



THE TRAVANCORE CEMENTS LIMITED

Regd. Office: NATTAKOM, KOTTAYAM, KERALA – 686 013

CIN:U26941KL1946SGC001213

Phone: 04812361371,2361372 Fax: 0481-2362354

Email: info@travcement.com, Website: www.travcement.com

**75<sup>th</sup> ANNUAL GENERAL MEETING**  
**NOTICE TO SHAREHOLDERS**

Notice is hereby given that the 75<sup>th</sup> Annual General Meeting of THE TRAVANCORE CEMENTS LIMITED will be held at the Registered Office of the Company at Nattakom, Kottayam on Friday, 23<sup>rd</sup> September 2022 at 11.00 a.m. through Video Conferencing (“VC”)/Other Audio Visual Means (“OAVM”) to transact the following business:

**Ordinary Business:**

1. To receive, consider and adopt the audited Financial Statements of the Company for the financial year ended 31<sup>st</sup> March 2022 together with the Reports of the Board of Directors, Auditors and Accountant General (Audit), Kerala, thereon.

All Shareholders are requested to be present in person through online.

BY ORDER OF THE BOARD,  
FOR THE TRAVANCORE CEMENTS LIMITED,

(Sd/-)  
SAJI A.J.,  
Dy. GENERAL MANAGER - COMPANY SECRETARY

Place: Kottayam - 686 013

Dated: 04<sup>th</sup> July 2022



**NOTES:**

1. The annual accounts of the Company for the year 2021-2022 is under finalization. The accounts are, therefore, not circulated along with this notice of the AGM. Hence, Agenda Item No.1 above has to be deferred and the meeting will have to be adjourned after transacting the business.
2. The Ministry of Corporate Affairs ("MCA") has vide its circular dated May 05, 2020, read with circulars dated April 08, 2020 and April 13, 2020 "(collectively referred to as "MCA Circulars") permitted the holding of the Annual General Meeting ("AGM") through Video Conferencing ('VC')/ Other Audio Visual Means ('OAVM'), without the physical presence of the Members at a common venue.
3. The Company has entered into an agreement with National Security Depository Limited (NSDL) for facilitating voting through electronic means, as the authorised e-voting agency and also engaged for the services conducting the AGM through Video Conferencing ('VC')/ Other Audio Visual Means ('OAVM') by NSDL as the authorised agency.
4. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of ascertaining the quorum under Section 103 of the Companies Act, 2013.
5. Since the AGM is being held pursuant to the MCA Circulars through VC / OAVM, physical attendance of Members has been dispensed with. **Accordingly, the facility for appointment of proxies will not be available for the AGM and hence the Proxy Form is not annexed to this Notice.**

However, pursuant to Section 112 of the Companies Act, 2013, The President of India or the Governor of a State ( if he is a member of a company,) and pursuant to Section 113 of the Companies Act, 2013 Institutional/Corporate Members (i.e. other than Individuals/HUF, NRI, etc or Trust(s)) can appoint their representatives to attend the AGM through VC/ OAVM and vote through e-voting. They are requested to send the scanned copy (PDF/ JPG Format) of their Board or Governing body Resolution/Authorization etc., authorizing their representative to attend the AGM through VC/OAVM to the registered email address [cstravcement@gmail.com](mailto:cstravcement@gmail.com)

6. Since the AGM will be held through VC / OAVM, the Route Map is not annexed in this Notice.
7. The AGM is convened through VC/OAVM in compliance with applicable provisions of the Companies Act, 2013 read with MCA Circular No. 14/2020 dated April 08, 2020, MCA Circular No. 17/2020 dated April 13, 2020 and MCA Circular No. 20/2020 dated May 05, 2020.
8. The Register of Members of the Company will remain closed from 09/09/2022 to 17/09/2022 both days inclusive.
9. Members are requested to intimate immediately any changes in their address to the Company.



## ദി ട്രാവൻകൂർ സിമെന്റ്സ് ലിമിറ്റഡ്

രജിസ്റ്റേർഡ് ഓഫീസ്: നാട്ടകം, കോട്ടയം, കേരളം-686 013

CIN : U26941KL1946SGC001213

ഫോൺ : 0481- 2361371, 2361372, ഫാക്സ്: 0481- 2362354

ഇ-മെയിൽ : info@travcement.com വെബ്സൈറ്റ് : www.travcement.com

### വാർഷിക പൊതുയോഗ നോട്ടീസ്

താഴെപ്പറയുന്ന ബിസിനസ്സിനായി ട്രാവൻകൂർ സിമെന്റ്സ് ലിമിറ്റഡിന്റെ 75-ാ മത് വാർഷിക പൊതുയോഗം കമ്പനിയുടെ നാട്ടകത്ത് സ്ഥിതിചെയ്യുന്ന രജിസ്റ്റേർഡ് ഓഫീസിൽ വെച്ച് 2022 സെപ്റ്റംബർ 23-ാം തീയതി വെള്ളിയാഴ്ച രാവിലെ 11.00 മണിക്ക് പൊതുവേദിയിൽ അംഗങ്ങളുടെ സാന്നിധ്യമില്ലാതെ വീഡിയോ കോൺഫറൻസിംഗ് (വിസി) / മറ്റ് ഓഡിയോ വിഷ്വൽ മാർഗ്ഗങ്ങൾ (ഐവിഎം) വഴി നടത്തുവാൻ ഇതിനാൽ നോട്ടീസ് നൽകുന്നു.

സാധാരണ ബിസിനസ്സ്:

1. 2022 മാർച്ച് 31നു അവസാനിച്ച വർഷത്തിലെ ഓഡിറ്റുചെയ്ത ലാഭനഷ്ടകണക്കുകൾ, കമ്പനി ഡയറക്ടർമാരുടെ റിപ്പോർട്ടുകൾ, അക്കൗണ്ടന്റ് ജനറൽ (ഓഡിറ്റ്), കേരള റിപ്പോർട്ട് എന്നിവ സ്വീകരിച്ച് പരിഗണിക്കുകയും അംഗീകരിക്കുകയും ചെയ്യുക.

എല്ലാ ഓഹരി ഉടമകളും ഓൺലൈൻ മുഖാന്തിരം പ്രസ്തുത പൊതുയോഗത്തിൽ പങ്കെടുക്കണമെന്ന് അഭ്യർത്ഥിക്കുന്നു.

ബോർഡിന്റെ ഉത്തരവ് പ്രകാരം  
ട്രാവൻകൂർ സിമെന്റ്സ് ലിമിറ്റഡിനുവേണ്ടി,

(ഒപ്പ്)

സജി എം. ജെ.,

ഡെപ്യൂട്ടി ജനറൽ മാനേജർ - കമ്പനി സെക്രട്ടറി

സ്ഥലം : കോട്ടയം-686 013

തീയതി : 4/07/2022



അംഗങ്ങളുടെ ശ്രദ്ധയ്ക്ക്:

1. കമ്പനിയുടെ 2021-2022 വർഷത്തെ വാർഷിക കണക്കുകൾക്ക് അന്തിമരൂപമാകുന്നതേയുള്ളൂ. ആയതിനാൽ വാർഷിക കണക്കുകൾ ഈ നോട്ടീസിനൊപ്പം വിതരണം ചെയ്തിട്ടില്ല. ഇതിൻപ്രകാരം മേൽ പ്രസ്താവിച്ച സാധാരണ ഇടപാട് നമ്പർ 1 നീട്ടിവെയ്ക്കുകയും അതോടൊപ്പം ഈ പൊതുയോഗം അവധിയ്ക്ക് വയ്ക്കുകയും ചെയ്യുന്നു.
2. കോർപ്പറേറ്റ് കാര്യ മന്ത്രാലയം (എംസിഎ) 2020 മെയ് 05 ലെ സർക്കുലർ, 2020 ഏപ്രിൽ 08, 2020 ഏപ്രിൽ 13 തീയതികളിലെ സർക്കുലറുകൾ പ്രകാരം വാർഷിക പൊതുയോഗം ഒരു പൊതുവേദിയിൽ അംഗങ്ങളുടെ ശാരീരിക സാന്നിദ്ധ്യമില്ലാതെ വീഡിയോ കോൺഫറൻസിംഗ് (വിസി) / മറ്റ് ഓഡിയോ വിഷ്വൽ മാർഗ്ഗങ്ങൾ (ഐവിഎം) വഴിയുള്ള പൊതുയോഗം (എജിഎം) നടത്താനെന്നു പ്രസ്താവിച്ചിട്ടുണ്ട്.
3. ഇലക്ട്രോണിക് മാർഗ്ഗങ്ങളിലൂടെ വോട്ടിംഗ് സുഗമമാക്കുന്നതിനായി കമ്പനി നാഷണൽ സെക്യൂരിറ്റി ഡിപ്പോസിറ്ററി ലിമിറ്റഡുമായി (എൻഎസ്ഡിഎൽ) ഒരു കരാറിൽ ഏർപ്പെട്ടിട്ടുണ്ട്. അംഗീകൃത ഏജൻസിയായ എൻഎസ്ഡിഎല്ലിന്റെ വീഡിയോ കോൺഫറൻസിംഗ് (വിസി) / മറ്റ് ഓഡിയോ വിഷ്വൽ മാർഗ്ഗങ്ങൾ (ഐവിഎം) മുഖാന്തിരം എല്ലാ ഓഹരി ഉടമകൾക്കും വാർഷിക പൊതുയോഗത്തിൽ പങ്കെടുക്കാവുന്നതാണ്.
4. കോറം കണ്ടത്തുന്നതിനായി വിസി /ഐവിഎം വഴി എജിഎമ്മിൽ പങ്കെടുക്കുന്ന അംഗങ്ങളുടെ ഹാജർ കമ്പനീസ് ആക്റ്റ് 2013 ലെ സെക്ഷൻ 103 പ്രകാരം കണക്കാക്കപ്പെടുന്നതാണ്.
5. എംസിഎ സർക്കുലറുകൾക്ക് അനുസൃതമായി വിസി/ ഒവിഎം വഴി എജിഎം നടക്കുന്നതിനാൽ അംഗങ്ങളുടെ ശാരീരിക പ്രാതിനിധ്യം ഉണ്ടായിരിക്കുന്നതല്ല. അതനുസരിച്ച് പ്രോക്സി കളെ നിയമിക്കുന്നതിനുള്ള സൗകര്യം എജിഎമ്മിന് ലഭ്യമാകില്ല. അതിനാൽ പ്രോക്സി ഫോം ഈ അറിയിപ്പിനൊപ്പമുണ്ടായിരിക്കുന്നതല്ല.  
എന്നിരുന്നാലും കമ്പനി ആക്റ്റ് (2013 ലെ സെക്ഷൻ 112 പ്രകാരം, ഇന്ത്യൻ രാഷ്ട്രപതി അല്ലെങ്കിൽ ഒരു സംസ്ഥാനത്തിന്റെ ഗവർണർ (അദ്ദേഹം ഒരു കമ്പനിയിൽ അംഗമാണെങ്കിൽ) കമ്പനി ആക്റ്റ് 2013 സെക്ഷൻ 112 പ്രകാരം ഇൻസ്റ്റിറ്റ്യൂഷണൽ / കോർപ്പറേറ്റ് അംഗങ്ങൾ (അതായത് വ്യക്തികൾ/ എച്ച്യുഎഫ്, എൻആർഐ മുതലായവ അല്ലെങ്കിൽ ട്രസ്റ്റ് (കൾ) ന് വിസി / ഒവിഎം വഴി എജിഎമ്മിൽ പങ്കെടുക്കാനും ഈ-വോട്ടിംഗിലൂടെ വോട്ടുചെയ്യാനും അവരുടെ പ്രതിനിധികളെ നിയമിക്കാൻ കഴിയും വിസി / ഒവിഎം വഴി എജിഎമ്മിൽ പങ്കെടുക്കാൻ അവരവരുടെ പ്രതിനിധിയെ അധികാരപ്പെടുത്തി ബോർഡിന്റെയോ / ഗവേണിംഗ് ബോഡിയുടെ തീരുമാനം / അനുമതിപത്രം മുതലായവയുടെ സ്കാൻ ചെയ്ത പകർപ്പ് (പിഡിഎഫ് / ജെപിജി ഫോർമാറ്റ്) [cstravcement@gmail.com](mailto:cstravcement@gmail.com) എന്ന ഇമെയിൽ വിലാസത്തിൽ അയയ്ക്കാൻ അഭ്യർത്ഥിക്കുന്നു.
6. വാർഷിക പൊതുയോഗം വിസി / ഐവിഎം വഴി നടത്തപ്പെടുന്നതിനാൽ റൂട്ട് മാപ്പ് ഈ അറിയിപ്പിൽ ചേർത്തിട്ടില്ല.
7. കമ്പനീസ് ആക്റ്റ് 2013 ലെ ബാധകമായ വ്യവസ്ഥകൾ പ്രകാരവും 2020 ഏപ്രിൽ 08 ലെ എംസിഎ സർക്കുലർ നമ്പർ 14/2020, 2020 ഏപ്രിൽ 13- ലെ എംസിഎ സർക്കുലർ നമ്പർ 17/2020, 2020 മെയ് 05 ലെ എം.സി.എ സർക്കുലർ നമ്പർ 20/2020 എന്നിവ പ്രകാരവും ഈ വാർഷിക പൊതുയോഗം വിസി/ഐവിഎം വഴി നടത്തപ്പെടുന്നതാണ്.
8. കമ്പനിയുടെ അംഗത്വ രജിസ്റ്ററും ഓഹരി കൈമാറ്റ പുസ്തകവും 2022 സെപ്റ്റംബർ 9-ാം തീയതി മുതൽ 17-ാം തീയതി വരെ (ഇരു ദിവസങ്ങളും ഉൾപ്പെടെ) അടച്ചുവെച്ചിരിക്കുന്നതാണ്.
9. അംഗങ്ങൾ അവരുടെ മേൽവിലാസത്തിലുണ്ടാകുന്ന മാറ്റങ്ങൾ അതാത് സമയങ്ങളിൽ കമ്പനിയെ അറിയിക്കണമെന്ന് അഭ്യർത്ഥിക്കുന്നു.



**THE TRAVANCORE CEMENTS LIMITED**  
**Regd. Office: NATTAKOM, KOTTAYAM, KERALA – 686 013**

**ATTENDANCE SLIP**

I hereby record my presence at the 75<sup>th</sup> Annual General Meeting of the Company held on 23<sup>th</sup> September 2022 at 11.00 a.m. at Nattakom, Kottayam- 686013.

Member's Folio/DPID Client ID No.

Name & Address of Shareholder:

Joint Shareholder :

Signature of the Member/  
Joint Members/Proxy

Note :

1. Sign this attendance slip and hand it over at the attendance verification counter at the entrance of meeting hall.
2. Electronic copy of the notice of the AGM along with attendance slip is being sent to all members whose e-mail address is registered with the company/depository participants unless any member has requested for a hard copy of the same. Members receiving electronic copy and attending the AGM can print copy of this attendance slip.

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**ELECTRONIC VOTING INFORMATION**

EVEN(Electronic Voting Event Number)	USER ID	PASSWORD



**THE TRAVANCORE CEMENTS LIMITED**  
**Regd. Office: NATTAKOM, KOTTAYAM, KERALA – 686 013**

- I. In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015, the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at the 75 th Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the 75 th AGM (“remote e-voting”) will be provided by National Securities Depository Limited (NSDL).
- II. The facility for voting through ballot paper shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper.
- III. Members, who cast their votes by remote e-voting prior to the AGM, may attend the meeting but will not be entitled to cast their votes once again.
- IV. The remote e-voting period commences on 20/09/2022 at 9.00 am and ends on 22/09/2022 at 5.00 pm. During this period members of the company holding shares either in physical form or dematerialized form as on the cutoff date 17 th September 2022 being the record date for the purpose of voting, may cast their vote electronically. The remote e-voting module shall be disable by NSDL for voting thereafter. Once the vote on a resolution is cast by the member shall not be allowed to change it subsequently.
- V. In view of the massive outbreak of the COVID-19 pandemic, social distancing is a norm to be followed and pursuant to the Circular No. 14/2020 dated April 08, 2020, Circular No.17/2020 dated April 13, 2020 issued by the Ministry of Corporate Affairs followed by Circular No. 20/2020 dated May 05, 2020 and Circular No. 02/2021 dated January 13, 2021 and all other relevant circulars issued from time to time, physical attendance of the Members to the AGM venue is not required and general meeting be held through video conferencing (VC) or other audio visual means (OAVM). Hence, Members can attend and participate in the ensuing AGM through VC/OAVM.
- VI. Pursuant to the Circular No. 14/2020 dated April 08, 2020, issued by the Ministry of Corporate Affairs, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. However, the Body Corporates are entitled to appoint authorised representatives to attend the AGM through VC/OAVM and participate thereat and cast their votes through e-voting.
- VII. The Members can join the AGM in the VC/OAVM mode 30 minutes before and after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The facility of participation at the AGM through VC/OAVM will be made available for 1000 members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the AGM without restriction on account of first come first served basis.



VIII. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.

IX. Process and manner for remote e-voting are as under

How do I vote electronically using NSDL e-Voting system?

The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:

Step 1 : Log-in to NSDL e-Voting system at <https://www.evoting.nsdl.com/>

Step 2 : Cast your vote electronically on NSDL e-Voting system.

Details on Step 1 is mentioned below:

How to Log-into NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL:  
<https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholders' section.
3. A new screen will open. You will have to enter your User ID, your Password and a Verification Code as shown on the screen.

*Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.*

4. Your User ID details are given below :

<b>Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical</b>	<b>Your User ID is:</b>
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****.
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company. For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Your password details are given below:

- a. If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
- b. If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.



- c. How to retrieve your 'initial password'?
- (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
- (ii) If your email ID is not registered, your 'initial password' is communicated to you on your postal address.
6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
- a) Click on "**Forgot User Details/Password?**"(If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsd.com](http://www.evoting.nsd.com).
- b) **Physical User Reset Password?**" (If you are holding shares in physical mode) option available on [www.evoting.nsd.com](http://www.evoting.nsd.com).
- c) If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) mentioning your demat account number/folio number, your PAN, your name and your registered address.
- Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

**Details on Step 2 is given below:**

**Step 2: Cast your vote electronically and join General Meeting on NSDL e-Voting system.**

**How to cast your vote electronically and join General Meeting on NSDL e-Voting system?**

1. After successful login at Step 1, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle and General Meeting is in active status.
2. Select "EVEN" of company for which you wish to cast your vote during the remote e-Voting period and casting your vote during the General Meeting. For joining virtual meeting, you need to click on "VC/OAVM" link placed under "Join General Meeting".
3. Now you are ready for e-Voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
5. Upon confirmation, the message "Vote cast successfully" will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.





**THE INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING AND JOINING GENERAL MEETING ARE AS UNDER:-**

The remote e-voting period begins on Tuesday 20<sup>th</sup> day 2022 at 09:00 A.M. and ends on Thursday 22<sup>nd</sup> day of 2022 at 17:00 P.M. The remote e-voting module shall be disabled by NSDL for voting thereafter. The Members, whose names appear in the Register of Members / Beneficial Owners as on the record date (cut-off date) i.e. 17<sup>th</sup> September 2022, may cast their vote electronically. The voting right of shareholders shall be in proportion to their share in the paid-up equity share capital of the Company as on the cut-off date, being 17<sup>th</sup> September 2022.

1. Members will be able to attend the AGM through VC / OAVM or view the live webcast of AGM provided by NSDL at <https://www.evoting.nsdl.com> by using their remote e-voting login credentials and selecting the EVEN 120746 for Company's AGM.

Members who do not have the User ID and Password for e-voting or have forgotten the User ID and Password may retrieve the same by following the remote e-voting instructions mentioned in the Notice. Further Members can also use the OTP based login for logging into the e-voting system of NSDL.

2. Facility of joining the AGM through VC / OAVM shall open 30 minutes before the time scheduled for the AGM and will be available for Members on first come first served basis.
3. Members who need assistance before or during the AGM, can contact NSDL on [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) /1800 1020 990 and 1800 22 44 30 .
4. Members who would like to express their views or ask questions during the AGM may register themselves as a speaker by sending their request from their registered email address mentioning their name, DP ID and Client ID/folio number, PAN, mobile number at [cstravcement@gmail.com](mailto:cstravcement@gmail.com) on or before 19<sup>th</sup> September 2022 (5:00 p.m. IST). Those Members who have registered themselves as a speaker will only be allowed to express their views/ ask questions during the AGM. The Company reserves the right to restrict the number of speakers depending on the availability of time for the AGM.

**THE INSTRUCTIONS FOR MEMBERS FOR e-VOTING ON THE DAY OF THE AGM ARE AS UNDER:-**

1. The procedure for e-Voting on the day of the AGM is same as the instructions mentioned above for remote e-voting.
2. Only those Members/ shareholders, who will be present in the AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system in the AGM.
3. Members who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.
4. The details of the person who may be contacted for any grievances connected with the facility for e-Voting on the day of the AGM shall be the same person mentioned for Remote e-voting.

**INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE AGM THROUGH VC/OAVM ARE AS UNDER:**

1. Member will be provided with a facility to attend the AGM through VC/OAVM through the NSDL e-Voting system. Members may access by following the steps mentioned above for **Access to NSDL e-Voting system**. After successful login, you can see link of "VC/OAVM link" placed under "**Join General meeting**" menu against company



name. You are requested to click on VC/OAVM link placed under Join General Meeting menu. The link for VC/OAVM will be available in Shareholder/Member login where the EVEN of Company will be displayed. Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions mentioned in the notice to avoid last minute rush.

2. Members are encouraged to join the Meeting through Laptops for better experience.
3. Further Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
4. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
5. Shareholders who would like to express their views/have questions may send their questions in advance mentioning their name demat account number/folio number, email id, mobile number at [cstravcement@gmail.com](mailto:cstravcement@gmail.com). The same will be replied by the company suitably.
6. Registration of Speaker related point needs to be added by company.

**General Guidelines for shareholders**

- (i) Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of e-mail ids for e-voting for the resolutions set out in this notice :**
- i. In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to [cstravcement@gmail.com](mailto:cstravcement@gmail.com).
  - ii. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) to [cstravcement@gmail.com](mailto:cstravcement@gmail.com)
  - iii. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to [krishnaprasadcs@gmail.com](mailto:krishnaprasadcs@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)
  - iv. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) to reset the password
  - v. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on toll free no.: 1800 1020 990 and 1800 22 44 30 or send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)
- (ii) In case a Member receives physical copy of the Notice of AGM [for members whose email IDs are not registered with the Company/Depository Participants(s) or requesting physical copy] Initial password is provided in this Notice.**



- (iii) You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
- (iv) The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of 17<sup>th</sup> September 2022.
- (v) 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 at the AGM through ballot paper.
- (vi) Mr. Krishna Prasad R.S., Practicing Company Secretary (Membership No.7080) has been appointed for as the Scrutinizer for providing facility to the members of the Company to scrutinize the voting and remote e-voting process in a fair and transparent manner.
- (vii) The Chairman shall, at the AGM at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of "Ballot Paper" or "Poling Paper" for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.
- (viii) The Scrutinizer shall after the conclusion of voting at the general meeting, will first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than three days of the conclusion of the (AGM), a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.
- (ix) The results declared along with the report of the Scrutinizer shall be placed on the website of the Company in [www.travcement.com](http://www.travcement.com) and on the website of NSDL
- (x) The results of e-voting and voting at the meeting, if any, on resolutions shall be aggregated and declared on or after the Annual General Meeting of the Company and the resolutions will be deemed to be passed on the Annual General Meeting date subject to receipt of the requisite numbers of votes in favor of the Resolutions.
- (xi) The Notice of the 75<sup>th</sup> AGM is placed in the website of the Company [www.travcement.com](http://www.travcement.com)
- (xii) For further clarifications or grievances please contact: [cstravcement@gmail.com](mailto:cstravcement@gmail.com)



THE TRAVANCORE CEMENTS LIMITED  
NATTAKOM, KOTTAYAM -13

IS : 8042



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