

**25th ANNUAL GENERAL MEETING OF K.C.P.SUGAR AND
INDUSTRIES CORPORATION LIMITED FOR THE FINANCIAL YEAR
2019 - 2020**

AGM Date	25/09/2020 (Friday)
Time	10.00 A.M.
Mode	Video Conferencing

How to join and participate in the Annual General Meeting held through Video Conferencing?

- (i) **Prerequisite:** Computer or Laptop or Smart Phone with internet connection;
- (ii) By using the same Login credentials given for Remote e-Voting, Members have to log into www.evoting.nsdl.com. Procedure for Logging in is given herein below.
- (iii) After logging in, Members can join the Annual General Meeting by clicking on the link available for Annual General Meeting through Video Conferencing under **EVEN (113251)** of the Company;
- (iv) Members may post their questions by email addressed to secretarial@kcpsugar.com not less than 2 days before the date of Annual General Meeting by providing relevant membership details for the purpose of identification including Name, Folio Number / Client ID / DP ID;
- (v) Those Members who have joined the Annual General Meeting held through Video Conferencing and who have not cast their vote by Remote e-Voting may cast their vote by e-Voting during the Annual General Meeting from 10AM to 1 PM in the same manner provided for Remote e-Voting;
- (vi) For better experience, Members are advised to use their Computer or Laptop rather than Smart Phone;
- (vii) For better connectivity, stable Wi-Fi or LAN connection is suggested;
- (viii) For any assistance, in respect of joining or participating in the Annual General Meeting or e-Voting, Members may contact at 022 24994545 / 1800 222 990 (Toll Free Number) or email to evoting@nsdl.co.in / pallavid@nsdl.co.in before or during the Annual General Meeting.

Procedure for Logging in:

1. Open the internet browser and type the following URL: www.evoting.nsdl.com;
2. Click on Shareholder - Login;
3. If you have already registered with NSDL for e-Voting, then you can use your existing User ID and Password for Login;
4. If you are logging in for the first time, please use the User ID and Password, provided by NSDL. Password Change Menu will appear on your screen. Change to a new Password of your choice, making sure that it contains a minimum of 8 digits or characters or a combination of the two. Please take utmost care to keep your Password confidential;
5. After entering the Password, Agree to 'Terms and Conditions' by selecting the check box and Click on Login Button.
6. Select the **EVEN (113251)** of K.C.P.Sugar and Industries Corporation Limited for joining Annual General Meeting through Video Conferencing.

For the attention of Members:

- The facility to join the Annual General Meeting held through Video Conferencing will be open, 15 minutes before the time scheduled for Annual General Meeting till the expiry of 15 minutes after the time scheduled for Annual General Meeting.
- Members may please note that Annual General Meeting held through Video Conferencing can accommodate only 1000 Members. Hence, Members will be allowed to participate in the Annual General Meeting on first come, first served basis.
- Proxies are not allowed to join and participate in the Annual General Meeting held through Video Conferencing as per the Guidelines of Ministry of Corporate Affairs.
- Institutional Shareholders are required to send scanned copy of relevant Board Resolution / Authority Letter with attested specimen signature of duly Authorised Signatory (ies) authorising persons to vote, to the Scrutiniser by email to jayashree2505@gmail.com, with a copy marked to evoting@nsdl.co.in.
- All the Members who have joined the Annual General Meeting through Video Conferencing will be counted for the purpose of Quorum.
- Members who have cast their vote by Remote e-Voting may attend the Annual General Meeting through Video Conferencing but cannot vote at the said Annual General Meeting.

- Only those Members who have joined the Annual General Meeting through Video Conferencing and have not casted their vote by Remote e-Voting can cast their vote by e-Voting during the Annual General Meeting.

- Members shall be entitled to one vote for every one share held by him / her / it in the Company.