

SYSCHEM (INDIA) LIMITED

Regd. Off: Village Bargodam, Tehsil Kalka, Distt. Panchkula (Haryana)

Tel. No.: 0172-5070472 CIN: L24219HR1993PLC032195

Website : www.syschem.in ; Email: info@syschem

NOTICE OF 25th ANNUAL GENERAL MEETING, E-VOTING AND BOOK CLOSURE INFORMATION

NOTICE is hereby given that the 25th Annual General Meeting of the shareholders of M/s Syschem (India) Limited will be held on Friday 28th day of September, 2018 at 1.00 p.m. at Regd. Office at Village Bargodam, Tehsil Kalka, Distt. Panchkula, to transact the Business, as set out in the Notice of AGM. The Company has completed the dispatch of Notice of AGM on 06.09.2018 by permitted mode.

Members are hereby informed that 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 from time to time and Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is providing to the members the facility to exercise their right to vote at the 25th AGM by electronic means and the business may be transacted through the e-voting services ('remote e-voting') provided by the Central Depository Services Limited (CDSL).

The instructions for e-voting are given in the Notice of the AGM.

Members are requested to note the following:-

- a. The remote e-voting will commence on 09:00 A.M. (IST) on September 25, 2018
- b. The remote e-voting will end on 05:00 P.M. (IST) on September 27, 2018. The e-voting module shall be disabled by CDSL for voting after the said date and time and members will not be allowed to vote electronically beyond the said date and time.
- c. The voting rights of the members (for voting through remote e-voting or through Ballot Form) shall be in proportion to their share of the paid-up Equity Share Capital of the Company as on Friday, 21st September, 2018 ("Cut-Off Date"). A person whose name is recorded in the Register of Members or in the Register of Beneficial Owners maintained by the Depositories as on the Cut-Off date only shall be entitled to avail the facility of remote e-voting as well as voting in the Annual General Meeting.
- d. Any person who acquires shares of the Company and becomes a member of the Company after the dispatch of the AGM Notice and holds shares as on the Cut-Off Date, may obtain the login id and sequence number by sending a request to RTA of the Company M/s Beetal Financial & Computer Services Pvt. Ltd., Beetal House, 99, Madangir behind Local Shopping Centre, Near Dada Harsukh Dass Mandir, New Delhi, Delhi, 110 062 or CDSL. However, if the said shareholder is already registered with CDSL for e-voting, then his existing user ID and password can be used for casting the vote. If he has forgotten the password, he can reset his password by using "Forgot User Details/Password" option available on www.evotingindia.com
- e. The facility for voting through ballot shall also be made available at the meeting and members attending the meeting who have not already cast their vote by remote e-voting shall be able to exercise their right at the meeting
- f. A member can opt for only one mode of voting, i.e. remote e-voting or Ballot Form. If a member casts vote by both the modes, the votes cast through e-voting shall prevail and Ballot Form shall be treated as invalid.
- g. Members who have cast their vote by remote e-voting may also attend the meeting, but shall not be entitled to vote again at the AGM.

The Notice of the Annual General Meeting of the Company for is displayed at the website of the Company www.syschem.in and also at the website of CDSL at www.cdslindia.com

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 under help section or write an email to helpdesk.evoting@cdslindia.com. You may also contact Mrs. Amarjeet Kaur, Company Secretary of the Company at info@syschem.in or 0172-5070472.

NOTICE is further given that pursuant to Section 91 of the Companies Act, 2013 and the Rules framed thereunder and Regulation 42 of SEBI (LODR) Regulations, 2015, the Register of Members and the Share Transfer Books of the Company will remain closed from 22-09-2018 to 28-09-2018 (both days inclusive) for the purpose of 25th Annual General Meeting.

**By Order of the Board of Directors
For Syschem (India) Limited**

(Sd/-)

**Ranjan Jain
Managing Director**

Date : 06-09-2018

Place : Chandigarh