

# ADVIK LABORATORIES LIMITED

CIN: L74899HR1994PLC038300

Regd. Off. : 138, Roz-Ka-Meo, Industrial Area, Sohna, Distt. -Mewat (Haryana)

Tel.: 0124-2362471, Fax: 011-43571047

Email: mail@advikindia.com, Website: www.advikindia.com

## Notice Of Annual General Meeting, Book Closure And Remote E-Voting Information's

Notice is hereby given that the 22<sup>nd</sup> Annual General Meeting (AGM) of the Company will be held on Friday, 30<sup>th</sup> September, 2016 at 11.30 A.M. at 138, Roz-Ka-Meo, Industrial Area, Sohna, Distt. -Mewat (Haryana) to transact the business set out in notice dated 03<sup>rd</sup> September, 2016 of the AGM. The Notice of AGM and Annual Report for the F.Y. 2015-16 has been sent to all the members through permitted mode on 05<sup>th</sup> September, 2016.

Pursuant to Regulation 42 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 and Section 91 of the Companies Act, 2013 along with the applicable Rules made there under, it is hereby intimated that the Register of Members and share transfer books of the Company will remain closed from Saturday, 24<sup>th</sup> September, 2016 to Friday, 30<sup>th</sup> September, 2016 for the purpose of AGM.

In compliance with the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014 the Company has provided electronic voting facility for transacting all the business items as mentioned in the AGM notice dated 03<sup>rd</sup> September, 2016 through the Remote e-voting facility on the platform of Central Depository Services (India) Limited (CDSL). Remote E-voting will commence on 27<sup>th</sup> September, 2016 at 09:00 A.M. and end on 29<sup>th</sup> September, 2016 at 5.00 P.M. No Remote e-voting shall be allowed beyond the said date and time.

The notice of the Annual General Meeting along with Remote e-voting instructions has also been displayed on the website of the Company [www.advikindia.com](http://www.advikindia.com) and on the website of the Agency [www.evotingindia.com](http://www.evotingindia.com).

The Members of Company holding shares as on Friday, 23<sup>rd</sup> September, 2016 may cast their Electronically through Remote E-voting platform of CDSL at [www.evotingindia.com](http://www.evotingindia.com) or vote at the General Meeting through the Ballot Form. Members may participate in the General Meeting even after Remote E-voting but shall not be eligible to vote at the meeting. Voting, if exercised will be invalid and the vote caste through Remote E-voting will be considered.

Members are requested to read the instructions pertaining to e-voting as printed in the AGM Notice carefully. In case members have any queries or issues regarding Remote e-voting, they may refer the Frequently Asked Questions (FAQ) and Remote e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com) under help section or write an e-mail to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)

Shareholders may contact Registrar & Share Transfer Agent, M/s Beetal Financial & Computer Services (P) Ltd., contact no. 91-11-29961281/82 or their respective Depositories for registration/update of their email IDs and other matters.

Members holding shares in demat form are requested to submit their Permanent Account Number (PAN) and E-mail ID to their respective Depository Participant and those holding shares in physical form are requested to submit their PAN and E-mail ID details to the company / RTA in order to comply with the SEBI guidelines.

For ADVIK LABORATORIES LIMITED

Sd/-

Pooja Chuni

Company Secretary

Membership No.: A16272

Place: New Delhi

Date: 07<sup>th</sup> September, 2016