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## RIGA SUGAR CO. LTD.

CIN : L15421WB1980PLC032970

Regd. Office : 14 Netaji Subhas Road, Kolkata - 700001 Tel: 033 2231 3414

website : www.rigasugar.com, E-mail : cs.rigasugar@gmail.com

### NOTICE OF THE 40TH ANNUAL GENERAL MEETING, BOOK CLOSURE AND E-VOTING

#### (A) Annual General Meeting

Notice is hereby given that the 40th Annual General Meeting (AGM) of the Members of the Riga Sugar Co. Ltd. will be held on Tuesday the 21st September, 2021 at 11.00 A.M. 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, to transact the business as set out in the Notice convening the said AGM.

Notice of the AGM and Annual Report for the year ended 31st March, 2021 has been sent to the members through e-mail to those members who have registered their e-mail addresses. The requirement of sending physical copy of the Notice of the AGM and Annual Report to the members have been dispensed with the relevant MCA circular. The Annual Report and Notice of the Meeting are available on the Company's website www.rigasugar.com and also in website of BSE Ltd. www.bseindia.com and website of CSE Ltd.

#### (B) Book Closure

Notice is hereby given pursuant to Section 91 of the Companies Act, 2013 read with Rule 10 of the Companies (Management & Administration) Rules, 2014, the Register of Members and Share Transfer Books of the Company shall remain closed from Saturday, 18th September, 2021, to Tuesday 21st September, 2021 (both days inclusive) for the purpose of Annual General Meeting.

#### (C) E-Voting :

In compliance with 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 and Disclosure Requirements) Regulations, 2016 all members are provided with facility to cast their vote through remote e-voting on all resolution set forth in the Notice, for which the Company has engaged the services of National Securities Depository Limited (NSDL) as e-voting Agency.

Remote e-voting through electronic means shall commence from 18th September, 2021 from 9.00 A.M. (IST) and ends on 20th September, 2021 5.00 P.M. (IST). During this period Shareholders of the Company, holding shares either in physical form or demat form, as on the cut-off date of the day 14th September, 2021 may cast their vote electronically. Voting through electronic means shall not be allowed beyond 5.00 P.M. on 20th September, 2021.

In case a person has become member of the Company after dispatch of Notice but on or before cut-off date i.e. 14th September, 2021, he/she may write to NSDL at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or to Company's, e-mail [cs.rigasugar@gmail.com](mailto:cs.rigasugar@gmail.com) requesting for user id and password.

The members who have not cast their vote through remote e-voting, can exercise their voting right at AGM through e-voting. The members who have cast their vote through remote e-voting may attend AGM, but shall not be entitled to vote again.

The result of e-voting shall be announced on or after the date of AGM within 2 days. The results declared along with Scrutinizer's report shall be placed on the Company's website [www.rigasugar.com](http://www.rigasugar.com) and on website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com) for information of the members, besides being communicated to Stock Exchanges.

Further, members are also requested to register their email ID, PAN, & Bank Accounts with the RTA/Company. Necessary communication in this regard has already been mentioned in AGM Notice.

In case of any grievance or queries, member may refer the Frequently Asked Questions (FAQs) - Shareholders and e-voting user manual - Shareholders, available at the downloads section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or mail to Registrar at [skcdilip@gmail.com](mailto:skcdilip@gmail.com) or write at Mr. Dilip Bhattacharya, Director, M/s. S.K. Infosolution Pvt. Ltd. D/42, Katju Nagar Colony, (Near South City Mall), Ground Floor, Jadavpur, Kolkata - 700 032, Phone - 033 24120029 or mail to Company at [cs.rigasugar@gmail.com](mailto:cs.rigasugar@gmail.com) or write to Mr. B.K. Bhartia, Company Secretary, Riga Sugar Co. Ltd., 14, Netaji Subhas Road, 2nd Floor, Kolkata - 700 001, Phone No. 033 2231 3414.

Place : Kolkata

Date : 28th August, 2021

For Riga Sugar Co. Ltd.

B. K. Bhartia

(Company Secretary)



Regd. Office

Web

1. NOTICE is the member 30th September Visual Meeting Companies read with (collectively SEBI/HO/C transact the
2. In compliance copies of the Financial Year addresses a
3. Manner of re i. Shareholder register their depositories ii. Shareholder furnish their Registrar and Services (P)
4. The Notice made available website of the and National
5. The Company to all its members Notice of 54th of voting through procedure provided in through VC/quorum under

Date: 27.08.2021

Place: New Delhi