
RIGA SUGAR COMPANY LIMITED

Registered Office: 14, Netaji Subhas Road, Kolkata- 700 001
Telephone No. : 033-2231 3414, Email : cs.rigasugar@gmail.com
Website : www.rigasugar.com
CIN : L15421WB1980PLC032970

NOTICE OF 40th ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the 40th Annual General Meeting of the Members of Riga Sugar Company Limited will be held on Tuesday, the 21st September, 2021, at 11.00 AM (IST) for the transaction of the following businesses, through Video Conferencing /Other Audio Visual Means in conformity with the regulatory provisions and Circulars issued by the Ministry of Corporate Affairs, Government of India:-

ORDINARY BUSINESS:

1. To consider and adopt the Financial Statements of the Company for the financial year ended 31st March,2021, and the Reports of the Board of Directors and the Auditors thereon.

SPECIAL BUSINESS

2. To consider and, if thought fit, to pass the following resolution as a Special Resolution:-

"Resolved that, in accordance with the provisions of Section 149, 152 read with Schedule IV of the Companies Act, 2013, and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, Mr. Dilip Datta (DIN:00406151), who will complete his 5 years term on 29th September,2021 subject to approval of the shareholders and in respect of whom the company has received a notice in writing under section 160 (1) of the Act from a member proposing his candidature for the office of director of the company, be and is hereby appointed as an Independent Director of the company for a period of 5 consecutive years with effect from 30.09.2021 to 29.09.2026 or till such earlier date to conform with the policy on retirement and as may be determined by any applicable statutes, rules , regulations or guidelines."

"RESOLVED FURTHER THAT pursuant to the provisions of Sections 149, 152 and other applicable provisions, if any, of the Companies Act, 2013 (hereinafter referred to as "the Act") and the Rules made there under read with Schedule IV to the Act, Regulation 17(1A) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, including any amendment(s), statutory modification(s) and/or re-enactment thereof for the time being in force and subject to such other laws, rules and regulations as may be applicable in this regard approval of the Members of the Company be and is hereby granted for re-appointment of Mr.Dilip Datta (DIN 00406151) as an Independent Director for a term of 5 years as he has crossed the Age of seventy five (75)years.

3. To consider and, if thought fit, to pass the following resolution as an Ordinary Resolution:-

"RESOLVED that pursuant to the provisions of sections 149, 150 and 152 read with schedule IV and any other applicable provisions of the Companies Act, 2013 (Act) and the Rules framed there under (including any statutory modification(s) or re-enactment thereof for the time being in force) Mrs. Richa Ajitsaria (DIN:09243468),who was appointed as an Additional Director of the company by the Board of Directors with effect from 29th July,2021 and who holds office till the date of the Annual General Meeting of the Company, in terms of section 161 of the Companies Act,2013 and in respect of whom the Company has received a notice in writing from a Member under section 160 of the Companies Act,2013 signifying his intention to propose Mrs. Richa Ajitsaria as a candidate for the office of a Director of the company, be and is hereby appointed as an Independent non-executive Women Director of the Company to hold office from the date of this Annual General Meeting upto expiry of five consecutive years or the date of 45th Annual General Meeting, whichever is earlier"

4. To consider and, if thought fit, to pass the following resolution as an Ordinary Resolution:-

"Resolved that, in accordance with the provisions of Section 148 and other applicable provisions, if any of the Companies Act,2013,the remuneration of M/s. Mani & Co., Cost Accountants (Firm Registration No.000004), appointed by the Board of Directors, on the recommendation of the Audit Committee, as the Cost Auditor to conduct audit of Cost Records maintained by the Company for the financial year 2021-22, be paid the remuneration of Rs. 90,000/- plus applicable taxes and out of pocket expenses."

"RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to do all such acts, deeds and things and take all steps as may be necessary or expedient to give effect to this resolution."

By Order of the Board
For Riga Sugar Company Limited

Place : Kolkata
Date : 06.08.2021

Bishnu Kumar Bhartia
Company Secretary & Compliance Officer
Membership No. ACS2720

Notes:

1. In view of the massive outbreak of the COVID-19 pandemic, social distancing is a norm to be followed and pursuant to the Circular No. 14/2020 dated April 08, 2020, Circular No.17/2020 dated April 13, 2020 issued by the Ministry of Corporate Affairs followed by Circular No. 20/2020 dated May 05, 2020 and Circular No. 02/2021 dated January 13, 2021 and all other relevant circulars issued from time to time, physical attendance of the Members to the AGM venue is not required and general meeting 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.
2. Pursuant to the Circular No. 14/2020 dated April 08, 2020, issued by the Ministry of Corporate Affairs, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. However, the Body Corporates are entitled to appoint authorised representatives to attend the AGM through VC/OAVM and participate there at and cast their votes through e-voting.
3. The Members can join the 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 for 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.
4. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.
5. 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 the Circulars issued by the Ministry of Corporate Affairs dated April 08, 2020, April 13, 2020 and May 05, 2020 the Company is providing facility of remote e-Voting to its Members in respect of the business to be transacted at the AGM. 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. The facility of casting votes by a member using remote e-Voting system as well as venue voting on the date of the AGM will be provided by NSDL.
6. In line with the Ministry of Corporate Affairs (MCA) Circular No. 17/2020 dated April 13, 2020, the Notice calling the AGM has been uploaded on the website of the Company at www.rigasugar.com. The Notice can also be accessed from the websites of the Stock Exchanges i.e. BSE Limited and CSE Limited at www.bseindia.com and www.cse-india.com respectively and the AGM Notice is also available on the website of NSDL (agency for providing the Remote e-Voting facility) i.e. www.evoting.nsdl.com.
7. Explanatory Statement, pursuant to Section 102 of the Companies Act, 2013 ('the Act'), relating to the Special Business to be transacted at this Annual General Meeting ('AGM'), is annexed.
8. The Register of Members and Transfer Books of the company will be closed from 18th September, 2021 to 21st September, 2021 (both days inclusive).
9. Corporate Members intending to have their representatives attend the Meeting pursuant to Section 113 of the Act, are requested to send to the Company a certified copy of the relevant Board Resolution together with the specimen signature of the representative (s) authorized to attend and vote on their behalf at the Meeting through e-mail at cs.rigasugar@gmail.com.
10. In terms of Section 108 of the Act read with Rule 20 of the Companies (Management and Administration) Rules, 2014, the Resolutions for consideration at this AGM will be transacted through remote e-voting (facility to cast vote prior to the AGM) and also e-voting during the AGM, for which purpose the Board of Directors of the Company ('the Board') have engaged the services of NSDL. The Board has appointed Mr. Rajan Singh, Practicing Company Secretary, as the Scrutinizer for this purpose.
11. Remote e-voting will commence at 9.00 a.m. on 18th September, 2021 and will end at 5.00 p.m. on 20th September, 2021, when remote e-voting will be blocked by NSDL.

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12. Voting rights will be reckoned on the paid-up value of shares registered in the name of the Members on 14th September, 2021 (cut-off date). Only those Members whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories as on the cut-off date will be entitled to cast their votes by remote e-voting or e-voting during the AGM. A person who is not a Member on the cut-off date should accordingly treat this Notice as for information purposes only.
 13. Pursuant to the Provisions of section 124 of the Act, the unpaid /unclaimed dividend till last financial year 2008-09 has been transferred by the Company to investor Education & Protection Fund (IEPF) established by the Central Government. Shareholders can claim the unclaimed dividend transferred to IEPF by making an application in the manner specified under IEPF Rules.
 14. In conformity with the applicable regulatory requirements, the Notice of this AGM and the Report and Accounts 2021 are being sent only through electronic mode to those Members who have registered their e-mail addresses with the Company or with the Depositories.

Members who have not registered their e-mail addresses with the Company or with the Depositories and wish to receive the aforesaid documents are required to register their e-mail addresses by sending e-mail to cs.rigasugar@gmail.com or write to Registrar & Share Transfer Agent.
 15. Details of Directors to be appointed/ re-appointed, is annexed as Annexure A and forms part of this Notice.
 16. Instructions for e-voting and attending the Annual General Meeting is annexed as Annexure B and forms part of this Notice.

General Information

- (a) There will be one vote for every Client ID / registered folio number irrespective of the number of joint holders.
- (b) In case the Members require any technical assistance with respect to attending the meeting or voting during the meeting, they may contact the helpline numbers mentioned above under Clause (c) of 'Other Instructions' for remote e-voting.
- (c) The Register of Directors and Key Managerial Personnel and their shareholding under Section 170 of the Act, the Register of contracts with related party, and contracts in which Directors are interested under Section 189 of the Act, will remain available for inspection during the meeting, on the NSDL e-voting system after login.
- (d) The Results of voting will be declared within 48 hours from the conclusion of the AGM and the Resolutions will be deemed to be passed on the date of the AGM, subject to receipt of requisite number of votes. The declared Results, along with the Scrutinizer's Report, will be available forthwith on the Company's corporate website www.rigasugar.com under the section 'Investor Areas' and on the website of NSDL; such Results will also be forwarded to BSE Limited and The Calcutta Stock Exchange Limited, where the Company's shares are listed.

EXPLANATORY STATEMENT

Annexed to the Notice convening the 40th Annual General Meeting to be held on 21st September, 2021.

Item No. 2

The Members of the Company at the 35th Annual General Meeting ('AGM') held on 30th September, 2016 approved the appointment of Mr. Dilip Datta (00406151) as an Independent Director of the Company for a period of five years with effect from 30th September, 2016. Mr. Dilip Datta will complete his first term on 29th September, 2021..

On recommendation of Nomination and Remuneration Committee the Board of Directors of the Company ('the Board') at their meeting held on 29th July, 2021 recommended and approved the re-appointment of Mr. Dilip Datta in the Capacity of Independent Director of the company with effect from 30th September, 2021 subject to approval of the shareholders.

The Board is of the view that given the contributions to the Board over the years and keeping in mind the experience and expertise in corporate matters his continued association would benefit the company.

Mr. Datta is M.Tech (Chemical Engineering) and MBA (Finance) having vast experience of business management and stressed business recovery.

Declaration has been received from Mr. Dilip Datta that he meets the criteria of independence prescribed under Section 149 of the Companies Act, 2013 ('the Act') read with the Companies (Appointment and Qualification of Directors) Rules, 2014 and Regulation 16 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations'). In the opinion of the Board, Mr. Datta fulfils the conditions specified in the Act & the Rules there-under and the Listing Regulations for appointment as an Independent Director and he is independent of the management of the Company.

Requisite Notice under Section 160 of the Act proposing the re-appointment of Mr. Dilip Datta has been received by the Company, and consent has been filed by Mr. Dilip Dutta pursuant to Section 152 of the Act.

The Board recommends this Special Resolution for your approval.

As per SEBI Notification dated 9th May, 2018, notified SEBI (Listing Obligations and Disclosure Requirements) (Amendment) Regulations, 2018, which came in force with effect from 1st April, 2019. In terms of the said amendment, no Listed Company shall, appoint a person or continue directorship of any person who has attained the age of seventy five years unless approval of the members is obtained by way of Special Resolution.

As Mr. Dilip Datta has attained the age of 75 years on 7th September, 2020 and in respect of whom Shareholders in their last Annual General Meeting approved for his continuance as Independent Director till the remaining period of his term i.e. upto 30th September, 2021 Annual General Meeting.

Further pursuant to the provisions of Section 149 of the Companies Act, 2013, and Rules made thereunder, members approval by way of Special Resolution is sought at the ensuing Annual General Meeting for re-appointment of Mr. Dilip Datta as Independent Directors till 45th Annual General Meeting or 30th September, 2026 whichever is earlier.

Accordingly, the Board recommends the resolutions set out at Item No. 2 of the Notice for the approval of the members as special resolution.

A brief profile of Mr. Dilip Datta is provided as Annexure A to the Explanatory Statement. Mr. Datta is not debarred or disqualified from appointed as Director of the Company by the Board / Ministry of Corporate Affairs or any such other statutory authority.

Except Mr. Dilip Datta none of the Directors or Key Managerial Personnel of the Company, or their respective relatives are in any way concerned or interested in the resolution set out at Item No. 2 of the notice.

Item No.3

Mrs. Richa Ajitsaria (DIN:09243468) was appointed as an Additional Director of the company by the Board of Directors with effect from 29th July, 2021 and thus holds office till the date of the Annual General Meeting of the Company. In terms of Sections 149 and 152 and the Rules made there under read with Schedule IV of the Companies Act, 2013, the Board of Directors have reviewed the declaration made by Mrs Richa Ajitsaria she meets the criteria of Independence as provided in Section 149(6) of the Companies Act, 2013. The Board is of the view that the association of Mrs. Richa Ajitsaria would benefit the Company given the knowledge and experience. The Board is of the opinion that she fulfils the conditions specified in the Companies Act, 2013 and the Rules made thereunder and is independent of the management. Based on the recommendation of the Nomination and Remuneration Committee, it is proposed to appoint Mrs. Richa Ajitsaria as an Independent Director of the company to hold office from the date of this Annual General Meeting upto expiry of five consecutive years or the date of 45th Annual General Meeting, whichever is earlier as per the provisions of the Companies Act, 2013. The Company has received a notice in writing under the provisions of Section 160 of the Companies Act, 2013 from a Member of the Company, proposing the candidature of Mr. Rich Ajitsaria for the office of Independent Director.

She is not liable to retire by rotation. The terms and conditions of appointment shall be open for inspection electronically by Members from the date of circulation of this Notice up to the date of AGM and will also be available electronically for inspection by the Members during the AGM. Additional information in respect of Mrs. Richa Ajitsaria pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meetings is appended to the AGM Notice.

No Director, Key Managerial Personnel or their relatives, except Mrs Richa Ajitsaria to whom the Resolution relates, is interested or concerned in the Resolution. The Board recommends the Ordinary Resolution set forth in Item 3 for approval of the Members.

Item No.4

The Companies (Cost records and Audit) Amendment Rules, 2014 the Company is required to appoint Cost Auditor for Sugar, Ethanol and Power. The proposal for re-appointment of M/s. Mani & Co., Cost Accountants as Cost Auditor for the year 2021-2022 was recommended by the Audit Committee to the Board. It was proposed to re-appoint M/s. Mani & Co., Cost Accountants, 'Ashoka", 111, Southern Avenue, Kolkata- 700029 as Cost Auditors for conducting the Cost audit of the cost records of the Company for the Financial Year 2021-2022 on a remuneration of Rs. 90,000/- (Rupees ninety thousand only) per annum plus out of pocket expenses.

The letter dated 21.06.2021 of Cost Auditors regarding their eligibility for re-appointment as Cost Auditors will be available for inspection at the Registered office of the Company between hours of 10.00 a.m. and 12 Noon on any working day except Saturday.

As per Rule 14 of Companies (Audit and Auditors) Rules, 2014, the remuneration payable to the Cost Auditors is to be ratified by the Members. Hence this Resolution is put for the consideration of the Members.

The Board recommends the ordinary resolution set forth in item no. 4 for the approval of the Members.

None of the Directors, Key managerial personnel and relatives of such persons is in any way, concerned or interested, financially or otherwise , in the resolution.

By Order of the Board of Directors

Registered Office :
14, Netaji Subhas Road
Kolkata - 700 001

Date : 06th August, 2021

B. K. Bhartia
Company Secretary &
Compliance Officer
Membership No. : ACS2720

Annexure - A

Disclosure relating to Director pursuant to Regulations 36 (3) of the Listing Regulations and Secretarial Standard on General Meetings

Particulars	Mrs. Richa Ajitsaria	Mr. Dilip Datta
DIN	09243468	00406151
Brief resume	Business Management	Business Management
Date of Birth	08.09.1995	07.09.1945
Date of appointment		
appointmentAppointment	29.07.2021	30.09.2016
Qualifications	XII	M.Tech(Chemical Engineering) M.B.A. (Finance)
Expertise in specific functional areas	Business	Business Management
Shareholding in the company	Nil	NIL
Relationship with other Director, Manager and others Key Managerial Personnel of the Company	None	None
No. of Board Meeting attended during FY 2020-21	N.A.	8
Name of other public limited companies in which directorship held (excluding foreign companies)	N.A.	The Angus Company Limited The Ganges Manufacturing Company Ltd.
Membership/Chairmanship of Committees of other companies (includes only Audit Committee and Shareholders/ Investors Grievance Committee).	N.A.	Member of Audit Committee of Ganges Manufacturing Co.Ltd.
Terms of Appointment or re-appointment alongwith details of remuneration sought to be paid.	Appointed as non-executive Director. Only sitting fee is payable for attending Board Meeting.	Appointed as non-executive Director. Only sitting fee is payable for attending Board Meeting.
Remuneration last drawn	N.A.	Sitting fee of Rs. 32,000/- in 2020-21

Annexure - B

THE INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING AND JOINING GENERAL MEETING ARE AS UNDER:-

The remote e-voting period begins on 18th September, 2021 at 9:00 A.M. and ends on 20th September, 2021 at 5:00 P.M. The remote e-voting module shall be disabled by NSDL for voting thereafter. The Members, whose names appear in the Register of Members / Beneficial Owners as on the record date (cut-off date) i.e. 14th September, 2021, may cast their vote electronically. The voting right of shareholders shall be in proportion to their share in the paid-up equity share capital of the Company as on the cut-off date, being 14th September, 2021.

How to vote electronically using NSDL e-Voting system?





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

Step 1: Access to NSDL e-Voting system

A) 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 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.

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">Existing IDeAS user can visit the e-Services website of NSDL Viz. https://eservices.nsdl.com either on a Personal Computer or on a mobile. On the e-Services home page click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' 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 "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 i.e. NSDL 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 & voting during the meeting.If you are 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.jspVisit 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. 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 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.Shareholders/Members can also download NSDL Mobile App "NSDL Speede" facility by scanning the QR code mentioned below for seamless voting experience. <p>NSDL Mobile App is available on</p> <p> App Store  Google Play</p> <div></div>

Individual Shareholders holding securities in demat mode with CDSL	<ol style="list-style-type: none"> 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 https://web.cdslindia.com/myeasi/home/loginor www.cdslindia.com and click on New System Myeasi. After successful login of Easi/Easiest the user will be also able to see the E Voting Menu. The Menu will have links of e-Voting service provider i.e. NSDL. Click on NSDL to cast your vote. If the user is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasi/Registration/EasiRegistration Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a link in 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 provided links for the respective ESP i.e. NSDL where the e-Voting is in progress.
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.

B) 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-in to NSDL e-Voting website?

- 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. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.
Alternatively, if you are registered for NSDL eservices 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 :

a) For Members holding shares in demat account with NSDL.	8 character DP ID followed by 8 digit Client ID. For example, if your DPID is IN300*** and ClientID is Dis12*****, then your user ID is IN 300***12*****.
b) For Members holding shares in demat account with CDSL.	16 digit Beneficiary ID. For example, if your Beneficiary ID is 12*****, then your user ID is 12*****.
c) For Members holding shares in certificate form.	EVEN followed by your folio number registered with the Company. For example, if the EVEN is 101456 and your folio number is 01/12***, then your user ID is 1014560112***.

5. Password details for shareholders other than Individual shareholders 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'?
 - (i) 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'.
 - (ii) If your email ID is not registered, please follow steps mentioned below in process for those shareholders whose email ids are not registered.
6. 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 or CDSL) option available on www.evoting.nsdl.com.
 - b) Physical User Reset Password? (If you are holding shares in physical mode) option available on 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 mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
 - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

Step 2: Cast your vote electronically and join General Meeting on NSDL e-Voting system.

How to cast your vote electronically and join General Meeting 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 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, you will not be allowed to modify your vote.

General Guidelines for shareholders

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to csrajansingh2014@gmail.com with a copy marked to evoting@nsdl.co.in.

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2. Any person holding shares in physical form and non-individual shareholders, who acquires shares of the Company and becomes member of the Company after the notice is sent through e-mail and holding shares as of the cut-off date i.e. 14th September, 2021, may obtain the login ID and password by sending a request at evoting@nsdl.co.in or Issuer/RTA. However, if you are already registered with NSDL 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.evoting.nsdl.com or call on toll free no. 1800 1020 990 and 1800 22 44 30. In case of Individual Shareholders holding securities in demat mode who acquires shares of the Company and becomes a Member of the Company after sending of the Notice and holding shares as of the cut-off date i.e. 14th September, 2021 may follow steps mentioned in the Notice of the AGM under Step 1 : "Access to NSDL e-Voting system"(Above).
 3. 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 to reset the password.
 4. 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 or call on toll free no.: 1800 1020 990 and 1800 22 44 30 or send a request to Mr. Amit Vishal, Senior Manager and /or Ms. Pallavi Mhatre, Manager at evoting@nsdl.co.in

Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of e mail ids for e-voting for the resolutions set out in this notice:

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) by email to cs.rigasugar@gmail.com.
2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) to cs.rigasugar@gmail.com. If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at step 1 (A) i.e. Login method for e-Voting and joining virtual meeting for Individual shareholders holding securities in demat mode.
3. Alternatively shareholder/members may send a request to evoting@nsdl.co.in for procuring user id and password for e-voting by providing above mentioned documents.
4. In terms of SEBI circular dated December 9, 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 required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.

THE INSTRUCTIONS FOR MEMBERS FOR e-VOTING ON THE DAY OF THE AGM ARE AS UNDER:-

1. The procedure for e-Voting on the day of the AGM is same as the instructions mentioned above for remote e-voting.
2. Only those Members/ shareholders, who will be present in the AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system in the EGM/AGM.
3. Members who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the EGM/AGM.
4. The details of the person who may be contacted for any grievances connected with the facility for e-Voting on the day of the EGM/AGM shall be the same person mentioned for Remote e-voting.

INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE AGM THROUGH

VC/OAVM AREAS UNDER:

1. Member will be provided with a facility to attend the AGM through VC/OAVM through the NSDL e-Voting system. Members may access by following the steps mentioned above for Access to NSDL e-Voting system. After successful login, you can see link of "VC/OAVM link" placed under "Join General meeting" menu against company name. You are requested to click on VC/OAVM link placed under Join General Meeting menu. The link for VC/OAVM will be available in Shareholder/Member login where the EVEN of Company will be displayed. Please note that the 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.
2. Members are encouraged to join the Meeting through Laptops for better experience.
3. Further Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
4. 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.
5. Shareholders who would like to express their views/ask questions during the meeting may register themselves as a speaker may send their request mentioning their name, demat account number/folio number, email id, mobile number at (company email id) latest by 5:00 p.m. (IST) on Tuesday, 14th day of September, 2021.
6. Shareholders who would like to express their views/have questions may send their questions in advance mentioning their name demat account number/folio number, email id, mobile number at cs.rigasugar@gmail.com latest by 5:00 p.m. (IST) on Tuesday, 14th day of September, 2021. The same will be replied by the company suitably.
7. Those shareholders who have registered themselves as a speaker will only be allowed to express their views/ask questions during the meeting.
8. When a pre-registered speaker is invited to speak at the meeting but he / she does not respond, the next speaker will be invited to speak. Accordingly, all speakers are requested to get connected to a device with a video/ camera along with good internet speed.
9. The Company reserves the right to restrict the number of questions and number of speakers, as appropriate, for smooth conduct of the AGM.
10. Members who need assistance before or during the AGM, can contact Mr. Amit Vishal, Senior Manager, NSDL and / or Ms. Pallavi Mhatre, Manager, NSDL at evoting@nsdl.co.in or call 1800 1020 990 / 1800 22 44 30.