

TCP LTD

CIN: U24200TN1971PLC005999

Registered Office: No.4. Karpagambal Nagar, Mylapore, Chennai 600004.

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INFORMATION REGARDING 51ST ANNUAL GENERAL MEETING (AGM) OF TCP LTD TO BE HELD THROUGH VIDEO CONFERENCING (VC) OR OTHER AUDIO VISUAL MEANS (OAVM), NOTICE FOR UPDATION OF EMAIL ID, MOBILE NUMBER DETAILS AND NOTICE OF 51ST ANNUAL GENERAL MEETING

The 51st Annual General Meeting (“AGM”) of TCP Limited will be held through Video Conferencing (“VC”) or Other Audio Visual Means (“OAVM”) in compliance with the applicable provisions of the Companies Act, 2013 and the Rules made thereunder, read with MCA Circular Nos. 14/ 2020 dated April 8, 2020, 17/ 2020 dated April 13, 2020, 20/2020 dated May 5, 2020, 02/2021 dated January 13, 2021, 19/2021 dated December 8, 2021, 21/2021 dated December 14, 2021 and General Circular No. 02/2022 dated May 5, 2022, (collectively referred to as “MCA Circulars”) to transact the business as will be set out in the Notice of the AGM. Members will be able to attend the AGM only through VC/OAVM, the details of which will be given in the Notice of the 51st AGM. Members participating through the VC/OAVM facility shall be counted for the purpose of reckoning the Quorum under section 103 of the Companies Act, 2013.

With reference to the applicable provisions and relevant circulars, the Notice is hereby given that 51st Annual General Meeting of the Shareholders of the Company will be held on **Friday, the 29th September 2023 at 03.00 p.m.** through VC/OAVM facility to transact the Business, as set out in the Notice of the 51st AGM.

In Compliance with the Circulars of MCA, electronic copy of notice of AGM and the Annual Report of the Company for the Financial Year 2022-23 will be sent to all the members whose email ids were registered with the Company/RTA/Depository Participant(s).

Any such member who wishes to have a physical copy of the Annual Report may write to the Company and the same would be provided free of cost. Any member, who has not received the Annual Report or any investor who has become member of the Company after the dispatch of the Annual Report, may send a request to the Directors of the Company at the Registered Office address for a copy of the Annual Report.

Manner of registering / updating e-mail address and Bank Account details:

In case the Shareholder has not registered his or her or their e-mail address with the Company or with the RTA or with their Depositories, and / or not updated their Bank Account mandate, the following instructions are to be followed:

- a. Please click on the following link of our RTA – Cameo Corporate Services Ltd:
<https://investors.cameoindia.com> fill in the details and submit.
- b. In case of shares that are held in Demat mode, the Shareholders may contact their Depository Participant and register their details in their demat account as per the procedure advised by their DP.
- c. The Cut-off-date to ascertain the names of the shareholders for dispatch of the 51st AGM Notice and the 51st Annual Report of the Company is **22nd September, 2023, 5 P.M.**

Proxy: As the AGM is held through VC/OAVM, the facility for appointment of proxies by the Members will not be available. Hence Proxy Form and Attendance Slip are not annexed to the Notice.

Book closure: NOTICE is also hereby given that pursuant to section 91 of the Companies Act, 2013, Rule 10 of the Companies (Management and Administration) Rules, the **Register of Members and Share Transfer Books of the Company will remain closed from Saturday, 23rd September 2023 to Friday, 29th September 2023 (both days inclusive)**

E-Voting: Pursuant to Section 108 of the Companies Act, 2013 read with rule 20 of the Companies (Management and Administration) Rules 2014, as amended, the Company is offering e-voting facility to its

members. The Company has engaged the services of Central Depository Services (India) Ltd for providing e-voting facility to the members. The details are under:

- The Company has fixed **22nd September 2023 as the 'Cut-Off' date** to ascertain the eligibility of members for e-voting. Those names appear in the Register of Members / list of Beneficial Owners as on the Cut-off date are entitled to avail the facility of remote e-voting as well voting in the AGM.
- **The e-voting would commence on Tuesday 26th September, 2023 at 9 A.M. and ends on Thursday 28th September, 2023 at 5 P.M.** during which period the members may cast their vote electronically.
- Members who cast their votes electronically shall not be allowed to vote again at the AGM.

Those members whose e-mail addresses are not registered with the Depositories for obtaining the Login credentials by following instructions:

1. 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), AADHAR (self-attested scanned copy of Aadhaar Card) by email to chem@tcpindia.com or agm@cameoindia.com.
2. 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 chem@tcpindia.com or agm@cameoindia.com.

Any member who is not a member as on the cut-off date should treat this notice for information only.

Scrutiniser: The Company has appointed Shri P. Sriram, Practising, Practising Company Secretary, Chennai, as Scrutiniser to scrutinise the e-voting process.

Results: The Results on resolutions shall be declared within 48 hours of the conclusion of the AGM of the Company, but not later than three days of the conclusion of the meeting.

Contact details: In case of queries / grievances relating to e-voting, members may contact Mr. Rakesh Dalvi, Manager, Central Depository Services (India) Limited, 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 on 022-23058542/43.

By order of the Board of Directors
For TCP Limited

V.R. Venkatachalam
Chairman & Managing Director
DIN: 00037524

Place: Chennai

Date: 8th September, 2023