SARLA PERFORMANCE FIBERS LIMITED [CIN: L31909DN1993PLC000056]

Registered Office: Survey No. 59/1/4, Amli Piparia Industrial Estate, Silvassa, Union Territory of Dadra & Nagar Haveli – 396230, India

Tel: 0260 – 3290467, **Fax:** 0260 – 2631356

Email: investors@sarlafibers.com , Website: www.sarlafibers.com

NOTICE OF THIRTIETH ANNUAL GENERAL MEETING

NOTICE is hereby given that the **Thirtieth (30th) Annual General Meeting ('AGM')** of the Members of **Sarla Performance Fibers Limited** will be held on Thursday, September 21, 2023, at 03:00 p.m. (IST) through Video Conferencing ('VC') or Other Audio-Visual Means ('OAVM') to transact the following business:

ORDINARY BUSINESS

1. To receive, consider and adopt:

- a. Audited Standalone Financial Statements of the Company for the Financial Year ended March 31, 2023 together with the Reports of the Board of Directors and Auditors thereon; and
- b. Audited Consolidated Financial Statements of the Company for the Financial Year ended March 31, 2023 and the Report of Auditors thereon.
- 2. To appoint a Director in place of Mr. Kanav Krishna Jhunjhunwala (DIN: 09507192), who retires by rotation and being eligible, offers himself for reappointment.

SPECIAL BUSINESS:

3. Ratification of the remuneration of Cost Auditors for the Financial Year ending March 31, 2024

To consider and if thought fit, to pass with or without modification(s), the following resolution as an **Ordinary Resolution:**

"RESOLVED THAT pursuant to Section 148 and other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Audit and Auditors) Rules, 2014, (including any statutory modification(s) or amendment(s) or reenactment(s) thereof for the time being in force), and other applicable acts, rules and regulations, if any and pursuant to the recommendation of Audit Committee, the remuneration payable to M/s. Balwinder & Associates, Cost Accountants, (Firm Registration No: 000201), appointed by the Board of Directors of the Company as the Cost Auditors at its Meeting dated May 13, 2023, to conduct the audit of the cost records of the Company for the Financial Year 2023-24, amounting to Rs. 90,000/-(Rupees Ninety Thousand Only) plus taxes and reimbursement of out of pocket expenses that may be incurred during the course of audit, be and is hereby ratified and confirmed.

RESOLVED FURTHER THAT the Board of Directors and/or Key Managerial Personnel of the Company be and are hereby authorized to do all such acts, deeds, matters and things as may be deemed necessary, desirable, proper or expedient for the purpose of giving effect to the above resolution."

4. Appointment of Mr. Sachin Shashikant Abhyankar (DIN: 02760746) as a Non-Executive, Non-Independent Director of the Company

To consider and, if thought fit, to pass the following Resolution as an **Ordinary Resolution**:

"RESOLVED THAT pursuant to the provisions of section 152 and all other applicable provisions of the Companies Act, 2013 ("the Act"), the Rules framed thereunder and such other laws as may be applicable (including any statutory modification(s) or amendment(s) thereto or re-enactment(s) thereof for the time being in force), and pursuant to the recommendation of the Nomination and Remuneration Committee, Mr. Sachin Abhyankar (DIN: 02760746), who was appointed by the Board of Directors as an Additional Director of the Company, with effect from August 10, 2023 under section 161 of the Act and the Articles of Association of the Company, and who holds office up to the date of this Annual General Meeting of the Company and in respect of whom the Company has received a Notice in writing from a Member under section 160 of the Act proposing his candidature for the office of Director of the Company, being so eligible, is hereby appointed as a Non-Executive, Non-Independent Director of the Company, liable to retire by rotation, on such terms and conditions as stated in the explanatory statement hereto.

RESOLVED FURTHER THAT the Board of Directors of the Company (including any Committee thereof) are hereby authorised to do all acts, deeds, matters and things and take all such steps as may be necessary, proper, desirable or expedient to give effect to this resolution."

5. Appointment of Mr. Bharat K. Jhamvar (DIN: 00211297) as an Independent Director of the Company for a period of 5 (Five) years

To consider and if thought fit, to pass the following resolution as an **Ordinary Resolution:**

"RESOLVED THAT pursuant to the provisions of Sections 149, 150, 152, 161, Schedule IV and other applicable provisions of the Companies Act, 2013 ("the Act") read with the Rules framed thereunder, and applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, ("the SEBI Listing Regulations") [including any statutory modification(s) or reenactment(s) thereof, for the time being in force], and Articles of Association of the Company, and pursuant to the recommendation of the Nomination and Remuneration Committee and approval of the Board, Mr. Bharat K. Jhamvar (DIN: 00211297), who was appointed as an Additional Director in the capacity of an Independent Director with effect from August 10, 2023 and who meets the criteria for independence under Section 149(6) of the Act and the Rules made thereunder and Regulation 16(1)

(b) of the SEBI Listing Regulations and in respect of whom the Company has received a notice in writing from a Member under Section 160 of the Act, be and is hereby appointed as an Independent (Non-Executive) Director of the Company for a period of 5 (Five) years commencing from August 10, 2023 till August 09, 2028, and that he shall not be liable to retire by rotation.

RESOLVED FURTHER THAT the Board be and is hereby authorized to delegate all or any of the powers to any committee of directors with power to further delegate to any other Officer(s) / Authorized Representative(s) of the Company to do all acts, deeds and things and take all such steps as may be necessary, proper or expedient to give effect to this resolution."

> By order of the Board of Directors For Sarla Performance Fibers Limited

Neha Somani (Company Secretary & Compliance Officer)

Place: Mumbai Date: August 10, 2023

Registered Office:

Survey No. 59/1/4, Amli Piparia Industrial Estate, Silvassa, U.T. of Dadra & Nagar Haveli – 396230 Tel: 0260–3290467, Fax: 0260 – 2631356 Email: <u>investors@sarlafibers.com</u> Website: <u>www.sarlafibers.com</u>

Notes:

I. General Instructions:

- Pursuant to General Circular No. 14/2020 dated 1. April 8, 2020, General Circular No. 17/2020 dated April 13, 2020, General Circular No. 20/2020 dated May 5, 2020, General Circular No. 02/2021 dated January 13, 2021, Circular No.02/2022 dated May 5, 2022 and Circular No. 10/2022 dated December 28, 2022, issued by the Ministry of Corporate Affairs (collectively referred as 'MCA Circulars') and Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020, SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021, SEBI/HO/CFD/CMD2/ CIR/P/2022/62 dated May 13, 2022 and SEBI/HO/ CFD/PoD-2/P/CIR/2023/4 dated January 05, 2023 issued by Securities and Exchange Board of India (SEBI), (collectively referred as 'SEBI Circulars') respectively, the Company is convening this 30th Annual General Meeting (AGM) through Video Conferencing (VC)/Other Audio Visual Means (OAVM), without the physical presence of the Members at a common venue. The proceedings of the AGM will be deemed to be conducted at the Registered Office of the Company, which shall be the deemed venue of the AGM.
- 2. PURSUANT TO THE PROVISIONS OF THE ACT, A MEMBER ENTITLED TO ATTEND AND VOTE AT THE AGM IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY. SINCE THIS AGM IS BEING HELD PURSUANT TO THE MCA / SEBI CIRCULARS THROUGH VC/OAVM, THE REQUIREMENT OF PHYSICAL ATTENDANCE OF MEMBERS HAS BEEN DISPENSED WITH. ACCORDINGLY, THE FACILITY FOR APPOINTMENT OF PROXIES BY MEMBERS WILL NOT BE AVAILABLE FOR THIS AGM AND HENCE, THE PROXY FORM, ATTENDANCE SLIP AND ROUTE MAP OF AGM ARE NOT ANNEXED TO THIS NOTICE.
- 3. However, the Corporate Members are entitled to appoint authorized representatives to attend the General Meeting through VC/OAVM and participate thereat and cast their votes through e-voting.
- 4. Explanatory statement pursuant to Section 102 of the Act and Secretarial Standard-2 on General Meetings issued by the Institute of Company Secretaries of India, stating all material facts and reasons for businesses as set out in the Item no. 3, 4 & 5 is annexed hereto and forms a part of the Notice.

The Board of Directors has considered and decided to include Item Nos. 3, 4 & 5 as given above as Special Businesses in the forthcoming AGM as they are unavoidable in nature.

- 5. Information required pursuant to Regulation 36(3) of the SEBI Listing Regulations read with the applicable provisions of Secretarial Standard-2 on General Meetings, in respect of the Directors seeking appointment/re-appointment or variation in terms of remuneration, is provided as part of this Notice. The Company has received the requisite consents/ declarations for the appointment/re-appointment under the Act and the rules made thereunder.
- 6. Non-individual Members (i.e. Institutional/ Corporate Members) intending to participate through their Authorized Representative(s) are requested to send a certified true copy of the Board Resolution, pursuant to Section 113 of the Act, authorizing their representatives to attend and vote on their behalf at the Meeting. The said Resolution/ Authorization shall be sent to the Scrutinizer by e-mail through their registered e-mail address to cs@mayankarora.co.in with a copy marked to the Company on investors@sarlafibers.com.
- 7. In case of joint holders participating at the AGM together, only such joint holder whose name appears higher in the order of names will be entitled to vote.
- 8. Facility of joining the AGM through VC /OAVM shall open Fifteen (15) minutes before the time scheduled for the AGM and the Members can join the AGM by following the procedure mentioned in this Notice. The facility of participation at the AGM through VC/ OAVM will be made available on first come first serve basis.
- 9. SEBI has mandated that securities of listed companies can be transferred only in dematerialised form. In view of the above and to avail various benefits of dematerialisation, Members are advised to dematerialise shares held by them in physical form, for ease in portfolio management.
- 10. Members holding shares in physical form and desirous of making a nomination in respect of their shareholding in the Company, as permitted under Section 72 of the Act, are requested to submit details to Link Intime India Private Limited, in the prescribed Form SH-13 for this purpose.
- 11. In compliance with the aforesaid MCA Circulars and SEBI Circulars, the Notice of the AGM along with the Annual Report for the FY. 2022-23 is being sent only through electronic mode to those Members whose email addresses are registered with the Company/ Depositories. Members may please note that the Notice and Annual Report for the FY. 2022-23 will also be available on the Company's website at <u>www.</u> <u>sarlafibers.com</u>, websites of the Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited at <u>www.bseindia.com</u> and <u>www.nseindia.</u> <u>com</u> respectively. The AGM Notice is also available on the website of NSDL at <u>www.evoting.nsdl.com</u>

In case any Member is desirous of obtaining hard copy of the Annual Report for the Financial Year 2023 and Notice of the 30th AGM of the Company, may send request to the Company's e-mail address at <u>investors@sarlafibers.com</u> mentioning Folio No./ DP ID and Client ID.

- The Register of Members and the Share Transfer Books of the Company will remain closed from Friday, September 15, 2023 to Thursday, September 21, 2023, (both days inclusive) for the purpose of AGM for FY. 2022-23.
- 13. To support the 'Green Initiative', Members who have not yet registered their email addresses are requested to register the same with their DPs in case the shares are held by them in electronic form and with the Company in case the shares are held by them in physical form.
- 14. SEBI vide circular no. SEBI/HO/MIRSD/MIRSD_ RTAMB/P/CIR/2021/655 dated November 3, 2021 has made it mandatory for all members holding shares in physical form to furnish nomination details to the Company/ RTA. Members can register their nomination details in Form SH-13 or they can choose to give declaration to opt out of Nomination by filing Form ISR-3. In case of members holding shares in physical form wishes to change the nominee or cancel the nomination then Form SH-14 needs to be filled. The forms mentioned above are available on the website of the Company as well as on the website of RTA.

15. Transfer & Transmission of Shares:

(a) Mandatory processing of Transfer & Transmission request in Demat form:

As per Regulation 40 of the SEBI Listing Regulations, as amended, securities of listed companies can be transferred only in dematerialised form w.e.f. April 01, 2019. Further, SEBI vide its Circular No. SEBI/HO/MIRSD/ MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022, has w.e.f. January 24, 2022 mandated listed companies to issue securities in dematerialised form while processing service request for issue of duplicate securities certificate, claim from Unclaimed Suspense Account, renewal/ exchange of securities certificate, endorsement, subdivision/splitting of securities certificate, consolidation of securities certificates/folios, transmission, transposition, etc. In view of the above and to eliminate the risks associated with physical shares and to avail various benefits of dematerialisation, Members are advised to dematerialise their shares held in physical form.

(b) Simplified Procedure for transmission of securities and Issuance of Duplicate Share certificates:

SEBI vide its Circular Nos. SEBI/ HO/MIRSD/ MIRSD_RTAMB/P/CIR/2022/65 dated May 18, 2022 and SEBI/HO/MIRSD/ MIRSD_RTAMB/P/ CIR/2022/70 dated May 25, 2022 has simplified the procedure and standardised the format of documents for transmission of securities and issuance of duplicate securities certificates. Members are requested to submit their requests, if any, along with documents as per the said circulars.

16. Updation of Mandatory KYC Details:

(a) Shares held in physical form:

SEBI vide its Circular No. SEBI/HO/MIRSD/ MIRSD-PoD12 1/P/CIR/2023/37 dated March 16, 2023, has extended the timeline for mandatory furnishing of PAN, nomination, contact details (postal address with PIN, mobile number & E-mail address), bank account details (bank name & branch, bank account number and IFSC code) and specimen signature ('mandatory KYC'), by security holders holding securities in physical form up to September 30, 2023. Accordingly, Members holding shares in physical form are requested to complete the mandatory KYC by sending an E-mail request along with duly signed forms to Link Intime India Pvt Ltd, Registrar & Transfer Agent ("Link Intime"/ "R&T") of the Company at <u>rta.helpdesk@</u> linkintime.com, before September 30, 2023. As per SEBI circular, non-availability of any of the above documents/details with Link Intime on or after October 01, 2023 will result in freezing of the physical Member's folios.

(b) Shares held in dematerialised form:

Members holding shares in demat form are requested to submit/update their KYC details with their respective Depository Participant.

17. Pursuant to Sections 124 and 125 and other relevant provisions of the Act, and Investor Education and Protection Fund ('IEPF') Authority (Accounting Audit, Transfer and Refund) Rules, 2016 as amended from time to time the dividend which remains unpaid/unclaimed for a period of Seven (7) years from the date of transfer to the unpaid/unclaimed dividend account of the Company is required to be transferred to the Investor Education and Protection Fund ('IEPF') of the Central Government.

In accordance with the provisions of Section 124 of the Companies Act, 2013, the Company has transferred the shares of those shareholders whose dividend remained to be encashed/claimed for Seven (7) consecutive years or more. The details of such shareholders have been uploaded on the Company's website under the link - https://www.sarlafibers.com/shares-in-iepf/. Members are requested to note that no claim shall lie against the Company in respect of any shares/ dividend so transferred to the IEPF Authority.

Sr. No.	Financial Year	Date of Declaration of Dividend	Due Date to transfer of IEPF
1.	2015-16 Final Dividend	30-09-2016	04-11-2023
2.	2016-17 Final Dividend	29-09-2017	03-11-2024
3.	2017-18 Final Dividend	28-09-2018	02-11-2025
4.	2018-19 Final Dividend	27-09-2019	01-11-2026
5.	2021-22 Final Dividend	28-09-2022	30-10-2029

In the event of transfer of shares and the unclaimed dividends to IEPF, members are entitled to claim the same from the IEPF authority by submitting an online application in e-Form IEPF-5 available on http://www.iepf.gov.in/ and sending a physical copy of the same duly signed to the Company along with the requisite documents enumerated in Form IEPF-5. Members can file only one consolidated claim in a Financial Year as per the IEPF Rules.

Members who wish to claim dividends, which remain unclaimed, are requested to either correspond/ coordinate with the Secretarial Department of the Company at investors@sarlafibers.com or the RTA at rnt.helpdesk@linkintime.co.in for revalidation and encashment before the due dates for transferring those dividends to the Investor Education and Protection Fund Authority (IEPF Authority). The Members are further requested to encash their unclaimed/ unpaid dividend for the aforementioned years, if not already done.

- 18. Members holding shares in electronic form are requested to intimate any change in their address or bank mandates to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form are requested to advise any change in their address or bank mandates to the Company / Link Intime.
- 19. Members holding shares in the same name under different Ledger Folios are requested to apply for consolidation of such Folios and send the relevant share certificates to M/s. Link Intime India Pvt. Ltd., for doing the needful.
- 20. Members seeking any information with regard to Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Act, Register of Contracts or Arrangements in which directors are interested under Section 189 of the Act, and relevant documents referred to in the accompanying Notice and in the Explanatory Statements are requested to write to the Company on or before Thursday, September 14, 2023, through email on investors@sarlafibers.com. The same will be replied by the Company suitably.

- 21. Members requiring information on the Audited Financial Statement for the year ended March 31, 2023 are requested to write to the Company on email address <u>investors@sarlafibers.com</u> at least seven (7) days before the date of the AGM to enable the Company to furnish the information in suitable manner.
- 22. The Members can join the AGM in the VC / OAVM mode fifteen (15) minutes before and fifteen (15) minutes after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice.
- 25. The facility of participation at the AGM through VC/OAVM will be made available to at least 1,000 Members on a first come first served basis as per the MCA Circulars. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, Auditors etc. who are allowed to attend the AGM, without restriction on account of a first come first served basis.

II. VOTING THROUGH ELECTRONIC MEANS

- 1. Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (as amended), read with MCA Circulars and SEBI Circulars, Company is providing facility of remote e-voting to its Members to cast their vote electronically, through the E-voting services provided by National Securities and Depositories Limited (NSDL) on all the resolutions set forth in this Notice. The facility of casting votes by a Member using remote e-voting system as well as e-voting on the date of the AGM will be provided by NSDL.
- The Board of Directors has appointed CS Mayank Arora - Proprietor of M/s. Mayank Arora & Co., Company Secretaries in Practice (Membership No.: F10378 / COP: 13609) as the Scrutinizer to scrutinize the remote e-voting process in a fair and transparent manner.
- 3. The Members who have cast their vote by remote E-voting prior to the AGM may also attend/ participate in the AGM through VC / OAVM but shall not be entitled to cast their vote again during the AGM. Members attending the AGM who have not cast their vote by remote e-voting shall be eligible to cast their vote through e-voting during the AGM. Members holding shares in physical form are requested to access the remote e-voting facility provided by the Company through NSDL e-voting system at https://www.evoting.nsdl.com/.
- 4. 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.

- 5. The Members, whose names appear in the Register of Members / Beneficial Owners as on the record date (cut-off date) i.e., Thursday, September 14, 2023, 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 September 14, 2023.
- 6. A person who is not a member as on the cut-off date should treat this Notice for information purposes only.
- 7. 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.

Instructions for Members for Remote e-Voting are as under:-

- The remote e-voting period commences on Monday, September 18, 2023 at 10.00 A.M (IST) and ends on Wednesday, September 20, 2023 at 05.00 P.M. (IST). 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. on Thursday, September 14, 2023, 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 September 14, 2023.
- 2. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.
- 3. The details of the process and manner for remote E-voting using NSDL e-Voting system are explained herein below:

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: Access to NSDL e-Voting system

A) Login method for e-Voting and joining virtual meeting for Individual shareholders holding securities in demat mode

In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email ID in their demat accounts in order to access e-Voting facility.

Type of shareholders Login Method Individual 1. Existing IDeAS user can visit the e-Services website of NSDL Viz. https://eservices. **Shareholders** nsdl.com either on a Personal Computer or on a mobile. On the e-Services home holding securities page click on the "Beneficial Owner" icon under "Login" which is available under in demat mode with 'IDeAS' section, this will prompt you to enter your existing User ID and Password. NSDL. 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 i.e. NSDL and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. 2. If you are not registered for IDeAS e-Services, option to register is available at https:// eservices.nsdl.com. Select "Register Online for IDeAS Portal" or click at https:// eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp 3. 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. 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 i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. 4. Shareholders/Members can also download NSDL Mobile App "NSDL Speede" facility by scanning the QR code mentioned below for seamless voting experience. **NSDL** Mobile App is available on ≽ Google Play **App Store** Individual Users who have opted for CDSL Easi / Easiest facility, can login through their existing 1. Shareholders user id and password. Option will be made available to reach e-Voting page without holding securities any further authentication. The users to login Easi /Easiest are requested to visit in demat mode with CDSL website www.cdslindia.com and click on login icon & New System Myeasi Tab **CDSL** and then user your existing my easi username & password. 2. After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly.

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

Type of shareholders	Login Method
	3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website <u>www.cdslindia.com</u> and click on login & New System Myeasi Tab and then click on registration option.
	4. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on <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 able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.
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 i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at above mentioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL.

Login type	Helpdesk details
Individual	Members facing any technical issue
Shareholders	in login can contact NSDL helpdesk
holding securities	by sending a request at <u>evoting@</u>
in demat mode	<u>nsdl.co.in</u> or call at 022 - 4886 7000
with NSDL	and 022 - 2499 7000
Individual	Members facing any technical issue
Shareholders	in login can contact CDSL helpdesk
holding securities	by sending a request at <u>helpdesk</u> .
in demat mode	<u>evoting@cdslindia.com</u> or contact
with CDSL	at toll free no. 1800 22 55 33

B) Login Method for e-Voting and joining virtual meeting for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.

How to Log-in to NSDL e-Voting website?

- Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <u>https://www. evoting.nsdl.com/</u> 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 'Shareholder/Member' section.
- 3. A new screen will open. You will have to enter your User ID, your Password/OTP 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 <u>https://eservices.nsdl.com/</u> 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 :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares	8 Character DP ID followed by 8 Digit Client ID
in demat account with NSDL.	For example if your DP ID is IN300 ^{***} and Client ID is 12 ^{******} then your user ID is IN300 ^{***} 12 ^{******} .
b) For Members	16 Digit Beneficiary ID
who hold shares in demat account with CDSL.	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. Password details for shareholders other than Individual shareholders are given below:
 - a) If you are already registered for e-Voting, then you can user 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, please follow steps mentioned below in process for those shareholders whose email ids are not registered.
- 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.nsdl.com.
 - b) "<u>**Physical User Reset Password?**</u>" (If you are holding shares in physical mode) option available on <u>www.evoting.nsdl.com</u>.
 - c) If you are still unable to get the password by aforesaid two options, you can send a request at <u>evoting@nsdl.co.in</u> mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
 - d) 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.

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 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.

General Guidelines for shareholders

- Institutional shareholders (i.e. other than individuals, 1. 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 <u>cs@mayankarora.co.in</u> with a copy marked to Institutional evoting@nsdl.co.in. shareholders (i.e., other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney Authority Letter etc. by clicking on "Upload Board Resolution / Authority Letter" displayed under "e-Voting" tab in their login.
- 2. 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 to reset the password.

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 <u>www.evoting.nsdl.com</u> or call on.: 022 - 4886 7000 and 022 - 2499 7000 or send a request to Mr. Amit Vishal at <u>evoting@nsdl.co.in</u>.

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:

- 1. 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 investors@sarlafibers.com.
- 2. 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 <u>investors@</u> <u>sarlafibers.com</u>. If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1** (A) i.e. <u>Login method for e-Voting and joining</u> <u>virtual meeting for Individual shareholders</u> <u>holding securities in demat mode.</u>

- 3. Alternatively shareholder/members may send a request to <u>evoting@nsdl.co.in</u> for procuring user id and password for e-voting by providing above mentioned documents.
- 4. In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.

III. 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, 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.

IV. 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 Meeting**" menu against company name. You are requested to click on VC/OAVM link placed under Join 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. Facility of joining the AGM through VC / OAVM shall open 15 minutes before the time scheduled for the AGM i.e. 02.45 p.m. (IST) and shall be closed after the expiry of 15 minutes from the end of the AGM for the purpose of voting.

- 3. Members are encouraged to join the Meeting through Laptops for better experience.
- 4. Further Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
- 5. 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.
- 6. During the AGM, the Chairman will announce the start of voting through e-voting facility provided at the AGM.
- Members who need assistance before or during the AGM, can contact Mr. Amit Vishal, Assistant Vice President or Ms. Pallavi Mhatre, Manager, NSDL on email ID: <u>evoting@nsdl.co.in</u> or call on Toll-free Nos.: 1800 1020 990 and 1800 224 430.
- 8. Members who would like to express their views or ask questions during the AGM may post their queries in the window 'Ask Your Question' by mentioning their name and demat account number/folio number.

V. INSTRUCTIONS FOR SHAREHOLDERS / MEMBERS TO SPEAK DURING THE ANNUAL GENERAL MEETING:

- Members who would like to express their views/ask questions during the meeting must may register themselves as a speaker by sending their request mentioning their name, demat account number/ folio number, e-mail id, mobile number at investors@ sarlafibers.com between September 14, 2023 (9:00 a.m. IST) to September 18, 2023 (5:00 p.m. IST).
- 2. Those Members who have registered themselves as a speaker will only be allowed to express their views/ ask questions during the Meeting. The Company reserves the right to restrict the number of speakers depending on the availability of time for the Annual General Meeting.
- 3. Members should allow to use camera and are required to use Internet with a good speed to avoid any disturbance during the Meeting.
- 4. Members are requested to speak only when moderator of the meeting/ management will announce the name and serial number for speaking.

Note:

Members who would like to ask questions, may send their questions in advance mentioning their name, demat account number/ folio number, e-mail id, mobile number at <u>investors@sarlafibers.com</u>. The same will be replied by the Company suitably.

VI. OTHER INSTRUCTIONS:

1. A Member can opt for only one mode of voting, i.e. either through Remote e-voting or by e-voting during the AGM. If a Member casts his/her vote using both the modes, then voting done through Remote e-voting shall prevail.

- 2. Members, whose names appear in the Register of Members/Record of Depositories as on Thursday, September 14, 2023, will be eligible for voting. The voting shall be reckoned in proportion to a Member's share of voting rights on the paid-up share capital of the Company as on the cut-off date. Any recipient of the AGM Notice who is not a member as on the said date should treat this Notice for information purpose only.
- 3. The Scrutinizer shall immediately after the conclusion of voting at the annual general meeting, would first unblock the e-voting at the meeting, 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 make within a period not exceeding two (2) days from the conclusion of the meeting, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any and submit forth with to the Chairman of the Company or a person authorized by him in writing who shall countersign the same.
- 4. The results declared along with the Scrutinizer's Report shall be placed on the Company's website https://www.sarlafibers.com/ and on the website of NSDL immediately after the result is declared. The Company shall simultaneously forward the results to BSE Limited ('BSE') and National Stock Exchange of India Limited ('NSE') where the shares of the Company are listed.
- 5. The Resolution shall be deemed to be passed on the date of AGM i.e. September 21, 2023 subject to receipt of sufficient votes.

EXPLANATORY STATEMENT IN RESPECT OF THE SPECIAL BUSINESS PURSANT TO SECTION 102 OF THE ACT

ITEM NO. 3

The Board of Directors of the Company, based on the recommendation of the Audit Committee, has approved the appointment of M/s. Balwinder & Associates, Cost Accountants, (Firm Registration No: 000201) as Cost Auditor for auditing the cost records of the Company for the Financial Year 2023-24 for a total remuneration of Rs. 90,000/- (Rupees Ninety Thousand Only) plus applicable taxes and out-of-pocket expenses at actual on submission of supporting bills.

In accordance with the provisions of Section 148 of the Act read with the Companies (Audit and Auditors) Rules, 2014, the remuneration to the Cost Auditors as recommended by the Audit Committee and approved by Board of Directors, has to be ratified by the Members of the Company. Accordingly, ratification by the Members is sought, as referred to in the resolution at Item No. 3 of the accompanying Notice.

None of the Directors, Key Managerial Personnel of the Company or their relatives are, in any way, concerned or interested, financially or otherwise in the said resolution.

The Board of Directors recommends the passing of the Ordinary Resolutions as set out in Item Nos. 3 of the Notice.

ITEM NO. 4

Pursuant to Section 161 of the Companies Act, 2013, the Board of Directors of the Company ("Board"), upon recommendation of the Nomination and Remuneration Committee ("NRC"), on August 10, 2023, have appointed Mr. Sachin Abhyankar (DIN: 02760746) in the capacity of Additional Director (Non-Executive Non-Independent) of the Company who holds office upto the date of the ensuing Annual General Meeting.

The Company has received a notice in writing from a Member proposing Mr. Sachin Abhyankar's candidature under Section 160 of the Act.

The resolution seeks the approval of members for the appointment of Mr. Sachin Abhyankar as a Non-Executive Non-Independent Director of the Company pursuant to applicable provisions of the Act and the Rules made thereunder including any statutory modification(s) or re-enactment(s) thereof) and he shall be liable to retire by rotation.

Disclosures and details of terms and conditions of appointment of Mr. Sachin Abhyankar as stipulated under Regulation 36(3) of the SEBI Listing Regulations and the Secretarial Standard-2 on General Meetings issued by the Institute of Company Secretaries of India is provided in Annexure to this Explanatory Statement and should be taken and read as part hereof.

Mr. Sachin Abhyankar possesses the requisite skill sets i.e., competencies and exposure in areas in the context of Company's business. The Board is of the view that Mr. Abhyankar's knowledge and experience will benefit and add value to the Company and recommends his appointment as aforesaid.

Mr. Sachin Abhyankar is interested in the resolution set out at Item No. 4 of the Notice with regard to his appointment. Relatives of Mr. Sachin Abhyankar may be deemed to be interested in the resolution to the extent of their shareholding interest, if any, in the Company.

Save and except the above, none of the other Directors / Key Managerial Personnel of the Company / their relatives are, in any way, concerned or interested, financially or otherwise, in the resolution.

This statement may also be regarded as an appropriate disclosure under the Act and the SEBIListing Regulations.

The Board of Directors of your Company is of the opinion that the appointment of Mr. Sachin Abhyankar as a Non-Executive Director of the Company would be beneficial to the Company and hence recommends the Resolution at Item no. 4 for the approval of the Members as an Ordinary Resolution.

ITEM NO. 5

The Board of Directors of the Company, upon recommendation of the Nomination & Remuneration Committee, appointed Mr. Bharat K. Jhamvar (DIN: 00211297) as an Additional Director (Independent Non-Executive Member) of the Company with effect from August 10, 2023, pursuant to the provisions of Sections 149, 150, 152, 161, Schedule IV and other applicable provisions of the Companies Act, 2013 ("the Act") read with the Rules framed thereunder, and applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, ("the SEBI Listing Regulations") [including any statutory modification(s) or re-enactment(s) thereof, for the time being in force], and Articles of Association of the Company, who will hold office up to the date of the ensuing 30th AGM.

The Company has received a notice in writing under the provisions of Section 160 of the Act from a Member proposing the candidature of Mr. Bharat K. Jhamvar for the office of Independent Director.

Mr. Bharat K. Jhamvar is not disqualified from being appointed as a Director in terms of Section 164 of the Act and has given his consent to act as a Director. Further, the Company has received a declaration from Mr. Bharat K. Jhamvar that he meets the criteria of independence as prescribed both under Section 149(6) of the Act and the SEBI Listing Regulations. He also holds valid registration under the Independent Director's Database pursuant to the Notification dated October 22, 2019, issued by the MCA.

A copy of the letter of appointment of Mr. Bharat K. Jhamvar as an Independent Director of the Company setting out the terms and conditions of his appointment, including remuneration, is available for inspection by the Members without any fee at the Company's Registered Office.

In the opinion of the Board of Directors, Mr. Bharat K. Jhamvar fulfils the conditions for his appointment as an

Independent Director as per the statutory requirements. He is independent of management and possesses appropriate skills, experience, and knowledge.

Disclosures and details of terms and conditions of appointment of Mr. Bharat K. Jhamvar as stipulated under Regulation 36(3) of the SEBI Listing Regulations and the Secretarial Standard-2 on General Meetings issued by the Institute of Company Secretaries of India is provided in Annexure to this Explanatory Statement and should be taken and read as part hereof.

Mr. Bharat K. Jhamvar is interested in the resolution set out at Item No. 5 of the Notice with regard to his appointment. Relatives of Mr. Bharat K. Jhamvar may be deemed to be interested in the resolution to the extent of their shareholding interest, if any, in the Company.

Save and except the above, none of the other Directors / Key Managerial Personnel of the Company / their relatives are, in any way, concerned or interested, financially or otherwise, in the resolution.

This statement may also be regarded as an appropriate disclosure under the Act and the SEBIListing Regulations.

The Board of Directors of your Company is of the opinion that the appointment of Mr. Bharat K. Jhamvar as an Independent Director of the Company would be beneficial to the Company and hence recommends the Resolution at Item no. 5 for the approval of the Members as an Ordinary Resolution.

ANNEXURE TO THE NOTICE

Details of Directors retiring by rotation / seeking appointment / re-appointment at the Meeting

[Pursuance to Regulation 36(3) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard- 2 on General Meetings]

Name of the Director	Mr. Kanav Jhunjhunwala	Mr. Sachin Abhyankar	Mr. Bharat K. Jhamvar
Director Identification Number	09507192	02760746	00211297
Nationality	Indian	Indian	Indian
Date of Birth and Age	08/04/1997 (26 years)	08/01/1973 (50 years)	21/07/1972 (51 years)
Qualifications	Major in Economics and a minor in Finance and Entrepreneurship from Tufts University, Boston, MA.	Accountant, Cost and Work	Bachelor's degree in Chemical Engineering from the University of Pune, Master's in Management Information Systems and MBA in Finance & Marketing from University of Maryland.
Experience and Expertise	Mr. Kanav Jhunjhunwala joined the Company in 2019 with his first project being SAP implementation. Currently he is working on streamlining back end operations and systems.	built a career spanning 20 years in the field of wealth management and investment. Currently, Mr. Abhyankar provide consultancy services to Companies on strategic decisions, profitable growth plans, recommendations to new businesses and mentoring the management on financial decisions. His areas of expertise	associated with various organisations in USA handling positions of Sr. Process Engineer, Financial Analyst, etc. for over 5 Years. Currently, Mr. Jhamvar is an Executive Director in Subhash Chemical Industries Pvt. Ltd. which is a privately owned specialty chemicals manufacturing Company based in Pune. His grasp on technical knowledge and a uniquely powerful combination of managerial talent and technical expertise shall be a
Terms and Conditions of appointment/ re- appointment	Mr. Kanav Jhunjhunwala is proposed to be re-appointed as an Executive Director of the Company, liable to retire by rotation.		proposed to be appointed as an Independent Non- Executive Director for five (5) consecutive years effective from August 10, 2023 upto and including August 09,
Date of first appointment on the Board	12/02/2022	10/08/2023	10/08/2023

Shareholding in the Company as on 31/03/2023	6,47,000 Equity Shares	1,57,259 Equity Shares	NIL
Relationship with other Directors / Key Managerial Personnel	Son of Mr. Krishnakumar Jhunjhunwala, Managing Director and Brother of Ms. Neha Jhunjhunwala, Executive Director and belongs to Promoter group.	Not related to any Director / Key Managerial Personnel.	Not related to any Director / Key Managerial Personnel.
*Directorships/ Chairmanship of other Boards	Nil	Nil	 Affordable Robotic & Automation Limited Subhash Chemical Industries Privatelimited Jorinco Specialities Private Limited Suttatti Enterprises Private Limited Sameya Cosmetics Private Limited
**Memberships/ Chairmanship in other Companies	Nil	Nil	

* Directorships in Private Limited Companies, Foreign Companies and Section 8 companies and their Committee memberships are excluded.

** Membership and Chairmanship of only Audit Committees and Stakeholders' Relationship Committees have been included in the aforesaid table.

By order of the Board of Directors For Sarla Performance Fibers Limited

Neha Somani (Company Secretary & Compliance Officer)

Place: Mumbai Date: August 10, 2023

Registered Office:

Survey No. 59/1/4, Amli Piparia Industrial Estate, Silvassa, U.T. of Dadra & Nagar Haveli – 396230 Tel: 0260–3290467, Fax: 0260 – 2631356 Email: <u>investors@sarlafibers.com</u> Website: <u>www.sarlafibers.com</u>