

## GREENLAM INDUSTRIES LIMITED

Registered Office: Makum Road, Tinsukia, Assam - 786125, India  
Corporate Office: 1501-05, Narain Manzil, 23, Barakhamba Road, New Delhi - 110001, India  
Phone No.: +91-11-4279 1399, Fax No.: +91-11-4279 1330, CIN: L21016AS2013PLC011624  
Email: investor.relations@greenlam.com; Website: www.greenlamindustries.com

### NOTICE OF 4<sup>TH</sup> ANNUAL GENERAL MEETING, E-VOTING INFORMATION AND BOOK CLOSURE INTIMATION

Notice is hereby given that the 4<sup>th</sup> Annual General Meeting ("the AGM") of the Members of Greenlam Industries Limited ("the Company") will be held at the Registered Office of the Company at Makum Road, Tinsukia, Assam -786125 on Monday, August 21, 2017 at 10.15 a.m. to transact the business(es) set out in the Notice of the AGM. The Notice along with Attendance Slip, Proxy Form and Annual Report for the financial year ended March 31, 2017 have been sent electronically on July 28, 2017 to those Members who have registered their e-mail addresses with the Company/Company's R&T Agent/ Depository Participant and whose name appears in the register of members as on the close of the business hours of July 21, 2017. Physical copy of the aforesaid documents have been sent on July 28, 2017 through post/registered post/courier service to those Members who have not registered their email IDs with the Company/ Company's RTA/ Depository Participant and whose name appears in the register of members as on the close of the business hours of July 21, 2017.

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 by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide to its Members facility to exercise their right to vote by electronic means in respect of the businesses to be transacted at the AGM through remote e-voting facility (i.e. voting electronically from a place other than the venue of the AGM) and the same will be provided by Central Depository Services (India) Limited (CDSL). All the Members are hereby informed that:

- The remote e-voting period shall commence at 10:00 a.m. IST on August 18, 2017 and ends at 5:00 p.m. IST on August 20, 2017. The facility for remote e-voting shall be discontinued thereafter.
- Members of the Company holding shares either in physical form or dematerialized form as on the cut-off date i.e. August 14, 2017 only shall be entitled to avail the facility of remote e-voting as well as voting in the AGM.
- Any person, who acquires shares of the Company and becomes Member of the Company after dispatch of the Notice of the Meeting and holding shares as on the cut-off date i.e. August 14, 2017, needs to refer the instruction given in the Notice which is available on the website of the Company i.e. www.greenlamindustries.com regarding login ID and password and may also contact the Company Secretary or the Company's RTA for any query or assistance in this regard.
- Members of the Company, holding shares either in physical form or in dematerialized form, as on the close of the working hours of the aforesaid cut-off date and not casting their vote by way of remote e-voting, may cast their vote at the AGM through ballot.
- A Member may participate in the Meeting even after exercising his right to vote through remote e-voting, but, shall not be allowed to vote again in the Meeting.
- Once the vote is cast by the Member, the same shall not be allowed to be changed subsequently or cast again.
- The notice of AGM is available on the Company's website www.greenlamindustries.com and also on the CDSL's website www.cdslindia.com.
- For any queries, the Members may refer to the Frequently Asked Questions and e-voting user manual as made available at www.evotingindia.com under help section or write an email to helpdesk.evoting@cdslindia.com or to Mr. Prakash Kumar Biswal, Company Secretary & Asst. Vice President-Legal at investor.relations@greenlam.com or contact at +91-11-4279 1399.
- Further notice is also given that pursuant to Section 91 of the Companies Act, 2013 read with relevant rules thereunder and Regulation 42 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Register of Members of the Company and the Share Transfer Books of the Company will remain closed from August 15, 2017 to August 21, 2017 (both days inclusive), for the purpose of the payment of final dividend for the financial year 2016-17, if approved by the Members, at the 4<sup>th</sup> AGM of the Company. The dividend will be payable to those Members whose names will appear in the Register of Members as on the close of business hours of August 14, 2017. In respect of the shares held in Electronic Form, the Dividend will be paid to those persons whose names shall appear as beneficial owners as at the end of the business hours on August 14, 2017 as per details furnished by National Securities Depository Limited and Central Depository Services (India) Limited.

**For Greenlam Industries Limited**

Sd/-

**Prakash Kumar Biswal**

Place : New Delhi

Date : July 28, 2017

Company Secretary &  
Asst. Vice President-Legal