



### CALS REFINERIES LIMITED

Regd. Office: 209, 2<sup>nd</sup> Floor, Suneja Tower-II, District Centre, Janakpuri, New Delhi- 110058.

CIN: L51909DL1984PLC018775, Tel: 91-11- 45067736

E-mail: info@calsrefineries.com, Website: www.cals.in

### NOTICE

Notice is hereby given that:-

The 31<sup>st</sup> Annual General Meeting (AGM) of the Company scheduled to be held on Friday the 25<sup>th</sup> September, 2015 at the Executive Club, Dolly Farms & Resorts, 439, Village Shahurpur, P.O. Fatehpur Beri, New Delhi- 110074 at 10:30 a.m. and Annual Report for financial year 2014-15 have been sent to all members of the Company at their registered address in the permitted mode and soft copies of same have also been sent in electronic mode to all members whose email IDs are registered with the Company/Depository participant(s). The Annual report for FY 2014-15 is also available and can be downloaded from website of the Company at <http://www.cals.in>.

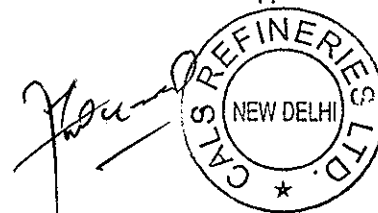
Pursuant to Clause 16 of the Listing Agreement and Section 91 of the Companies Act, 2013 along with the applicable Rules made there under, it is hereby intimated that the Register of Members and share transfer books of the Company will remain closed from Saturday, September 19, 2015 to Friday, September 25, 2015 (both days inclusive) for the purpose of Annual General Meeting.

Pursuant to the provisions of Section 108 of the Companies Act, 2013 clause 35B of the Listing Agreement entered with Stock Exchange and Rule 20 of the Companies (Management and Administration) Rules, of the Companies Act, 2013, the Company has provided all its Members (holding shares both in physical and in electronic form) the facility to exercise their vote at the AGM by electronic voting (e-voting) through the services of Central Depository Services (India) Limited (CDSL). The cut-off date to record the entitlement of shareholders to cast their vote electronically at the AGM is 18<sup>th</sup> September, 2015.

All the members are informed that (a) the Ordinary Businesses and the Special Businesses as set out in the Notice of 31<sup>st</sup> AGM may be transacted by electronic voting. (b) the physical dispatch of Annual Report 2014-15 has been completed on 29<sup>th</sup> August, 2015, however the electronic transmission of Annual Report 2014-15 was done on 26<sup>th</sup> August, 2015, (c) the voting through electronic means shall commence on **9:00 A.M. on 22<sup>nd</sup> September, 2015 (Tuesday) and ends on 5:00 P.M. on 24<sup>th</sup> September, 2015 (Thursday)**. (d) voting through electronic means shall not be allowed beyond **5:00 P.M. on 24<sup>th</sup> September, 2015 (Thursday)**. (e) the Notice of the 31<sup>st</sup> Annual General Meeting is available on the Company's website <http://www.cals.in> and CDSL's website [www.evotingindia.com](http://www.evotingindia.com) and (f) for the process and manner of electronic voting, members may go through the instructions as contained in the Annual Report- 2014-15 or visit CDSL's website [www.evotingindia.com](http://www.evotingindia.com).

In case any person become member after dispatch of notice and holding shares as on the cut-off date, may follow the same instructions as mentioned for e-Voting in the Annual Report. The facility for voting through physical mode shall be made available at the AGM and the members attending the meeting who have not cast their vote by e-voting shall be able to exercise their right at the meeting in physical mode. The members who have cast their votes by e-voting may attend the meeting but shall not be entitled to cast their vote again.

Mr. Kumar Bhavesh Kishore, Practicing Company Secretary of Forecore Professionals LLP has been appointed as Scrutinizer, for the ensuing AGM.



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In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com) under "Help" section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or members may also contact for any query or inconvenience or grievances if any, in voting through electronic mode to Mr. Suvindra Kumar, Company Secretary of the Company, having phone number 011-45067736.

By Order of the Board of Directors



For Cals Refineries Limited

(Suvindra Kumar)  
Company Secretary

Place: New Delhi  
Date: 01.09.2015

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