

ALANKIT LIMITED

Registered office: 205-208, Anarkali Complex,
Jhandewalan Extn., New Delhi-110055
E-mail: investor@alankit.com, Tel No.: 011-42541234
CIN: L74900DL1989PLC036860

NOTICE

NOTICE IS HEREBY GIVEN THAT THE 28th ANNUAL GENERAL MEETING OF THE MEMBERS OF ALANKIT LIMITED WILL BE HELD ON TUESDAY THE 26TH DAY OF SEPTEMBER, 2017 AT 10:00 A.M. AT MOHAN VILAS, MAIN G.T. KARNAL ROAD, DELHI-110036 TO TRANSACT THE FOLLOWING BUSINESS:

ORDINARY BUSINESS

1. To receive, consider and adopt:
 - a. the Audited financial statements of the Company as on 31st March, 2017 together with the Reports of the Board of Directors and Auditors thereon; and
 - b. the Audited consolidated financial statements, taken together with the financial statements of the subsidiary companies for the financial year ended March 31, 2017.
2. To declare final dividend of Re. 0.10/-per Equity share of face value of Re.1.00 each for the year ended 31st March, 2017.
3. To appoint a Director in place of Mr. Alok Kumar Agarwal (DIN: 00586047) who retires by rotation and being eligible offers himself for re-appointment.
4. To consider and, if thought fit, to pass with or without modification(s), the following resolution as an Ordinary Resolution:

“RESOLVED THAT, pursuant to Section 139, 142 of the Companies Act, 2013 and the Companies (Audit and Auditors) Rules, 2014 and pursuant to the recommendation made by the Audit Committee of the Board, M/sMaheshwari Rajiv & Co., Chartered Accountants, FRN 007115NR be and are hereby appointed as the Statutory Auditors of the Company who shall hold office from the conclusion of this Annual General Meeting until the conclusion of next Annual General Meeting and that the Board be and is hereby authorized to fix such remuneration as may be determined by the Audit Committee in consultation with the Auditors.”

SPECIAL BUSINESS

ITEM NO. 5

To consider and if thought fit, to pass with or without modification(s) the following resolution as **Ordinary Resolution**:

“RESOLVED THAT pursuant to recommendation of Nomination and Remuneration Committee and approval of the Board and subject to the provisions of Sections 196, 197, 198, 203 and other applicable provisions of the Companies Act, 2013 and the rules made there under (including any statutory modification or re-enactment thereof) read with Schedule- V of the Companies Act, 2013 and Articles of Association of the Company, approval of the members of the Company be and is hereby accorded to the appointment of Ms. Preeti Chadha, as Whole-time Director of the Company for a period of two years with effect from November 28, 2016, as well as the payment of salary, commission and perquisites (hereinafter referred to as “remuneration”), upon the terms and conditions as may be mutually decided between Ms. Preeti Chadha and the management committee, which is hereby approved and sanctioned with authority to the Board of Directors or the committees thereof to alter and vary the terms and conditions of the said appointment in such manner as may be agreed to between the Board of Directors and Ms. Preeti Chadha.

RESOLVED FURTHER THAT the remuneration payable to Ms. Preeti Chadha shall not exceed the overall ceiling of the total managerial remuneration as provided under Section 197 of the Companies Act, 2013 or such other limits as may be prescribed from time to time.

RESOLVED FURTHER THAT the Board or the committees thereof be and is hereby authorized to do all such acts, deeds and things and execute all such documents, instruments and writings as may be required to give effect to the aforesaid resolution.”

BY ORDER OF THE BOARD OF DIRECTORS
FOR **ALANKIT LIMITED**

DATE: 9TH AUGUST, 2017.
PLACE: **NEW DELHI**

PREETI CHADHA
WHOLE TIME DIRECTOR&COMPANY SECRETARY

IMPORTANT NOTES:

1. The Register of Members and the Share Transfer books of the Company will remain closed from 20th September, 2017 to 26th September, 2017 (both days inclusive) for the purpose of Annual General meeting and payment of dividend to the shareholders.
2. The Final dividend as recommended by the Board, if declared at the Annual General Meeting will be paid to the members whose name appear in the Register of Members as at the close of business hours on 19th September, 2017. In respect of dematerialized shares, the dividend will be payable to the beneficial owners of the shares whose names appear in the Statement of Beneficial Ownership, as at the close of the business hours on 19th September, 2017 furnished by NSDL & CDSL.
3. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY/ PROXIES TO ATTEND AND VOTE INSTEAD OF HIMSELF/HERSELF SUCH A PROXY/ PROXIES NEED NOT BE A MEMBER OF THE COMPANY.** A person can be appointed proxy by maximum 50 members but together should not be holding more than 10% of the aggregate share capital carrying voting rights.

The instrument of Proxy in order to be effective, should be deposited at the Registered Office of the Company, duly completed and signed, not less than 48 hours before the commencement of the meeting. A Proxy form is sent herewith. Proxies submitted on behalf of the companies, societies etc., must be supported by an appropriate resolution/authority, as applicable.

4. Electronic copy of the Annual Report for F.Y. 2016-17 is being sent to all the members whose email IDs are registered with the Company/Depository Participants(s) for communication purposes unless any member has requested for a hard copy of the same. For members who have not registered their email address, physical copies of the Annual Report for F.Y. 2016-17 is being sent in the permitted mode.
5. Members may also note that the Notice of the 28th Annual General Meeting and the Annual Report for F.Y. 2016-17 will also be available on the Company's website www.alankit.in for their download. The physical copies of the aforesaid documents will also be available at the Company's Registered Office in New Delhi for inspection during normal business hours on working days. For any communication, the shareholders may also send requests to the Company's investor email id: investor@alankit.com

6. VOTING THROUGH ELECTRONIC MEANS

In compliance with provisions of Section 108 and other applicable provisions of the Companies Act, 2013 and rules made there under and Regulation-44 of the Listing Regulations, the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at the 28th Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services provided by National Securities Depository Limited (NSDL).

The facility of voting through ballot paper shall be made available at the AGM and the members attending the meeting who have not casted their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper.

The members who have casted their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again.

The instructions for e-voting are as under:

- A. In case a Member receives an email from NSDL [for members whose email IDs are registered with the Company/Depository Participants(s)]:
- (i) Open email and open PDF file viz; "Alankit e voting.pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password/PIN for e-voting. Please note that the password is an initial password.
 - (ii) Launch internet browser by typing the following URL: <https://www.evoting.nSDL.com>
 - (iii) Click on Shareholder - Login
 - (iv) Put user ID and password as initial password/PIN noted in step (i) above. Click Login.
 - (v) Password change menu appears. Change the password/PIN with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
 - (vi) Home page of remote e-voting opens. Click on remote e-Voting: Active Voting Cycles.
 - (vii) Select "REVEN" of Alankit Limited.
 - (viii) Now you are ready for remote e-voting as Cast Vote page opens.
 - (ix) Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.
 - (x) Upon confirmation, the message "Vote cast successfully" will be displayed
 - (xi) Once you have voted on the resolution, you will not be allowed to modify your vote
 - (xii) 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. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to ashokjuneja@gmail.com with a copy marked to evoting@nSDL.co.in
- B. In case a Member receives physical copy of the Notice of AGM [for members whose email IDs are not registered with the Company/ Depository Participants(s) or requesting physical copy]:
- (i) Initial password is provided as below/at the bottom of the Attendance Slip for the AGM: **REVEN** (Remote E Voting Event Number) **USER ID PASSWORD/PIN**
 - (ii) Please follow all steps from Sl. No. (ii) to Sl. No. (xii) Above, to cast vote.
- C. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and remote e-voting user manual for Shareholders available at the Downloads section of www.evoting.nSDL.com.
- D. If you are already registered with NSDL for remote e-voting then you can use your existing user ID and password/PIN for casting your vote.
- E. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
- F. The e-voting period commences on **23.09.2017 (10:00 a.m.) and ends on 25.09.2017 (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 i.e. 19.09.2017 may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.
- G. The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date i.e. 19.09.2017.
- H. Mr. Ashok Juneja has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
- I. The Chairman shall, at the AGM, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of ballot paper for all those members who are present at the

AGM but have not cast their votes by availing the remote e-voting facility.

- J. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositors as on the cut-off date only shall be entitled to avail the facility of remote e-voting.
 - K. The Scrutinizer shall within a period not exceeding three (3) working days from the conclusion of the e voting period unblock the votes in the presence of at least two (2) witnesses not in the employment of the Company and make a Scrutinizer's Report of the votes cast in favour or against, if any, forthwith to the Chairman of the Company.
 - L. The Results shall be declared on or after the AGM of the Company. The Results declared along with the Scrutinizer's Report shall be placed on the Company's website www.alankit.in and on the website of NSDL within three (3) days of passing of the resolutions at the AGM of the Company and communicated to the stock exchanges.
- 7. All documents referred to in the accompanying Notice and the Explanatory Statement shall be open for inspection at the Registered Office of the Company during normal business hours (10.00 am to 5.00 pm) on all working days except Saturdays, up to and including the date of the Annual General Meeting of the Company.
 - 8. This notice has been updated with the instructions for voting through electronic means as per the Amended Rules 2015.
 - 9. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 in respect of Special or other Business as set out in the Notice is annexed hereto.

EXPLANATORY STATEMENT

(Pursuant to Section 102 of the Companies Act, 2013)

Item No. 5

Pursuant to the recommendation of Nomination and Remuneration Committee, the Board of Directors of the Company vide resolution passed on November 28, 2016 approved appointment of Ms. Preeti Chadha as Whole Time Director on the Board of the Company with immediate effect in accordance with the provisions contained in Section 196 and 197 read with Section 203 of the Companies Act, 2013 and that Ms. Preeti Chadha shall hold office up to the conclusion of the Annual General Meeting and shall be eligible for appointment subject to the approval of the shareholders at this Annual General meeting. Approval of the members is required by way of Ordinary Resolution for appointment and payment of remuneration.

This explanatory statement may also be read and treated as disclosure in compliance with the requirements of Section 190 of the Companies Act, 2013.

Except Ms. Preeti Chadha, none of the Directors and Key Managerial Personnel of the Company and their relatives is concerned or interested, financially or otherwise in this resolution.

BY ORDER OF THE BOARD OF DIRECTORS
FOR **ALANKIT LIMITED**

DATE: 9TH AUGUST, 2017
PLACE: **NEW DELHI**

Ms. PREETI CHADHA
WHOLE TIME DIRECTOR & COMPANY SECRETARY

ALANKIT LIMITED

CIN: L74900DL1989PLC036860

Regd. Office: 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi 110055

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ATTENDENCE SLIP

28TH ANNUAL GENERAL MEETING

DP Id*
Client Id*

Folio No.
No. of Shares:

I hereby record my presence at the **28th ANNUAL GENERAL MEETING** of the Company held on Tuesday, the 26th day of September, 2017, at Mohan Vilaas, Main GT Karnal Road, Delhi-110033 at 10.00 a.m.

Name:
Address:

Member's Folio/DP ID- Client ID no.

Member's/Proxy's name in Block Letters

Member's/Proxy's Signature

Note:

1. Please complete the folio/DP ID-Client ID NO. and name, sign this Attendance Slip and hand it over at the Attendance Verification Counter at the Entrance of the Meeting Hall.
2. Electronic copy of the Annual Report for 2017 and notice of the Annual General Meeting along with Attendance Slip and Proxy Form is being sent to all the members whose email address is registered with the Company/Depository Participant unless any member has requested for a hard copy of the same. Members receiving electronic copy and attending the AGM can print copy of the Attendance Slip.
3. Physical copy of the Annual Report for 2017 and Notice of the Annual General Meeting along with copy of Attendance Slip and Proxy Form is sent in the permitted mode(s) to all members whose email is not registered or have requested for a hard copy.

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CIN: L74900DL1989PLC036860

Regd. Office : 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi - 110055

E-VOTING PARTICULARS

ELECTRONIC VOTING PARTICULARS

EVEN (E-Voting Event Number)	USER ID	PASSWORD/PIN

Note: Please read instructions given at Note no. 6 of the Notice of the 28th Annual General Meeting carefully before voting electronically.

(Please Tear Here)

ALANKIT LIMITED

CIN: L74900DL1989PLC036860

Regd. Office: 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi – 110055

PROXY FORM

Name of the member(s):
Registered Address:

e-mail Id:
Folio No/*Client Id:
DP Id:

I/We being the member(s) of **Alankit Limited**, hereby appoint Mr./Ms _____ of _____ or failing him/her Mr./Ms. _____ of _____ having e-mail id _____ and whose signature(s) are appended below as my ~~our~~ Proxy to attend and vote (on poll) ~~for me/us~~ on my ~~our~~ behalf at the **28th ANNUAL GENERAL MEETING** of the Company, to be held on Tuesday, the 26th day of September, 2017, at Mohan Vilas, Main G.T. Karnal Road, Delhi-110036 at 10.00 a.m. and at any adjournment thereof in respect of such resolutions as are indicated below:

* I wish my above Proxy to vote in the manner as indicated in the box below:

Resolution No.	Optional*	
	For	Against
Ordinary Business		
1. Adoption of Standalone and Consolidated Financial Statements for the year ended 31 st March, 2017		
2. Declaration of Final Dividend		
3. Re-appointment of Mr. Alok Kumar Agarwal as Director, who retires by rotation.		
4. To re-appoint M/s Maheshwari Rajiv & Co., Chartered Accountants as statutory auditors of the Company.		
Special Business		
5. Approval of Appointment and remuneration of Ms. Preeti Puri as Whole-Time Director.		

Signature of Shareholder :

Signature of Proxy Holder :

Date :

Affix
Revenue
Stamp

Note:

- This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company not less than 48 hrs before the commencement of the Meeting.**
- Proxy need not be a member of the Company.**
- For the resolutions, Explanatory Statement and Notes, please refer to the Notice.
- It is optional to put a 'X' in the appropriate column against the Resolutions indicated. If you leave the column blank, your proxy will be entitled to vote in the manner as he/she thinks fit.
- In the case of joint holders, the signature of any one holder will be sufficient, but names of all the joint holders should be stated.
- Please complete all details including details of the member(s) in above box before submission.

Location Map of the Venue of the 28th Annual General Meeting



