARE NOT OPTIMISED, SHAREHOLDERS ARE REQUESTED TO DOWNLOAD CISCO WEBEX MEETINGS APP FOR BEST RESULTS IN ATTENDING THE AGM. IT IS AVAILABLE IN GOOGLE PLAY STORE.

6. Note for Non – Individual Shareholders and Custodians

- a) Non-Individual shareholders (i.e., other than Individuals, HUF, NRI etc.) and Custodians are required to log on to www.evotingindia.com and register themselves in the "Corporates" module.
 - b) A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
 - c) After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
 - d) The list of accounts linked in the login should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
 - e) A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
 - f) Alternatively Non Individual shareholders are required to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer and to the Company at the email address viz; secretarial@gillandersarbuthnot.com , if they have voted from individual tab & not uploaded same in the CDSL e-voting system for the scrutinizer to verify the same.
 - g) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at www.evotingindia.com, under help section or write an email to helpdesk.evoting@cdslindia.com or call 1800225533.
 - h) All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Manager, Central Depository Services (India) Limited (CDSL), A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to helpdesk.evoting@cdslindia.com or call 1800225533.
7. Pursuant to the MCA Circulars and SEBI Circulars, in view of the prevailing situation, owing to the difficulties involved in dispatching of physical copies of the Notice of the 87th AGM and the Annual Report for the financial year 2020-2021 including therein the Audited Financial Statements for financial year 2020-2021, are being sent only by email to the Members. Therefore, those Members, whose email address is not registered with the Company or with their respective Depository Participant(s), and who wish to receive the Notice of the 87th AGM and the Annual Report for the financial year 2020-2021 and all other communication sent by the Company, from time to time, can get their email address registered by following the steps as given below: -
- a) For Members holding shares in physical form, please send scan copy of a signed request letter mentioning your folio number, complete address, email address to be registered along with scanned self attested copy of the PAN and any document (such as Driving Licence, Passport, Bank Statement, AADHAAR) supporting the registered address of the Member, by email to the Company's email address secretarial@gillandersarbuthnot.com.
 - b) For the Members holding shares in demat form, please update your email address through your respective Depository Participant(s).
8. The Notice of the 87th AGM and the Annual Report for the financial year 2020-2021 including therein the Audited Financial Statements for the financial year 2020-2021, will be available on the website of the Company at www.gillandersarbuthnot.com and the website of BSE Limited and National Stock Exchange Limited at www.bseindia.com and www.nseindia.com respectively. The Notice of 87th AGM will also be available on the website of CDSL at www.evotingindia.com.
9. The Register of Members and the Share Transfer books of the Company will remain closed from **Friday, 6th August, 2021** to **Friday, 13th August, 2021**, both days inclusive, for the purpose of the 87th AGM.

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10. Any person, who acquires shares of the Company and becomes Member of the Company after the Company sends the Notice of the 87th AGM by email and holds shares as on the cut-off date i.e., **Friday, 6th August, 2021**, may obtain the User ID and password by sending a request to the Company's email address secretarial@gillandersarbuthnot.com. However, if you are already registered with CDSL 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?" or "Physical User Reset Password?" option available on www.evotingindia.com.
11. 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 or casting vote through e-Voting system during the meeting.
12. CS Deepak Kumar Khaitan, Practising Company Secretary, (FCS No. 5615), and / or CS Shruti Singhania, Practising Company Secretary, (ACS No. 49632), has been appointed as the Scrutinizer to scrutinize the remote e-Voting process and casting vote through the e-Voting system during the meeting in a fair and transparent manner.
13. During the 87th AGM, the Chairman shall, after response to the questions raised by the Members in advance or as a speaker at the 87th AGM, formally propose to the Members participating through VC/OAVM Facility to vote on the resolutions as set out in the Notice of the 87th AGM and announce the start of the casting of vote through the e-Voting system. After the Members participating through VC/OAVM Facility, eligible and interested to cast votes, have cast the votes, the e-Voting will be closed with the formal announcement of closure of the 87th AGM.
14. The Scrutinizer will submit, not later than two working days of conclusion of the 87th AGM, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman or any authorised person of the Company. The result shall be declared forthwith upon receipt of the Scrutinizer's Report. The result declared along with the Scrutinizer's report shall be placed on the Company's website at www.gillandersarbuthnot.com and on the website of CDSL immediately after the declaration by the Chairman of the Meeting or any person authorized by the Chairman and would also be communicated to the Stock Exchanges where the shares of the Company are listed. Subject to receipt of requisite number of votes, the resolutions proposed in the notice shall be deemed to be passed on the date of the meeting i.e., Friday, 13th August, 2021.
15. Electronic copy of all the documents referred to in the accompanying Notice of the 87th AGM and the Explanatory Statement shall be available for inspection in the Investor Section of the website of the Company at www.gillandersarbuthnot.com.
16. During the 87th AGM, Members may access the scanned copy of Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Act and the Register of Contracts and Arrangements in which Directors are interested maintained under Section 189 of the Act, upon Log-in to CDSL e-Voting system at www.evotingindia.com.
17. Brief resume of Directors seeking re-appointment at the Meeting alongwith details of their other Directorships and shareholding in the Company pursuant to the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standards are provided as an annexure to this Notice.
18. Pursuant to the provisions of Sections 124 and 125 of the Companies Act, 2013, all unclaimed dividend till the financial year ended on 31st March, 2013 has already been transferred to the Investor Education and Protection Fund (IEPF) and all subsequent unpaid dividend will be transferred to IEPF, from time to time. Members who have not yet encashed the dividend warrant(s), for the financial year 2013-2014 or any subsequent financial years are requested to submit their claims at the Registered Office of the Company. The dividend for the financial year 2013-2014 is due to be transferred to IEPF in the second half of 2021. Hence, it is in the shareholders' interest to claim any uncashed dividends / unclaimed dividends. It may also be noted that once the unclaimed dividend is transferred to IEPF, as stated, no further claim shall be entertained by the Company in that respect. Attention of the members is drawn to the provisions of Section 124(6) of the Act, which require Company to transfer in the name of IEPF Authority all shares in respect of which dividend has not been paid or claimed for seven consecutive years or more.

In accordance with the aforesaid provisions of the Act, read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended, the Company has already transferred all the shares in respect of which dividend declared for the financial year 2012-2013, which has not been claimed for seven consecutive years or more to the Investor Education and Protection Fund. Members are advised to visit the Company's website at www.gillandersarbuthnot.com to ascertain details of shares liable for transfer to IEPF Authority for the financial year 2013-2014.

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19. The Ordinary Shares of the Company are listed on the National Stock Exchange of India Limited and BSE Limited. The Company confirms that it has paid Annual Listing Fees to the said Exchanges. Annual Custody / Issuer fees to CDSL and NSDL for the financial year ending on 31st March, 2022 have already been paid.
20. Members holding shares in physical form are requested to notify any change in their address including Pin Code, Bank Mandate, Income Tax Permanent Account Number, etc. to the Company's Registrar & Share Transfer Agent (RTA)-

Maheshwari Datamatics Pvt. Ltd.
(Unit: Gillanders Arbuthnot and Company Limited)
23, R. N. Mukherjee Road, 5th Floor, Kolkata – 700 001.

Members holding shares in dematerialized form are requested to furnish the aforesaid information to their respective depository participants for updation of their records.

21. Members who hold shares in physical form in multiple folios in identical name or joint holding in the same order of names are requested to send their share certificates to the RTA for consolidating into single folio. The share certificates will be returned to the Members after making requisite changes thereon.
22. Members holding shares in single name and in physical form are advised to make nomination in respect of their shareholding in the Company. Request may be made to the Company or its RTA for obtaining the Nomination Form.
23. The SEBI has vide Circular no. MRD/DoP/Cir-05/2009 dated 20th May, 2009 mandated the submission of PAN by every participant in the security market. Members holding shares in electronic form /physical form are therefore, requested to submit their PAN to the Company or the RTA.
24. In terms of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, securities of listed companies can only be transferred in dematerialized form with effect from 1st April, 2019. In view of the above, members are advised to dematerialize shares held by them in physical form.

Annexure to the Notice

Statement pursuant to Section 102(1) of the Companies Act, 2013:

Item No. 3

The Board of Directors of the Company, on the recommendation of the Audit Committee, had proposed to the Central Government, the appointment of M/s. B. Ray & Associates, Cost Accountants, Kolkata to conduct the audit of the cost records of the Company for the financial year ending on 31st March, 2022, at a total remuneration of ₹ 1,00,000/- p.a. plus reimbursement of out-of-pocket expenses.

In accordance with the provision of Section 148 of the Companies Act, 2013, read with the Companies (Audit and Auditors) Rules, 2014, the remuneration payable to the Cost Auditor has to be ratified by the Members of the Company.

Accordingly, consent of the Members is sought for passing an Ordinary Resolution, as set out in Item No. 3 of the Notice, for ratification of the remuneration payable to the Cost Auditor for the financial year ending on 31st March, 2022.

None of the Directors/Key Managerial Personnel of the Company/their relatives are, in any way, concerned or interested financially or otherwise, in the Resolution set out at Item No. 3 of the Notice.

The Board recommends the Ordinary Resolution set out at Item No. 3 of the Notice for approval of the Members.

Item No. 4

Mr. Mahesh Sodhani was appointed by the Board as Managing Director of the Company for the period of 3 (three) years with effect from 1st April 2018. The Members had approved his appointment by passing special resolution at the 84th AGM held on 30th July 2018.

Based on the recommendation of the Nomination and Remuneration Committee, the Board of Directors, at its meeting held on 11th February, 2021 had passed a resolution for the re-appointment of Mr. Mahesh Sodhani (DIN: 02100322) as Managing Director of the Company for a period of 3 (three) years with effect from 1st April, 2021 to 31st March, 2024, subject to the approval of the members of the Company at the 87th AGM.

Accordingly, Agreement dated 31st March, 2021, effective from 1st April, 2021, was entered into between the Company & Mr. Mahesh Sodhani, 'Managing Director' of the Company, subject to the approval of the members of the Company.

Your Company has diversified business activities and is primarily engaged in the businesses of tea, textile and engineering having manufacturing units in the states of West Bengal and Assam. During the last three financial years 2017-2018, 2018-2019 and 2019-2020 the Company has reported Standalone Profit/(Loss) After Tax (PAT) of (₹ 1,063.51 lakhs), (₹ 879.69 lakhs) and (₹ 1,780.19 lakhs) respectively.

The reasons for loss during the financial year ended on 31st March, 2021 and steps taken or proposed to be taken for improvement and increase in productivity has been explained / dealt with in the Directors' Report of the Company for financial year ended on 31st March, 2021.

The Company has a wholly owned direct Foreign Subsidiary at Mauritius by the name Gillanders Holdings (Mauritius) Limited. The Company also has step down Foreign Subsidiary Company at Malawi viz., Naming'omba Tea Estates Limited.

The Board, while re-appointing Mr. Mahesh Sodhani as the Managing Director of the Company, considered his background, experience and contributions to the Company.

Mr. Mahesh Sodhani is associated with the Company since 1st May, 2001. Mr. Sodhani has vast experience in Tea Industry and he also has experience in EPC business. Prior to his promotion and appointment as 'Managing Director' with effect from 1st April, 2018, he was designated as President of the Company and was looking after the Tea, MICCO (Engineering) and Property Divisions of the Company. He also has expertise in finance, marketing and administration.

He shall devote his entire time, energy, attention and abilities to the business of the Company, especially on the Tea, Engineering (MICCO) and Property Divisions of the Company, and shall obey and perform the orders from time to time of the Board and in all respects conform to and comply with directions and regulations made by the Board and shall faithfully serve the Company and use his utmost endeavours to promote the interests thereof.

Annexure to the Notice

Brief resume of Mr. Mahesh Sodhani, nature of his expertise in specific functional areas and names of the Companies in which he holds Directorship, shareholding and relationships between Directors inter se are provided in the Annexure to this Notice.

The remuneration proposed for Mr. Mahesh Sodhani is commensurate with the industry and size of the Company. He has no pecuniary relationship directly or indirectly with the Company. However, he is related to Mr. Manoj Sodhani as brother.

The terms and conditions of the said Agreement entered into by the Company with Mr. Mahesh Sodhani are set out herein below:

1. DUTIES AND RESPONSIBILITIES:

Mr. Mahesh Sodhani, the 'Managing Director' of the Company shall, subject to the provisions of the Companies Act, 2013 and overall superintendence and control of the Board of Directors of the Company shall perform such duties and exercise such powers, as have been or may, from time to time, be entrusted to, or conferred on him, by the Board of Directors of the Company.

2. REMUNERATION:

- I. a) Basic Salary ₹ 2,69,000/- per month for the period 1st April, 2021 to 31st March, 2022 and thereafter an increase of not exceeding 25 per cent every year with effect from 1st April, 2022, subject to recommendation of the Nomination and Remuneration Committee and approval of the Board of Directors.
- b) Special Allowance ₹ 4,26,040/- per month for the period 1st April, 2021 to 31st March, 2022 and thereafter an increase of not exceeding 25 per cent every year with effect from 1st April, 2022, subject to recommendation of the Nomination Remuneration Committee and approval of the Board of Directors.

This allowance however, will not be taken into account for calculation of benefits such as Provident Fund, Gratuity, Superannuation and Leave Encashment.
- II. PERQUISITES: Apart from Salary, Mr. Mahesh Sodhani will also be entitled to the perquisites classified into the following three parts viz., Part A, B and C.

PART – A

- i) Housing: The Company shall provide rent free furnished accommodation with free electricity. In case, no accommodation is provided by the Company to the Managing Director shall be entitled to House Rent Allowance limited to 25% of his salary.
- ii) Medical Reimbursement and Leave Travel Concession: The Managing Director shall be reimbursed to the extent of 10% of his salary towards expenses incurred for self and family for Medical Expenses and Leave Travel, anywhere in India.
- iii) Fees of Clubs: Upto a maximum of two Clubs. This will not include any admission or life membership fees.
- iv) Personal Accident Insurance/ Medclaim Insurance: Personal Accident Insurance policy / Medclaim Insurance policy in accordance with the scheme applicable to senior employees of the Company.

PART – B

- i) Company's contribution to National Pension Scheme as per Rules of the Company.
- ii) Company's contribution to Provident Fund as per Rules of the Company.
- iii) Gratuity on retirement at the rate of one-half month's salary for each completed year of service subject to the ceiling as provided in law.
- iv) Encashment of leave as per Rules of the Company.

Annexure to the Notice

PART – C

- i) Use of car for Company's business.
- ii) Subject to the overall ceiling on remuneration, the Managing Director may be given other allowances, benefits and perquisites, as may be decided by the Board of Directors from time to time. However, the overall amount of perquisites shall not exceed an amount equal to the annual Basic Salary. In computing the monetary ceilings on perquisites, Company's contribution to Provident Fund, Pension Fund and Gratuity shall not be taken into account.

MINIMUM REMUNERATION:

In the event of absence or inadequacy of profits during the period of service of Mr. Mahesh Sodhani, as 'Managing Director' of the Company, he shall be entitled to the same Salary and Perquisites as stated hereinabove.

The remaining provisions of the Agreement sets out the mutual rights and obligations of the parties thereto and other administrative details.

As per the requirement of Schedule V, the relevant information is set out at one or more places in the documents forming part of the Annual Report and the aforesaid paragraphs should be taken as information that are required to be provided under Schedule V Part II of the Companies Act, 2013 dealing with 'Minimum Remuneration'.

The Board of Directors is of the opinion that the above remuneration being paid / payable to Mr. Mahesh Sodhani, as Managing Director of the Company, is commensurate with his duties and responsibilities. The Board considers that his association as Managing Director will be beneficial to and in the interest of the Company.

The Company has received consent from Mr. Mahesh Sodhani to act as a Director and a declaration that he is not disqualified under Section 164 of the Act to act as such.

Save and except Mr. Mahesh Sodhani and his relatives, including Mr. Manoj Sodhani, to the extent of their shareholding interest, if any, in the Company, none of the other Directors/Key Managerial Personnel of the Company/their relatives are, in any way, concerned or interested financially or otherwise, in the resolution set out at Item No. 4 of the Notice.

All the documents referred to in the said Resolution are open for inspection at the Company's Registered Office at C-4, 'Gillander House', Netaji Subhas Road, Kolkata – 700 001 on all working days, except Saturdays, between 10.00 A.M. to 1.00 P.M. till Thursday, 12th August, 2021.

The Board recommends the Special Resolution as set out at Item No. 4 of the Notice for approval of the Members.

Item No. 5

Mr. Manoj Sodhani was earlier appointed by the Board as Executive Director & CEO of the Company for the period of 3 (three) years with effect from 1st April 2018. The Members had approved his appointment by passing special resolution at the 84th AGM held on 30th July 2018.

Based on the recommendation of the Nomination and Remuneration Committee, the Board of Directors, at its meeting held on 11th February, 2021 had passed a resolution for the re-appointment of Mr. Manoj Sodhani (DIN: 02267180) as Executive Director & CEO of the Company for a period of 3 (three) years with effect from 1st April, 2021 to 31st March, 2024, subject to the approval of the members of the Company at the 87th AGM.

Accordingly, Agreement dated 31st March, 2021, effective from 1st April, 2021, was entered into between the Company & Mr. Manoj Sodhani, 'Executive Director & CEO' of the Company, subject to the approval of the members of the Company.

Your Company has diversified business activities and is primarily engaged in the businesses of tea, textile and engineering having manufacturing units in the states of West Bengal and Assam. During the last three financial years 2017-2018, 2018-2019 and 2019-2020 the Company has reported Standalone Profit/(Loss) After Tax (PAT) of (₹ 1,063.51 lakhs), (₹ 879.69 lakhs) and (₹ 1,780.19 lakhs) respectively.

The reasons for loss during the financial year ended on 31st March, 2021 and steps taken or proposed to be taken for improvement and increase in productivity has been explained / dealt with in the Directors' Report of the Company for financial year ended on 31st March, 2021.

The Company has a wholly owned direct Foreign Subsidiary at Mauritius by the name Gillanders Holdings (Mauritius) Limited. The Company also has step down Foreign Subsidiary Company at Malawi viz., Naming'omba Tea Estates Limited.

Annexure to the Notice

The Board, while re-appointing Mr. Manoj Sodhani as the Executive Director & CEO of the Company, considered his background, experience and contributions to the Company.

Mr. Manoj Sodhani is associated with the Company since 1st April, 1996. He has vast experience in Textile Industry. Prior to his promotion and appointment as 'Executive Director & CEO,' with effect from 1st April, 2018, he was designated as President of the Company and was primarily looking after the Textile Division of the Company. He has expertise in finance, marketing and administration.

He shall devote his entire time, energy, attention and abilities to the business of the Company, especially on the Textile Division of the Company, and shall obey and perform the orders from time to time of the Board of the Company and in all respects confirm to and comply with directions and regulations made by the Board and shall faithfully serve the Company and use his utmost endeavours to promote the interests thereof.

Brief resume of Mr. Manoj Sodhani, nature of his expertise in specific functional areas and names of the Company in which he holds Directorship, shareholding and relationships between Directors inter se are provided in the Annexure to this Notice.

The remuneration proposed for Mr. Manoj Sodhani is commensurate with the industry and size of the Company. He has no pecuniary relationship directly or indirectly with the Company. However, he is related to Mr. Mahesh Sodhani as brother.

The terms and conditions of the said Agreement entered into by the Company with Mr. Manoj Sodhani are set out herein below:

1. DUTIES AND RESPONSIBILITIES:

Mr. Manoj Sodhani, the 'Executive Director & CEO' of the Company shall, subject to the provisions of the Companies Act, 2013 and overall superintendence and control of the Board of Directors of the Company shall perform such duties and exercise such powers, as have been or may, from time to time, be entrusted to, or conferred on him, by the Board of Directors of the Company.

2. REMUNERATION:

- I. a) Basic Salary ₹ 2,53,000/- per month for the period 1st April, 2021 to 31st March, 2022 and thereafter an increase of not exceeding 25 per cent every year with effect from 1st April, 2022, subject to recommendation of the Nomination and Remuneration Committee and approval of the Board of Directors.
- b) Special Allowance ₹ 4,00,400/- per month for the period 1st April, 2021 to 31st March, 2022 and thereafter an increase of not exceeding 25 per cent every year with effect from 1st April, 2022, subject to recommendation of the Nomination and Remuneration Committee and approval of the Board of Directors.

This allowance however, will not be taken into account for calculation of benefits such as Provident Fund, Gratuity, Superannuation and Leave Encashment.

- II. PERQUISITES: Apart from Salary, Mr. Manoj Sodhani will also be entitled to the perquisites classified into the following three parts viz., Part A, B and C.

PART – A

- i) Housing: The Company shall provide rent free furnished accommodation with free electricity. In case, no accommodation is provided by the Company to the Executive Director & CEO shall be entitled to House Rent Allowance limited to 25% of his salary.
- ii) Medical Reimbursement and Leave Travel Concession: The Executive Director & CEO shall be reimbursed to the extent of 10% of his salary towards expenses incurred for self and family for Medical Expenses and Leave Travel, anywhere in India.
- iii) Fees of Clubs: Upto a maximum of two Clubs. This will not include any admission or life membership fees.
- iv) Personal Accident Insurance/ Medclaim Insurance: Personal Accident Insurance policy / Medclaim Insurance policy in accordance with the scheme applicable to senior employees of the Company.

Annexure to the Notice

PART – B

- i) Company's contribution to National Pension Scheme as per Rules of the Company.
- ii) Company's contribution to Provident Fund as per Rules of the Company.
- iii) Gratuity on retirement at the rate of one-half month's salary for each completed year of service subject to the ceiling as provided in law.
- iv) Encashment of leave as per Rules of the Company.

PART – C

- i) Use of car for Company's business.
- ii) Subject to the overall ceiling on remuneration, the Executive Director & CEO may be given other allowances, benefits and perquisites, as may be decided by the Board of Directors from time to time. However, the overall amount of perquisites shall not exceed an amount equal to the annual Basic Salary. In computing the monetary ceilings on perquisites, Company's contribution to Provident Fund, Pension Fund and Gratuity shall not be taken into account.

MINIMUM REMUNERATION:

In the event of absence or inadequacy of profits during the period of service of Mr. Manoj Sodhani, as 'Executive Director & CEO' of the Company, he shall be entitled to the same Salary and Perquisites as stated hereinabove.

The remaining provisions of the Agreement sets out the mutual rights and obligations of the parties thereto and other administrative details.

As per the requirement of Schedule V, the relevant information are set out at one or more places in the documents forming part of the Annual Report and the aforesaid paragraphs should be taken as information that are required to be provided under Schedule V Part II of the Companies Act, 2013 dealing with 'Minimum Remuneration'.

The Board of Directors is of the opinion that the above remuneration being paid / payable to Mr. Manoj Sodhani, as Executive Director & CEO of the Company, is commensurate with his duties and responsibilities. The Board considers that his association as Executive Director & CEO will be beneficial to and in the interest of the Company.

The Company has received consent from Mr. Manoj Sodhani to act as a Director and a declaration that he is not disqualified under Section 164 of the Act to act as such.

Save and except Mr. Manoj Sodhani and his relatives, including Mr. Mahesh Sodhani, to the extent of their shareholding interest, if any, in the Company, none of the other Directors/Key Managerial Personnel of the Company/their relatives are, in any way, concerned or interested financially or otherwise, in the resolution set out at Item No. 5 of the Notice.

All the documents referred to in the said Resolution are open for inspection at the Company's Registered Office at C-4, 'Gillander House', Netaji Subhas Road, Kolkata – 700 001 on all working days, except Saturdays, between 10.00 A.M. to 1.00 P.M. till Thursday, 12th August, 2021.

The Board recommends the Special Resolution as set out at Item No. 5 of the Notice for approval of the Members.

By Order of the Board
For **Gillanders Arbuthnot and Company Limited**

Place: Kolkata
Date: 28th June, 2021

Rajat Arora
Company Secretary
(ACS : 51588)

Annexure to the Notice

Annexure

Information pursuant to Regulation 36(3), as applicable, of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standards with regard to the Directors seeking re-appointment at the ensuing 87th Annual General Meeting (Refer Item Nos. 2, 4 and 5 of the Notice)

Name of the Director	Mr. Mahesh Sodhani	Mr. Manoj Sodhani
DIN	02100322	02267180
Date of Birth	24th February, 1972	9th January, 1971
Qualification	ACA, ACS, ACMA	ACA, ACS
Date of first Appointment on the Board	1st April, 2018	1st April, 2018
Brief Resume and nature of expertise in functional area	Mr. Mahesh Sodhani is associated with the Company since 01.05.2001. Mr. Sodhani has vast experience in Tea Industry and he also has experience in EPC business. Mr. Sodhani has expertise in finance, marketing and administration and he is an astute leader.	Mr. Manoj Sodhani is associated with the Company since 01.04.1996. Mr. Sodhani has vast experience in Textile Industry. Mr. Sodhani has expertise in finance, marketing and administration and he is an astute leader.
Relationship with other Directors, Key Managerial Personnel of the Company	Mr. Mahesh Sodhani is the brother of Mr. Manoj Sodhani, Executive Director & CEO of the Company.	Mr. Manoj Sodhani is the brother of Mr. Mahesh Sodhani, Managing Director of the Company.
Remuneration last drawn (₹ in lakhs)	80.53	72.77
Number of Meetings of the Board attended during the year	4	4
Directorships, Membership/ Chairmanship of Committees of other Boards	Directorships: Listed Companies Nil Unlisted Companies Nil Committee Memberships Nil	Directorship: Listed Companies Nil Unlisted Companies Nil Committee Memberships Nil
Number of Ordinary Shares held in the Company	Nil	Nil