

PEE CEE COSMA SOPE LIMITED

CIN: L24241UP1986PLC008344

Regd Office: G-10/8, Padam Deep, Sanjay Place, Agra-282002, Uttar Pradesh

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Website: www.doctorsoap.com

**NOTICE OF THE 31ST ANNUAL GENERAL MEETING
BOOK CLOSURE AND E-VOTING INFORMATION**

Notice is hereby given that the 31st Annual General Meeting (AGM) of the Members of the Company will be held on **Monday, 24th September, 2018** at 3:00 PM at **HOTEL ASHISH PALACE, FATEHABAD ROAD, AGRA 282001** to transact the business as mentioned in the notice convening the Meeting.

The Notice of 31st AGM and Annual Report has been sent in electronic mode to the Members whose e-mail ids are registered with the Company or the Depository Participant unless the Members have registered their request for a hard copy of the same. Physical copies of the Notice of 31st AGM and Annual Report have been sent to all other members at their registered address in the permitted mode. The Notice of the 31st AGM and Annual Report are also available on the Company's website www.doctorsoap.com.

Remote E-voting Information: Pursuant to Section 108 of the Companies Act 2013 and Rule 20 of The Companies (Management and Administration) Rules, 2014 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, the Company is pleased to provide e-voting facility to its Members enabling them to cast their vote for all the resolutions as set in the **Annual General Meeting Notice dated 11th August 2018**. The Notice of 31st AGM was already sent to members by 30th August, 2018. The Company has availed e-voting services as provided by National Securities Depository Limited (NSDL). Shri Debabrata Deb Nath, Company Secretary in whole-time Practice of M/s R & D Company Secretaries, Delhi, has been appointed as the Scrutinizer for conducting e-voting process in a fair and transparent manner. **The e-voting period commences on Friday, 21st September, 2018 at 9:00 am and ends on Sunday, 23rd September, 2018 at 5:00 pm.** The e-voting module shall be disabled by NSDL, for voting thereafter. Once the vote on a resolution is cast by the Member, the Member shall not be allowed to change it subsequently. The voting rights of Members shall be as per the Number of Equity shares held by them as on the cut-off date which is **17th September, 2018**. Persons who have acquired shares and became members of the Company after the dispatch of the notice of AGM and holding shares as on the cut Off date of **17th September, 2018**, may obtain their user ID and password for Remote E-voting from the Company's Registrar and Share Transfer Agent (RTA) or NSDL.

Further, Members who do not have access to e-voting facility, may exercise their votes using Ballot Form available on the website of the Company at www.doctorsoap.com in the section Investor Relation so as to reach Scrutinizer at the Registered office of the Company not later than **Sunday, 23rd September, 2018** at 5:00 pm. The Ballot Form shall also be made available to the Members upon request made in written to the Company, Ballot form received after the aforesaid date & time will be consider as invalid. If a Member casts votes by both modes, then voting done through e-voting shall prevail and Ballot form shall consider as invalid.

At the venue of AGM, voting shall be done through ballot papers ("**Ballot Paper**") and the Members attending AGM who have not casted their vote by Remote E-voting/ballot Form shall be entitled to cast their vote through Ballot Paper. Member may participate in the AGM even after exercising his right to vote through Remote E-voting but shall not be allowed to vote again at the venue of the AGM. If a Member casts votes through Remote E-voting or Ballot Form and also at the AGM, then voting done through Remote E-voting shall prevail and voting done at the AGM shall be treated as invalid.

The **Notice** has been sent to all the Members, whose names appeared in the Register of Member/Record of the Depositories as on **24th August, 2018**. For the process and manner of electronic voting, members may go through the instructions in the Notice of 31st AGM or visit NSDL website www.evoting.nsdl.com and in case of queries members may refer to or contact to Mr. Nitin Ambure, Vice President National Securities Depository Limited, Trade World – A Wing, Kamala Mills Compound, Lower Parel, Mumbai - 400013, Tel No.022-24994587, email to evoting@nsdl.co.in.

Book Closure: Pursuant to the provision of section 91 of the Companies Act 2013 and rules made there under, and Regulation 42 of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, **the Register of Members and Share Transfer book of the Company will remain closed from Monday, 17th September 2018 to Monday, 24th September, 2018 (both days inclusive)** for the purpose of Dividend and 31st Annual General Meeting to be held on **Monday, 24th September, 2018**.

The entry to the meeting venue will be regulated by Attendance Slips, which have been sent along with Annual Report to the Members. Members are requested to submit a duly filled in Attendance Slip at the registration counter to attend the AGM.

The Notice of 31st AGM, 2018 is available on the website of the company www.doctorsoap.com

Place: Agra
Date: 30/08/2018

For and behalf of the Board
PEE CEE COSMA SOPE LIMITED


Ashok Kumar Jain
(Executive Chairman)
DIN: 00113133

