(Formerly Known as Raunaq EPC International Limited)

NOTICE

TO THE MEMBERS OF THE COMPANY

NOTICE is hereby given that the 59th Annual General Meeting (AGM) of the Members of Raunaq International Limited (Formerly Known as Raunaq EPC International Limited) will be held as under through Video Conference ("VC")/Other Audio Visual Means ("OAVM") ("hereinafter referred to as "electronic mode"):

Day	:	Friday
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Date : 20 September, 2024

Time : 11: 30 A.M.

to transact the following business:

ORDINARY BUSINESS:

- 1. To receive, consider and adopt the financial statements of the Company for the year ended 31 March, 2024 together with Reports of the Directors and Auditors thereon.
- 2. To consider the re-appointment of Mr. Naresh Kumar Verma, who retires by rotation and is eligible for re-appointment.

SPECIAL BUSINESS:

 To consider the re-appointment of Mr. Rajiv Chandra Rastogi as a Non-Executive Independent Director on the Board of the Company and if thought fit, pass the following resolution as a Special Resolution, with or without modification(s):

"RESOLVED THAT pursuant to the provisions of Section 149, 150, 152 and any other applicable provisions of the Companies Act, 2013 and rules made thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force) read with Schedule IV of the Companies Act, 2013, Regulation 17 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended, and subject to such other requisite approvals as may be required in this regard, Mr. Rajiv Chandra Rastogi (holding DIN 00035460) whose term expires at the Annual General Meeting (AGM) and in respect of whom the Company has received a notice in writing from a member under Section 160 of the Companies Act, 2013 signifying their intention to propose Mr. Rajiv Chandra Rastogi as a candidate for the office of Non-Executive Independent Director of the Company, be and is hereby re-appointed as a Non-Executive Independent Director to hold office for a further period of 5 (Five) consecutive years upto the conclusion of the 64th Annual General Meeting (AGM) of the Company in the Calendar year 2029.

RESOLVED FURTHER THAT the Board of Directors of the Company (which includes a Committee, constituted for the time being in force) be and is hereby authorized to do all such acts, deeds and things, to enter into such agreement(s), deed(s) of amendment(s) or any such document(s), as the Board may, in its absolute discretion, consider necessary, expedient or desirable including power to sub-delegate, in order to give effect to this resolution or as otherwise considered by the Board to be in the best interest of the Company, as it may deem fit."

By Order of the Board

Neha Patwal Company Secretary and (CFO)

Dated: 28 August, 2024

NOTES:

- 1. The Ministry of Corporate Affairs ("MCA") vide its General Circular No. 09/2023 dated 25 September, 2023 permitted the holding of Annual General Meeting ("AGM") through Video Conference ("VC")/Other Audio Visual Means ("OAVM") without the physical presence of the Members at a common venue as per the procedure prescribed by MCA in the General Circular No. 20/2020 dated 05 May, 2020. The Securities and Exchange Board of India ("SEBI") also vide its Circular No. SEBI/HO/ CFD/CFD-PoD-2/P/ CIR/2023/167 dated 07 October, 2023 ("SEBI Circular") has provided certain relaxations from compliance with certain regulations of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"). In compliance with the said Circulars and the relevant provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Annual General Meeting of the members of the Company is being held through VC/OAVM.
- 2. Pursuant to the provisions of the Companies Act, 2013, a member entitled to attend and vote at the Annual General Meeting is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a Member of the Company. Since this Annual General Meeting is being held through VC/OAVM pursuant to the aforesaid MCA Circulars, physical attendance of members has been dispensed with. Accordingly, the facility for appointment of proxies by the members will not be available for the Annual General Meeting and hence the Proxy Form and Attendance Slip are not annexed to the Notice.
- 3. Institutional/Corporate Shareholders (i.e. other than individuals/HUF, NRI, etc) are required to send a scanned copy (PDF/JPEG Format) of its Board Resolution or governing body Resolution/Authorisation etc., authorising its representative to attend the Annual General Meeting through VC/OAVM on its behalf and to vote through

Registered Office: Raunaq International Limited (Formerly Known as Raunaq EPC International Limited) 20 K.M. Mathura Road, P.O. Amar Nagar, Faridabad -121003, Haryana Tel.: +91 (129) 4288888, E-mail: <u>info@raunaqintl.com</u>, Website: <u>www.raunaqinternational.com</u> CIN: L51909HR1965PLC034315 remote e-voting. The said Resolution/Authorization shall be sent to the Scrutinizer by e-mail through their registered e-mail address to <u>sanketjaincs@gmail.com</u> with copies marked to the Company at <u>secretarial@raunaqintl.</u> <u>com</u> and to the Registrar and Transfer Agent (RTA) at <u>delhi@linkintime.co.in</u>.

4. Registration of e-mail ID and Bank Account details:

In case the shareholder's e-mail ID is already registered with the Company/its Registrar and Share Transfer Agent "RTA"/ Depositories, log in details for e-voting are being sent on the registered e-mail address.

In case the shareholder has not registered his/her/their e-mail address with the Company/its RTA/Depositories and/ or not updated the Bank Account mandate for receipt of dividend, the following instructions to be followed:

 Kindly log in to the website of our RTA, Link Intime India Private Limited, <u>www.linkintime.co.in</u> under Investor Services > E-mail/Bank detail Registration- fill in the details and upload the required documents and submit.

OR

- (ii) In the case of Shares held in Demat mode: The shareholder may please contact the Depository Participant ("DP") and register the e-mail address and bank account details in the demat account as per the process followed and advised by the DP.
- 5. The Notice of the Annual General Meeting ("AGM") along with the Annual Report for the Financial Year 2023-24 is being sent only by electronic mode to those Members whose e-mail addresses are registered with the Company/ Depositories in accordance with the aforesaid MCA Circulars and Circular issued by the Securities and Exchange Board of India ("SEBI") dated 07 October, 2023. Members may note that the Notice of 59th Annual General Meeting and Annual Report for the Financial Year 2023-24 will also be available on the Company's website at www.raunaginternational.com and the website of the Stock Exchange i.e. BSE Limited at www.bseindia.com. Members are requested to download the Annual Report and Notice of the AGM from the website of the Company and the Stock Exchange. Members can attend and participate in the Annual General Meeting through VC/OAVM facility only.
- Members attending the meeting through VC/OAVM shall be counted for the purposes of reckoning the quorum under Section 103 of the Companies Act, 2013.
- 7. In compliance with the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meetings (SS-2) issued by the Institute of Company Secretaries of India, the Company is pleased to provide the members with facility to exercise their right to vote at the 59thAnnual General Meeting by electronic means and the business may be transacted electronically through the facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM ("remote e-voting") as provided by Link In time India Private Limited (LIIPL).

The facility for electronic voting system shall also be made available at the 59th Annual General Meeting. The Members who have not cast their votes through remote e-voting shall be able to exercise their voting rights at the AGM. The Members who have already cast their votes through remote e-voting may attend the meeting but shall not be entitled to cast their vote again at the AGM.

8. Instructions for Members to attend the Annual General Meeting through InstaMeet (VC/OAVM) are as under:

a) Members are entitled to attend the Annual General Meeting through VC/OAVM platform "InstaMeet" provided by the Registrar and Transfer Agent, LinkIntime India Private Limited by following the below mentioned process. Facility for joining the Annual General Meeting through VC/OAVM shall open 15 minutes before the time scheduled for the Annual General Meeting and will be available to the Members on first come first serve basis.

Members are requested to participate on first come first serve basis as participation through VC/OAVM is limited and will be closed on expiry of 15 (Fifteen) minutes from the scheduled time of the Annual General Meeting. Members holding more than 2% equity shares, Promoters, Institutional Investors, Directors, KMPs, Chair Persons of Audit Committee, Nomination and Remuneration Committee, Stakeholders' Relationship Committee and Auditors etc. may be allowed to the meeting without restrictions of first-come-first serve basis. Members can log in and join at 11:15 A.M. IST i.e.15 (Fifteen) minutes prior to the schedule time of the meeting and window for joining shall be kept open till the expiry of 15 (Fifteen) minutes after the schedule time. Participation is restricted upto 2000 members only.

b) The details of the process to register and attend the AGM are as under:

- 1. Open the internet browser and launch the URL:<u>https://instameet.linkintime.co.in</u> & click on "Login".
- Select the "Company" and 'Event Date' and register with your following details: -
 - A. Demat Account No. or Folio No.: Enter your 16 digit Demat Account No. or Folio No.
 - Members holding shares in CDSL demat account shall provide 16 Digit Beneficiary ID.
 - Members holding shares in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID.
 - Members holding shares in **physical form shall provide Folio Number** registered with the Company.
 - B. PAN: Enter your 10-digit Permanent Account Number (PAN). Members who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.

- C. Mobile No : Enter your mobile number.
- **D. Email ID :** Enter your e-mail id, as recorded with your DP/Company.
- Click "Go to Meeting" (You are now registered for Insta Meet and your attendance is marked for the meeting).

Please refer the instructions for the software requirements and kindly ensure to install the same on the device which would be used to attend the meeting. Please read the instructions carefully and participate in the meeting. You may also call upon the Insta Meet Support Desk for any support on the dedicated number provided to you in the instruction/ InstaMeet website.

- c) Instructions for Members to speak during the Annual General Meeting through Insta Meet:
 - Members who would like to speak during the meeting must register their request on or before 13 September, 2024 with the Company on <u>secretarial@raunaqintl.com</u> created for the general meeting.
 - 2. Members will get confirmation on first cum first basis.
 - 3. Members will receive "speaking serial number" once they mark attendance for the meeting.
 - 4. Other Members may ask questions to the panelist, via active chat-board during the meeting.
 - 5. Please remember speaking serial number and start your conversation with panelist by switching on video mode and audio of your device.
 - Members are requested to speak only when moderator of the meeting/management will announce the name and serial number for speaking.

d) Instructions for Members to Vote during the Annual General Meeting through InstaMeet:

Once the electronic voting is activated by the scrutinizer/ moderator during the meeting, members who have not exercised their vote through the remote e-voting can cast the vote as under:

- 1. On the Shareholders VC page, click on the link for e-Voting "Cast your vote".
- Enter your 16 digit Demat Account No./Folio No. and OTP (received on the registered mobile number/registered e-mail ld) received during registration for InstaMeet and click on 'Submit'.
- 3. After successful login, you will see "Resolution Description" and against the same the option "Favour/Against" for voting.
- Cast your vote by selecting appropriate option i.e. "Favour/Against" as desired. Enter the number of shares (which represents no. of votes) as on the cut-off date under 'Favour/Against'.
- 5. After selecting the appropriate option i.e. Favour/ Against as desired and you have decided to

vote, click on "Save". A confirmation box will be displayed. If you wish to confirm your vote, click on "Confirm", else to change your vote, click on "Back" and accordingly modify your vote.

- 6. Once you confirm your vote on the resolution, you will not be allowed to modify or change your vote subsequently.
- e) Members, who will be present in the Annual General Meeting through InstaMeet 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 facility during the meeting. Members who have voted through remote e-voting prior to the Annual General Meeting will be eligible to attend/participate in the Annual General Meeting through InstaMeet. However, they will not be eligible to vote again during the meeting.
- Members are encouraged to join the Meeting through Tablets/Laptops connected through broadband for better experience.
- g) Members are required to use Internet with a good speed (preferably 2 MBPS download stream) to avoid any disturbance during the meeting.
- h) Please note that Members connecting from Mobile Devices or Tablets or through Laptops connecting via Mobile Hotspot may experience Audio/Visual loss due to fluctuation in their network. It is therefore recommended to use stable Wi-Fi or LAN connection to mitigate any kind of aforesaid glitches.
- For a smooth experience of viewing the AGM proceedings on InstaMeet, shareholders/members who are registered as speakers for the event are requested to download and install the Webex application by clicking on the link <u>http://www.webex.com.</u>
- j) In case shareholders/members have any queries regarding login/e-voting, they may send an email to <u>instameet@linkintime.co.in</u> or contact on:-Tel: 022-49186175.

9. Remote e-Voting Instructions for shareholders:

As per the SEBI circular dated 09 December, 2020, individual shareholders holding securities in demat mode can register directly with the depository or will have the option of accessing various ESP portals directly from their demat accounts.

Login method for Individual shareholders holding securities in demat mode is given below:

1. Individual Shareholders holding securities in demat mode with NSDL:

 Existing IDeAS user can visit the e-Services website of NSDL viz. <u>https://eservices.nsdl.com</u> either on a personal computer or on a mobile. On the e-Services home page click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section, this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on Company name or e-Voting service provider name i.e. LINKINTIME and you will be re-directed to "InstaVote" website for casting your vote during the remote e-Voting period.

- If you are not registered for IDeAS e-Services, option to register is available at <u>https://eservices.nsdl.com</u> Select "Register Online for IDeAS Portal" or click at <u>https:// eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</u>
- Visit the e-Voting website of NSDL. Open web browser 3. by typing the following URL: <u>https://eservices.nsdl.com</u> either on a personal computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/ Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen-digit demat account number hold with NSDL), Password/ OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on Company name or e-Voting service provider name i.e. LINKINTIME and you will be redirected to "InstaVote" website for casting your vote during the remote e-Voting period.
- 2. Individual Shareholders holding securities in demat mode with CDSL:
- Existing users who have opted for Easi/Easiest, can login through their user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi/Easiest are <u>https://web.cdslindia.com/</u><u>myeasitoken/home/login</u> or <u>www.cdslindia.com</u> and click on New System Myeasi.
- After successful login of Easi/Easiest the user will be able to see the E-Voting Menu. The Menu will have links of e-Voting service provider i.e. LINKINTIME. Click on LINKINTIME and you will be redirected to "InstaVote" website for casting your vote during the remote e-Voting period.
- 3. If the user is not registered for Easi/Easiest, option to register is available at <u>https://web.cdslindia.com/</u><u>myeasitoken/Registration/EasiRegistration</u>.
- 4. Alternatively, the user can directly access e-Voting page by providing demat account number and PAN No. from a link in <u>www.cdslindia.com</u> home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the demat Account. After successful authentication, user will be provided links for the respective ESP i.e. LINKINTIME. Click on LINKINTIME and you will be redirected to "InstaVote" website for casting your vote during the remote e-Voting period.
- 3. Individual Shareholders (holding securities in demat mode) login through their depository participants:

You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. Upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on Company name or e-Voting service provider name i.e. LINKINTIME and you will be redirected to "InstaVote" website for casting your vote during the remote e-Voting period.

Login method for Individual shareholders holding securities in physical form/Non-Individual Shareholders holding securities in demat mode is given below:

Individual Shareholders of the Company, holding shares in physical form/Non-Individual Shareholders holding securities in demat mode as on the cut-off date for e-voting may register for e-Voting facility of Link Intime as under:

- 1. Open the internet browser and launch the URL: <u>https://</u> instavote.linkintime.co.in
- 2. Click on "Sign Up" under 'SHARE HOLDER' tab and register with your following details:-
 - A. User ID: Shareholders holding shares in physical form shall provide Event No. + Folio Number registered with the Company. Shareholders holding shares in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID; Shareholders holding shares in CDSL demat account shall provide 16 Digit Beneficiary ID.
 - **B. PAN:** Enter your 10-digit Permanent Account Number (PAN) (Shareholders who have not updated their PAN with the Depository Participant (DP)/Company shall use the sequence number provided to you, if applicable:
 - **C. DOB/DOI:** Enter the Date of Birth (DOB)/Date of Incorporation (DOI) (As recorded with your DP/ Company in DD/MM/YYYY format):
 - D. Bank Account Number: Enter your Bank Account Number (last four digits), as recorded with your DP/ Company.

*Shareholders holding shares in physical form but have not recorded 'C' and 'D', shall provide their Folio number in 'D' above.

*Shareholders holding shares in NSDL form, shall provide 'D' above

- Set the password of your choice (The password should contain minimum 8 characters, at least one special Character (@!#\$&*), at least one numeral, at least one alphabet and at least one capital letter).
- Click "confirm" (Your password is now generated).
- 3. Click on 'Login' under 'SHARE HOLDER' tab.
- 4. Enter your User ID, Password and Image Verification (CAPTCHA) Code and click on '**Submit**'.

Cast your vote electronically:

- 1. After successful login, you will be able to see the notification for e-voting. Select '**View**' icon.
- 2. E-voting page will appear.
- Refer the Resolution description and cast your vote by selecting your desired option 'Favour/Against' (If you wish to view the entire Resolution details, click on the 'View Resolution' file link).
- After selecting the desired option i.e. Favour/Against, click on 'Submit'. A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote.

Guidelines for Institutional shareholders:

Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on the e-voting system of LIIPL at <u>https://instavote.linkintime.co.in</u> and register themselves as **'Custodian/Mutual Fund/Corporate Body'**. They are also required to upload a scanned certified true copy of the board resolution/authority letter/power of attorney etc. together with attested specimen signature of the duly authorised representative(s) in PDF format in the 'Custodian/Mutual Fund/Corporate Body' login for the Scrutinizer to verify the same.

Helpdesk for Individual Shareholders holding securities in physical mode/Institutional shareholders:

Shareholders facing any technical issue in login may contact Link Intime INSTAVOTE helpdesk by sending a request at <u>enotices@</u> <u>linkintime.co.in</u> or contact on: - Tel: 022-4918 6000.

Helpdesk for Individual Shareholders holding securities in demat mode:

Individual Shareholders holding securities in demat mode may contact the respective helpdesk for any technical issues related to login through Depository i.e. NSDL and CDSL.

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <u>evoting@nsdl.</u> <u>co.in</u> or call at toll free no.: 022-4886 7000.
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <u>helpdesk.</u> <u>evoting@cdslindia.com</u> or contact at 1800 22 55 33.

Individual Shareholders holding securities in Physical mode has forgotten the password:

If an Individual Shareholder holding securities in Physical mode has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the "Forgot Password" option available on the e-Voting website of Link Intime: <u>https://instavote.linkintime.</u> <u>co.in</u>

- Click on 'Login' under 'SHARE HOLDER' tab and further Click 'forgot password?'
- Enter User ID, select Mode and Enter Image Verification code (CAPTCHA). Click on "SUBMIT".

In case shareholder is having valid e-mail address, Password will be sent to his/her registered e-mail address. Shareholders can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/ DOI, Bank Account Number (last four digits) etc. as mentioned above. The password should contain minimum 8 characters, at least one special character (@!#\$&*), at least one numeral, at least one alphabet and at least one capital letter. User ID for Shareholders holding shares in Physical Form (i.e. Share Certificate): Your User ID is Event No. + Folio Number registered with the Company. User ID for Shareholders holding shares in Physical Form (i.e. Share Certificate): Your User ID is Event No. + Folio Number registered with the Company

Individual Shareholders holding securities in demat mode with NSDL/CDSL has forgotten the password:

Shareholders who are unable to retrieve User ID/Password are advised to use Forget User ID and Forget Password option available at above mentioned depository/depository participants website.

- It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- For shareholders/members holding shares in physical form, the details can be used only for voting on the resolutions contained in this Notice.
- During the voting period, shareholders/members can login any number of time till they have voted on the resolution(s) for a particular "Event".
- Brief profile & other details of the Directors proposed to be appointed/re-appointed, as required under Regulation 36 of the SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015 and Secretarial Standard (SS-2) issued by the Institute of Company Secretaries of India is annexed to this Notice.
- 11. The relevant Explanatory Statement pursuant to the provisions of Section 102 of the Companies Act, 2013 in respect of Resolution(s) set out in this Notice is appended hereinafter.
- 12. Members attending the meeting through VC/OAVM shall be counted for the purposes of reckoning the quorum under the provisions of Section 103 of the Companies Act, 2013.
- 13. All the documents referred to in the Notice will be available for electronic inspection without fees by the members from the date of circulation of this Notice up to the date of AGM i.e. 20 September, 2024. Members seeking to inspect such documents can send an e-mail to <u>secretarial@raunaqintl.com.</u>
- 14. The Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Companies Act, 2013 ("the Act"), Register of Contracts or Arrangements in which Directors are interested under Section 189 of the Act and any other documents required by the Act and any other law, will be made available electronically for inspection by Members of the Company at the meeting.
- 15. Since the AGM will be held through VC/OAVM, the Route Map to reach to the venue of the 59th Annual General Meeting has not been annexed to this Notice.
- 16. Members seeking any further clarification/information relating to the Annual Financial Statements are requested to write at the Registered Office of the Company at least ONE WEEK before the date of the Meeting i.e. on or before 13 September, 2024. to enable the management to keep the information ready at the Meeting.

17. Members are requested to note that under Section 124 of the Companies Act, 2013 read with Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ('IEPF Rules'), the amount of dividend remaining unpaid or unclaimed for a period of seven years from the date of transfer to Unpaid Dividend Account is required to be transferred to the Investor Education and Protection Fund ('IEPF') constituted by the Central Government of India. Further, all shares in respect of which dividends remain unclaimed/unpaid for seven consecutive years or more, are required to be transferred to designated Demat Account of the IEPF Authority.

The Company during the Financial Year 2023-24 had accordingly, transferred the unpaid and unclaimed dividend amount pertaining to the Financial Year 2015-2016 along with relevant shares to the IEPF on 01 September, 2023.

The Company has uploaded the information in respect of unpaid and unclaimed dividends and details of shares transferred to IEPF on the website of the IEPF Authority viz. <u>www.iepf.gov.in</u> and under "Investors Section" on the website of the Company viz. <u>www.raunaqinternational.</u> <u>com.</u> With reference to Rule 7 of the Investor Education and Protection Fund (IEPF) Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 as amended, the Investors/Depositors whose unpaid dividends and shares have been transferred to IEPF under the Companies Act, 2013 can claim the amounts and shares from the IEPF authority as per the procedures/guidelines stated below:

- a. Download the Form IEPF-5 from the website of the IEPF Authority (<u>http://www.iepf.gov.in</u>) for filing the claim for the refund of dividend/shares. Read the instructions provided on the website/instruction kit alongwith the e-form carefully before filling the form.
- b. After filling the form, save it on your computer and submit the duly filled form by following the instructions given in the upload link on the IEPF website. On successful uploading, an acknowledgement challan will be generated indicating the SRN. Please note down the SRN details for future tracking of the form.
- c. Take a print out of the duly filled Form IEPF-5 and the acknowledgement challan issued after uploading the form.
- d. Submit an indemnity bond in original, copy of the acknowledgement and self attested copy of e-form IEPF-5 along with other necessary documents as mentioned in the Form IEPF-5 to the Nodal Officer (IEPF) of the Company at its Registered Office in an envelope marked "Claim for refund from IEPF Authority"/"Claim for shares from IEPF" as the case may be. Kindly note that submission of documents to the Company is necessary to initiate the refund process.
- e. Claim form completed in all respects will be verified and submitted online by the Company along with the Verification Report and other necessary documents to the IEPF Authority. Subsequently, on the basis of Company's Verification Report and other documents submitted by the Company with the IEPF Authority, refund will be released

by the IEPF Authority in favour of claimants' Aadhar linked bank account through electronic transfer and/or the shares shall be credited to the demat account of the claimant, as the case may be.

Further, the necessary details of Nodal Officer are available on the website of the Company i.e. <u>www.raunaqinternational.com.</u>

18. Members may please note that in compliance with the Regulation 39(4) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, 29,274 (Twenty Nine Thousand Two Hundred Seventy Four) Equity Shares of 98 (Ninety Eight) Shareholders attached to undelivered Share Certificates in possession of the Company which remained unclaimed had been transferred into the "Unclaimed Suspense Account" opened with Central Depository Services (India) Limited (CDSL).

Further, the voting rights on these shares shall remain frozen till the rightful owner of such shares claims the shares.

- 19. The Shares of the Company are compulsorily traded in demat mode. Hence, the Members who are still holding physical Share Certificates are advised that it is in their own interest to dematerialize their shareholding to avail benefit of dematerialization viz. easy liquidity, electronic transfer and prevention of forgery.
- 20. Members who hold shares in physical form in multiple folios in identical names or joint holding in the same order of names are requested to send the Share Certificate(s) to Link Intime India Private Limited, Registrar and Transfer Agent for consolidation into a single folio.
- 21. Members are requested to register their e-mail address(es) and changes in their particulars like change in address from time to time with Link Intime India Private Limited, Registrar and Transfer Agent for shares held in physical form and with the respective Depository Participants for the shares held in dematerialized form.
- 22. Members may please note that Securities and Exchange Board of India (SEBI) has made Permanent Account Number (PAN) as the sole identification number of all participants transacting in the securities market, irrespective of the amount of such transactions.

Further, SEBI has prohibited the transfer of shares in physical form except in case of transmission or transposition of shares. Members holding shares in physical form and intending to transfer their shares are advised to open a demat account with the Depository viz. National Securities Depository Limited (NSDL) or Central Depository Services (India) Limited (CDSL) through respective Depository Participant(s) and transfer their shares after dematerialization.

23. SEBI vide its circular No. SEBI/HO/MIRSD/POD-1/P/ CIR/2023/181, dated 17 November, 2023 prescribed simplified norms for processing investor service requests by Registrars to an Issue and Share Transfer Agents (RTAs) and provided updates on PAN, KYC details and Nomination processes.

The circular follows the earlier SEBI Circular No. SEBI/HO/ MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16 March, 2023 which has been rescinded due to the issuance of the Master Circular for Registrars to an Issue and Share Transfer Agents dated 17 May, 2023. The initial circular aimed to simplify norms for processing investor service requests by RTAs and furnishing PAN, KYC details and Nomination.

In compliance with the aforesaid SEBI circular dated 16 March, 2023, the Company on 13 May, 2023 had sent communication through speed post to furnish the requisite details. Through this exercise, the Company has tried to reach physical shareholders for the updation of records.

Therefore, the Shareholders holding Shares in physical form are requested to update their KYC with the Company.

For members who hold shares in physical form, the Securities and Exchange Board of India ("SEBI"), vide its Master Circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated 07 May, 2024 read with SEBI/HO/MIRSD/POD1/P/ CIR/2024/81 dated 10 June, 2024, as amended from time to time, has mandated furnishing of PAN linked with Aadhaar and KYC details (i.e. e-mail address, postal address with PIN code, mobile number, bank account details, PAN details linked with Aadhaar etc.). In case any of the aforesaid documents/details are not available in the record of the Company/Registrar and Share Transfer Agent ("RTA"), the member shall not be eligible to lodge grievance or avail any service request from the RTA until they furnish complete KYC details/ documents. Further, with effect from 01 April, 2024, any payment of dividend shall only be made in electronic mode to such members.

The relevant formats for Nomination and Updation of KYC details viz; Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14 have been sent to the respective shareholders and are also available on the Company's official Website i.e. <u>www.raunaqinternational.com</u>.

Members are requested to furnish PAN, Postal Address, E-mail Address, Mobile Number, Specimen Signatures, Bank Account Details and Nomination by the submitting the relevant Form(s) as below to the Registrar and Transfer Agent of the Company, Link Intime India Private Limited:

Sr. No.	Particulars	Form
1.	Registration of PAN, postal address, e-mail address, Mobile number, Bank Account Details or changes/updation thereof	ISR-1
2.	Confirmation of Signature of shareholder by the Banker	ISR-2
3.	Registration of Nomination	SH-13
4.	Cancellation or Variation of Nomination	SH-14
5.	Declaration to opt out of Nomination	ISR-3

Those holding shares in dematerialized form may contact their respective Depository Participant (DP) to avail the nomination facility or further change in nominations.

SEBI has commenced processing of investor complaints in a centralised web based complaints redressal system i.e. SCORES. The Company has supported SCORES by using it as a platform for communication between SEBI and the Company.

Further, Online Dispute Resolution (ODR) in Indian Securities Market has been introduced by SEBI vide its circular dated 31 July, 2023 read with corrigendum-cumamendment circular dated 04 August, 2023. In addition to SCORES, Investors/clients and Market Participants (MPs) now have an additional mechanism available for dispute resolution with an objective of time bound online conciliation and online arbitration for resolution of disputes arising in the Indian Securities Market. The Company has registered itself on the ODR Portal.

- 24. The Securities and Exchange Board of India (SEBI) vide its Circular reference no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2022/8 dated 25 January, 2022 mandated that the listed companies shall issue the securities in dematerialized form only while processing various investor service requests as mentioned below and issue a Letter of Confirmation to the respective shareholder upon receipt of such request that will be submitted by the shareholder to its Depository Participant along with Dematerialisation Request Form for credit of shares electronically in the Demat Account of Shareholder.
 - 1. Issue of duplicate securities certificate;
 - 2. Claim from Unclaimed Suspense Account;
 - 3. Renewal/Exchange of securities certificate;
 - 4. Endorsement;
 - 5. Sub-division/Splitting of securities certificate;
 - 6. Consolidation of securities certificates/folios;
 - 7. Transmission;
 - 8. Transposition.

Further, the said circular provides that in case the securities holder/claimant fails to submit the demat request within 120 days from the date of issuance of letter of confirmation, RTA/Issuer Companies shall credit the securities to the Suspense Escrow Demat Account of the Company.

In compliance of the above, the shares for the aforesaid investor requests are issued in dematerialized form only and a Letter of Confirmation is issued to the respective shareholder upon receipt of such request for submission by the shareholder to its Depository Participant along with Dematerialisation Request Form for credit of shares electronically in the Demat Account of Shareholder. Further, in case the securities holder/claimant fails to submit the demat request within 120 days from the date of issuance of Letter of Confirmation, the said shares are credited to the Suspense Escrow Demat Account of the Company.

25. Members may please note that with an initiative towards the vision of diversification of the Company's operations into additional areas along with EPC business, alongside an objective to depict the name and activities of the Company in accordance with the diversified business activities of the Company, the name of the Company had been changed from "Raunaq EPC International Limited" to "Raunaq International Limited" with effect from 10 January, 2024 thereby deleting the term "EPC" (Engineering, Procurement and Construction) from the old name of the Company, pursuant to the requisite approval of the Board of Directors and members of the Company and further approval of the Ministry of Corporate Affairs (MCA). Further, pursuant to Regulation 45(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, a certificate issued by M/s B.R. Maheswari & Co. LLP, Chartered Accountants (ICAI Registration No. 001035N/ N500050), Statutory Auditors of the Company certifying that 98.68% of the revenues earned during the period from 01 January, 2023 to 31 December, 2023 have been from new business activities (i.e. trading activities) is annexed to this notice for the perusal and approval of the members of the Company.

Members seeking any clarification on the said certificate may write at the registered office of the Company.

General Guidelines for shareholders:

- In case the shareholders have any queries or issues regarding e-voting, please refer the Frequently Asked Questions ("FAQs") and Instavote e-Voting manual available at <u>https://instavote.linkintime.co.in</u> under Help section or write an e-mail to <u>enotices@linkintime.co.in</u> or Call at :- Tel : 022 - 49186000.
- 2. The remote e-voting period commences on Tuesday, 17 September, 2024 at 09:00 A.M. and ends on Thursday, 19 September, 2024, 2024 at 05:00 P.M. During this period, members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date i.e. Friday, 13 September, 2024 may cast their vote by remote e-voting. The remote e-voting module shall be disabled by LIIPL for voting the rafter. Once the vote on are solution is cast by the member, the member shall not be allowed to change it subsequently.
- 3. 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 i.e. Friday, 13 September, 2024. The person who is not a member as on the cut-off date should treat this Notice for information purpose only.
- 4. Any person, who acquire shares of the Company and become member of the Company after dispatch of the Notice of the AGM and holding shares as of the cut-off date i.e. Friday, 13 September, 2024, may obtain the user ID and password by sending a request at <u>rajiv.ranjan@linkintime.co.in</u> or <u>delhi@</u> <u>linkintime.co.in</u>. However, if you are already registered with LIIPL for remote e-voting, then you can your existing user ID and password for casting your vote.

- 5. 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 e-voting at the AGM.
- 6. The Company has appointed Mr. Sanket Jain, Proprietor, M/s Sanket Jain & Co., Company Secretaries, Jhansi, having his office at 'Satyaraj', Behind Hotel Chanda, Civil Lines, Jhansi-284002 (U.P) as the Scrutinizer to scrutinize the remote e-voting process and e-voting at the Annual General Meeting in a fair and transparent manner.
- 7. The Chairman shall, at the AGM, at the discussion on the resolutions on which voting is to be held, allow voting to be cast by use of e-voting facility 'Insta Meet' of LIIPL for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.
- 8. The Scrutinizer shall after the conclusion of voting at the AGM, will first download the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least Two (2) witnesses not in the employment of the Company and shall make, not later than two working 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 for the with.
- 9. The Results of the AGM shall be declared by the Chairman or person authorized or anyone of the director of the Company after the AGM within the prescribed time limits. The resolutions will be deemed to be passed on the AGM date subject to receipt of the requisite number of votes in favour of the Resolutions.
- 10. The Results declared along with the Scrutinizer's Report shall be placed on the Company's website i.e. <u>www.</u> <u>raunaqinternational.com</u> and on the website of LIIPL and communicated to BSE Limited (BSE) accordingly.

By Order of the Board

Neha Patwal Company Secretary and (CFO)

Dated: 28 August, 2024

EXPLANATORY STATEMENT

(Pursuant to section 102 of the companies act, 2013)

Item No. 03

Mr. Rajiv Chandra Rastogi, aged 72 years is a Non-Executive Independent Director of the Company since 22 April, 2019. He is a Commerce graduate from University of Delhi. He has a wide exposure of different aspects of industry.

The members of the Company in their Annual General Meeting held on 05 August, 2019 approved the appointment of Mr. Rajiv Chandra Rastogi as a Non-Executive Independent Director of the Company for a period of 5 (Five) Years upto the conclusion of the 59th Annual General Meeting (AGM) of the Company in the Calendar Year 2024 in terms of the provisions of Section 149 of the Companies Act, 2013 read with the rules made thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force).

In terms of the above, the present tenure of Mr. Rajiv Chandra Rastogi as a Non-Executive Independent Director of the Company expires at this Annual General Meeting (AGM).

In terms of provisions of Section 149(10) of the Companies Act, 2013, an Independent Director shall hold office for a term of upto 5 (Five) consecutive years on the Board of the Company, but such Independent Director shall be eligible for re-appointment for another term of up to 5 (Five) consecutive years with the approval of members by way of a Special resolution.

Further, in terms of Regulation 17 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("the Regulations") as amended, No listed entity shall appoint a person or continue the directorship of any person as a Non-Executive Director who has attained the age of seventy five years unless a special resolution is passed to that effect, in which case the explanatory statement annexed to the notice for such motion shall indicate the justification for appointing such a person.

The Board of Directors of the Company in its meeting held on 30 May 2024, based on the outcome of performance evaluation process and in terms of recommendation of the Nomination and Remuneration Committee in its meeting held on even date considered and approved the re-appointment of Mr. Rajiv Chandra Rastogi as a Non-Executive Independent Director of the Company in terms of provisions of Section 149 of the Companies Act, 2013 for a second term of 5 (Five) consecutive years upto the conclusion of the 64th Annual General Meeting (AGM) of the Company in the Calendar year 2029 subject to the approval of members by way of a Special resolution, as the age of Mr. Rajiv Chandra Rastogi will be more than seventy five years during his proposed tenure.

The necessary information/disclosure in compliance with Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard (SS-2) issued by the Institute of Company Secretaries of India relating to Mr. Rajiv Chandra Rastogi has been provided in a separate section of this Notice.

In terms of the provisions of the Companies Act, 2013, Mr. Rajiv Chandra Rastogi has filed requisite consent(s)/disclosures before the Board.

The Company has also received an intimation from Mr. Rajiv Chandra Rastogi in Form DIR-8 to the effect that he is not disqualified and further confirmed that he is not debarred by the Securities and Exchange Board of India, Ministry of Corporate Affairs or any such other Statutory Authority to be appointed as a Director in any Company.

A notice has been received from a member under Section 160 of the Companies Act, 2013 signifying their intention to propose Mr. Rajiv Chandra Rastogi as a candidate for the office of Non-Executive Independent Director of the Company.

The Company has received a declaration from Mr. Rajiv Chandra Rastogi confirming that he meets the criteria of independence as prescribed under Section 149(6) of the Companies Act, 2013 and Regulation 16(1)(b) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Mr. Rajiv Chandra Rastogi has a vast experience in different aspects of the Industry and the Company has been taking his guidance and supervision over a long period of years as a result of which the Company has sustained and has achieved success in creating a brand image in the Industry. Mr. Rajiv Chandra Rastogi is a veteran and is in good of health to continue further as an Independent Director. With the continuation of Mr. Rajiv Chandra Rastogi, the Company can continue to take advantage of his valuable guidance and achieve further growth and success in the subsequent period. Mr. Rajiv Chandra Rastogi has vast knowledge and experience of sector in which Company operates which will ensure sound decision making at level of the Board as a whole.

In view of his enriched experience and appreciable contribution, the approval of members by way of Special Resolution is being sought to re-appoint Mr. Rajiv Chandra Rastogi as a Non-Executive Independent Director of the Company for a further period of 5 (Five) Years upto the conclusion of the 64th Annual General Meeting (AGM) of the Company in the Calendar year 2029 in terms of the provisions of Section 149 of the Companies Act, 2013.

In the opinion of the Board, Mr. Rajiv Chandra Rastogi fulfills the conditions specified in the Companies Act, 2013 and rules made thereunder for his re-appointment as a Non-Executive Independent Director of the Company and is independent of the management.

Accordingly, the Board recommends the resolution in relation to re-appointment of Mr. Rajiv Chandra Rastogi as a Non-Executive Independent Director of the Company, for the approval by the members of the Company, by way of a Special resolution.

Except Mr. Rajiv Chandra Rastogi, being an appointee, none of the Directors and Key Managerial Personnel of the Company and their relatives is concerned or interested, financial or otherwise, in the resolution set out at Item No. 03 of the Notice.

INSPECTION OF DOCUMENTS

All resolutions passed in this regard are available for inspection by the Members of the Company at its Registered Office during the office hours between 11:00 A.M. to 01:00 P.M. on all working days except Sundays upto the date of Annual General Meeting and shall also be available at the venue of the meeting.

By Order of the Board

Dated: 28 August, 2024

Neha Patwal Company Secretary and (CFO)

Details required under Section 102 of the Companies Act, 2013 in respect of the Directors proposed to be appointed/ re-appointed at the ensuing Annual General Meeting (AGM) and their Brief Resume and other Information/Disclosure in compliance with the Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard (SS-2) issued by the Institute of Company Secretaries of India have been provided herein below:

Particulars	Item No. 02	Item No. 03	
Name of Director	Mr. Naresh Kumar Verma	Mr. Rajiv Chandra Rastogi	
DIN	07087356	00035460	
Brief Resume	Mr. Naresh Kumar Verma, aged 64 Years is a master in Commerce and holds a Post Graduate Diploma in Personnel Management & Industrial Relations. He is having a rich experience of 42 years. He has served in various renowned Companies like VXL India Limited, Bhartia Curtler Hammer, Daikin Shriram Air Conditioning etc. and currently holds the designation of Corporate Business Head in Bharat Gears Limited, a Company within the group.	Mr. Rajiv Chandra Rastogi, aged 72 Years is a Commerce Graduate from University of Delhi. He has a very wide exposure of different aspects of Industry. Mr. Rajiv Chandra Rastogi has vast knowledge and experience of sector in which Company operates.	
Category of Director	Non-Executive Non Independent	Non-Executive Independent Director	
	Director		
Date of Birth	08 June, 1960 (64)	12 February, 1952 (72)	
(Age in Years)		· · · · · · · · · · · · · · · · · · ·	
Date of Appointment on	04 December, 2019	22 April, 2019	
the Board			
Qualification	Masters in Commerce, Post Graduate Diploma in Personnel Management & Industrial Relations	Commerce Graduate	
No. of years of Experience	42 Years	49 Years	
Expertise in specific functional areas	Strategic Planning, Ability to read Financial Statements	Knowledge of Core Business i.e. EPC, Ability to read Financial Statements	
Terms and conditions of appointment/re-appointment	The terms and conditions are available at the website of the Company at <u>www.raunaqinternational.com</u>	As detailed in Explanatory Statement above for Item No. 03 of the Notice	
Chairmanship/Membership of Committees of the Company	 Member-Audit Committee Member-Nomination and Remuneration Committee Member-Stakeholders' Relationship Committee Member-Finance Committeee 	 Member-Audit Committee Member-Nomination and Remuneration Committeee Member-Corporate Social Responsibility Committee Member-Finance Committee Member-Share Issue Committee 	
Directorships held in other Companies	NIL	City Fame Engineering Private Limited	
Chairmanship/Membership of Committees of other Companies	NIL	NIL	
Number of Board Meetings attended during the year	4	4	
Relationships between Directors inter-se	None	None	
Relationships with Manager and other Key Managerial Personnel of the Company	None	None	
Remuneration details (Including Sitting Fees & Commission) and last remuneration drawn	Please refer to the 'Notes forming part of the Financial Statements' for the Financial Year 2023-24.	Please refer to the 'Notes forming part of the Financial Statements' for the Financial Year 2023-24.	
Number of Shares held in the Company as on	18 (0.00%)	NIL	
31 March, 2024			

By Order of the Board

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Neha Patwal Company Secretary and (CFO)

Dated: 28 August, 2024

CERTIFICATE AS PER REGULATION 45(3) OF THE SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015

The Board of Directors Raunaq International Limited (Formerly known as Raunaq EPC International Limited) 20 K.M. Mathura Road, P.O. Box - 353, P.O. Amar Nagar, Faridabad - 121003

Certificate on the total revenue reported by Raunaq International Limited for the period January 01, 2023, to December 31, 2023

Dear Sirs,

We understand pursuant to the change in the name of Raunaq International Limited ('Raunaq' or 'Company'), the stock exchanges require the Company to furnish a certificate from its Auditors' on the revenue earned by the Company over the preceding one year.

We have reviewed the financial information provided by the management with respect to the Revenues earned from 1 January 2023 to 31 December 2023 (as provided in Annexure 1) and certify that 98.68% of revenues earned during the period have been from New business activities (trading).

Management's Responsibility

The preparation of the financial information is the responsibility of the Management of Raunaq International Limited, including the preparation and maintenance of all accounting and other relevant supporting records and documents. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the Statement and applying an appropriate basis of preparation; and making estimates that are reasonable in the circumstances.

Our Responsibility

Pursuant to the requirements of the Change in Name of Scrip, it is our responsibility to provide a reasonable assurance whether the amounts in the Statement of Turnover for the year ended December 31, 2023 have been accurately extracted from the published financial results.

The published financial results have been audited/reviewed by us, on which we issued an unmodified audit opinion. Our audits/ reviews of these financial statements were conducted in accordance with the Standards on Auditing and other applicable authoritative pronouncements issued by the Institute of Chartered Accountants of India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

We conducted our examination of the Statement in accordance with the Guidance Note on Reports or Certificates for Special Purposes issued by the Institute of Chartered Accountants of India. The Guidance Note requires that we comply with the ethical requirements of the Code of Ethics issued by the Institute of Chartered Accountants of India.

We have complied with the relevant applicable requirements of the Standard on Quality Control (SQC) 1, Quality Control for Firms that Perform Audits and Reviews of Historical Financial Information, and Other Assurance and Related Services Engagements.

Based on our examination, as above, and the information and explanations given to us, we certify that the Statement is in agreement with the books of account and other records of the Company as produced to us for our examination.

Restriction on Use

The certificate is addressed to and provided to the Board of Directors of the Company solely for the purpose to enable comply with requirement of Change in Name of Scrip and to submit the accompanying Statement to BSE Limited, and should not be used by any other person or for any other purpose. Accordingly, we do not accept or assume any liability or any duty of care for any other purpose or to any other person to whom this certificate is shown or into whose hands it may come without our prior consent in writing.

For B R Maheswari and Co LLP Chartered Accountants Firm Registration No. 001035N/N500050

Ant

Akshay Maheshwari Partner Membership No. 504704 UDIN: 24504704BKEIRS6895

Date: April 02, 2024 Place: New Delhi

Annexure 1 Statement of total revenue in the preceding one year period				
From 1-Jan-2023 to 31-Dec-2023	Amount (Rs. In lakhs)	%		
Income from prior business activity SSale of services (EPC)	4.99	1.32%		
Income from new business activity STrading Activities	372.06	98.68%		
Total Income	377.05	100%		