

NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that the Seventy fourth Annual General Meeting of the Members of the Company will be held at the Registered Office of the Company at Sulakarai, Virudhunagar on Wednesday, the 23rd day of June, 2021 at 11.00 A.M to transact the following business.

AGENDA

AS ORDINARY BUSINESS:

Item No.1 - Adoption of Financial Statements

To receive, consider and adopt the audited Balance Sheet of the Company as at 31st March, 2021 and the Profit & Loss Statement for the year ended on that date and the reports of the Directors and the Auditors thereon.

Item No.2 - To declare a dividend on equity shares.

Item No.3 - Re-appointment of Sri. K.Vethachalam, Director

To appoint a Director in the place of who retires by rotation and being eligible offers himself for re-appointment.

AS SPECIAL BUSINESS

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

Item No.4 - Appointment of Sri.Ganesh Ananthakrishnan, Director

“RESOLVED THAT pursuant to the provisions of Sections 149, 152, 161 and any other applicable provisions of the Companies Act, 2013 and the rules made thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force) Mr.Ganesh Ananthakrishnan, (DIN 00003586), who was appointed as an Additional Director of the company on and from March 25, 2021, whose office expires at the ensuing Annual General Meeting be and is hereby appointed as Director of the Company”.

“FURTHER Resolved that pursuant to the provisions of Sections 149 and 152 read with Schedule IV and all other applicable provisions, if any, of the Companies Act, 2013 and the Rules framed thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, including any statutory modifications or re-enactment(s) thereof for the time being in force, Mr.Ganesh Ananthakrishnan, (DIN 00003586), be and is hereby appointed as an Independent Director of the

Company for an initial term of 5 years commencing from 25.03.2021 and he is not liable to retire by rotation”.

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

Item No. 5-Appointment of Sri. L. Sevugan, Director

“RESOLVED THAT pursuant to the provisions of Sections 149, 152, 161 and any other applicable provisions of the Companies Act, 2013 and the rules made thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force) Mr.L.Sevugan, (DIN 03580186) who was appointed as an Additional Director of the company on and from March 25, 2021, whose office expires at the ensuing Annual General Meeting be and is hereby appointed as Director of the Company”.

“FURTHER Resolved that pursuant to the provisions of Sections 149 and 152 read with Schedule IV and all other applicable provisions, if any, of the Companies Act, 2013 and the Rules framed thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, including any statutory modifications or re-enactment(s) thereof for the time being in force, Mr.L.Sevugan, (DIN 03580186)), be and is hereby appointed as an Independent Director of the Company for an initial term of 5 years commencing from 25.03.2021 and he is not liable to retire by rotation”.

Item No. 6 – Ratification of Cost Auditor Remuneration:

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

RESOLVED that subject to provisions of section 148 of the Companies Act, 2013 and Rule 14 of the Companies (Audit and Auditors) Rules, 2014 and other applicable provisions thereon, the fees of Rs.45,000/- payable to the Cost Auditor Mr.M.Kannan for auditing the cost records and furnishing of Report thereon for the Financial Year 2021-22 as recommended by the Audit Committee and approved by the Board of Directors of the Company be and is hereby ratified.

NOTES:

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, which sets out details relating to Resolutions at the meeting, is annexed hereto.
2. A member entitled to attend and vote at the meeting is entitled to appoint a Proxy/Proxies to attend and vote instead of himself. Such a Proxy/ Proxies need not be a member of the Company.

The instrument of Proxy in order to be effective, should be deposited at the Registered Office of the Company, duly completed and signed, not less than 48 hours before the commencement of the meeting. A Proxy Form is sent herewith. Proxies submitted on behalf of the companies, societies etc., must be supported by an appropriate resolution/authority, as applicable.

3. Electronic copy of the Notice of Annual General Meeting of the Company inter alia indicating the process and manner of e-voting along with Attendance Slip and Proxy Form is being sent to all the members whose email IDs are registered with the Company/Depository Participant(s) for communication purposes unless any member has requested for a hard copy of the same. For members who have not registered their email address, physical copies of the Notice, indicating the process and manner of e-voting along with Attendance Slip and Proxy Form is being sent in the permitted mode.
4. Members may also note that the Notice of the Annual General Meeting will also be available on the Company's website www.vtmill.com for their download. The physical copies of the aforesaid documents will also be available at the Company's Registered Office in Sulakarai, Virudhunagar for inspection during normal business hours on working days. Even after registering for e-communication, members are entitled to receive such communication in physical form, upon making a request for the same, by post free of cost. For any communication, the shareholders may also send requests to the Company's investor email id: complianceofficer@vtmill.com.

I. IMPORTANT NOTES:

1. The Register of Members and the Share Transfer books of the Company will remain closed from 12.06.2021 to 23.06.2021 (both days inclusive) for annual closing, dividend purpose.
2. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, which sets out details relating to Special Business at the meeting, is annexed hereto.
3. A member entitled to attend and vote at the meeting is entitled to appoint a Proxy/Proxies to attend and vote instead of himself. Such a Proxy/Proxies need not be a member of the Company.

The instrument of Proxy in order to be effective, should be deposited at the Registered Office of the Company, duly completed and signed, not less than 48 hours before the commencement of the meeting. A Proxy Form is sent herewith. Proxies submitted on behalf of the companies, societies etc., must be supported by an appropriate resolution/authority, as applicable.

4. Members holding shares in electronic form are hereby informed that bank particulars registered against their respective depository accounts will be used by the Company for payment of dividend. The Company or its Registrars cannot act on any request received directly from the Members holding shares in electronic form for any change of bank particulars or bank mandates. Such changes are to be advised only to the Depository Participant of the Members. Members holding shares in physical form and desirous of either registering bank particulars or changing bank particulars already registered against their respective folios for payment of dividend are requested to write to the Company.
5. Members are requested to note that the dividends not encashed or remaining unclaimed for a period of seven years from the date of transfer to the Unpaid Dividend Account shall be transferred u/s. 124 of the Companies Act, 2013 to the Investor Education and Protection Fund (IEPF) established under Section 125 of the Companies Act, 2013. Further, pursuant to the provisions of Section 124 of the Act and IEPF Rules, all shares on which dividend has not been paid or claimed for seven consecutive years or more shall be transferred to IEPF Authority as notified by the MCA.
6. The Members/Claimants whose shares, unclaimed dividend have been transferred to IEPF may claim the shares or apply for refund by making an application to IEPF Authority in Form IEPF-5 (available on www.iepf.gov.in) along with requisite fee as decided by it from time to time. The Member/Claimant can file only one consolidated claim in a financial year as per the IEPF Rules.
7. Members who have not encashed their dividend warrants for the earlier financial years are requested to make their claim on or before the due date/s for such transfer. The members can make a claim with the Company in respect of the dividends of years that are lying in the Unpaid Dividend Account of the Company.
8. Members are requested to note that pursuant to the provisions of the Companies Act, 2013, SEBI Listing Regulations and the IEPF Rules, all such shares in respect of which dividends have not been paid or claimed for seven consecutive years or more are also required to be transferred to IEPF. The Company is taking steps for sending individual notices to the concerned shareholders and for publishing of a public notice to shareholders under the IEPF Rules in this regard.
9. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit the PAN to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN details to the Company.

10. Details required under Regulation 36 of SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015 in respect of the Directors seeking appointment/re-appointment at the Annual General Meeting, forms integral part of the notice. The Directors have furnished the requisite declarations for their appointment/re-appointment.
11. Electronic copy of the Annual Report for the year 2020-21 is being sent to all the members whose email IDs are registered with the Company/Depository Participant(s) for communication purposes unless any member has requested for a hard copy of the same.
12. Electronic copy of the Notice of the 74th Annual General Meeting of the Company inter alia indicating the process and manner of e-voting along with Attendance Slip and Proxy Form is being sent to all the members whose email IDs are registered with the Company/Depository Participant(s) for communication purposes unless any member has requested for a hard copy of the same. For members who have not registered their email address, physical copies of the Notice of the 74th Annual General Meeting of the Company inter alia indicating the process and manner of e-voting along with Attendance Slip and Proxy Form is being sent in the permitted mode.
13. Members may also note that the Notice of the 74th Annual General Meeting and the Annual Report for the year 2020-21 will also be available on the Company's website www.vtmill.com for their download.
14. The physical copies of the aforesaid documents will also be available at the Company's Registered Office in Sulakarai, Virudhunagar for inspection during normal business hours on working days. Even after registering for e-communication, members are entitled to receive such communication in physical form, upon making a request for the same, by post free of cost. For any communication, the shareholders may also send requests to the Company's investor email id: complianceofficer@vtmill.com.
15. Voting through electronic means
 - I. In compliance with provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, the Company is pleased to provide members' facility to exercise their right to vote at the 74th Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services provided by KFin Technologies Pvt Ltd.

Instructions and other information relating to e-voting are as under:

- A) In case a Member receives an email from KFin Technologies Pvt Ltd [for Members whose email IDs are registered with the Company/Depository Participant(s)]:

- i) Launch internet browser by typing the URL: <https://evoting.kfintech.com> in the address bar and click on “Enter”. The Home screen will be displayed then click on shareholders icon in the homepage.
- ii) Enter the login credentials (i.e. User ID and password mentioned overleaf). Your Folio No./DPID – Client ID will be your User ID. However, if you are already registered with KFin Technologies Pvt Ltd for E-voting, you can use your existing User ID and password for casting your vote.
- iii) After entering these details appropriately, click on “LOGIN”.
- iv) You will now reach password change Menu wherein you are required to mandatorily change your password. The new password shall comprise minimum characters with at least one upper case (A-Z), one lower case (a-z), one numeric (0-9) and a special character (@#\$ etc). The system will prompt you to change your password and update your contact details like mobile number, email ID. etc., on first login. You may also enter a secret question and answer of your choice to retrieve password and that you take utmost care to keep your password confidential.
- v) You need to login again with the new credentials.
- vi) On successful login, the system will prompt you to select the E-Voting Event Number for VTM Limited.
- vii) On the voting page enter the number of shares (which represents the number of votes) as on the cut-off Date under each of the heading of the resolution and cast your vote by choosing the “FOR/ AGAINST” option or alternatively, you may partially enter any number in “FOR” and partially in “AGAINST” but the total number in “FOR/AGAINST” taken together should not exceed your total shareholding as mentioned overleaf. You may also choose the option “ABSTAIN” and the shares held will not be counted under either head. Option “FOR” implies assent to the resolution and “AGAINST” implies dissent to the resolution.
- viii) Members holding multiple folios/demat accounts shall choose the voting process separately for each of the folios/demat accounts.
- ix) Voting has to be done for each item of the Notice separately. In case you do not desire to cast your vote on any specific item, it will be treated as abstained.
- x) You may then cast your vote by selecting an appropriate option and click on “Submit”.

- xi) A confirmation box will be displayed Click "OK" to confirm else "CANCEL" to modify. Once you confirm, you will not be allowed to modify your vote. During the voting period, Members can login any number of times till they have voted on the Resolution(s).
 - xii) Corporate/Institutional Members (i.e other than Individuals, HUF, NRI, etc.) are also required to send scanned certified true copy (PDF Format) of the Board Resolution / Authority Letter, etc., together with attested specimen signature(s) of the duly authorized representative(s), to the Scrutinizer at e-mail ID:<https://evoting.kfintech.com>. They may also upload the same in the E-voting module in their login. The scanned image of the above mentioned documents should be in the naming format "Corporate Name_EVENT NO."
- B) In case a Member receives physical copy of the Annual General Meeting Notice by post [for members whose email Ids are not registered with the Company/Depository Participant(s)] can also vote using e-voting method.
- i. User ID and initial password are provided overleaf.
 - ii. Please follow all steps from Sr.No.(i) to (xii) as mentioned in (A) above, to cast your vote.
2. Once the vote on a resolution is cast by a Member, the Member shall not be allowed to change it subsequently. Further, the Members who have cast their vote electronically shall not be allowed to vote again at the Meeting.
 3. In case of any query pertaining to E-voting, please visit Help & FAQ's section available at KFin Technologies Pvt Ltd's website <https://evoting.kfintech.com>
 4. The facility for voting through electronic means (Ballot) shall be made available at the Annual General Meeting (AGM) and the members attending AGM who have not cast their vote by remote E-voting shall be able to vote at the AGM through "Ballot".
 5. The members who have cast their vote by remote E-voting may also attend AGM, but shall not be entitled to cast their vote again.
 6. The Board of Directors has appointed Mr.I.B. Harikrishna, Practising Company Secretary (Membership No.5302) as a Scrutinizer to scrutinize the E-voting process in a fair and transparent manner.
 7. The voting rights of the Members shall be in proportion to the paid-up value of their shares in the equity capital of the Company as on the cut-off date), being 17th June, 2021.

8. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories at the close of business hours on 18th June 2021 shall be entitled to avail the facility of remote E-voting/ballot.

The e-voting period starts on 19th June, 2021 (9:00 am) and ends on 22nd June, 2021 (6:00 pm).

9. Any person who becomes member of the Company after despatch of the Notice of the meeting and holding shares as on the cut-off date may obtain the User Id and password in the manner as mentioned below :

- a. If the mobile number of the Member is registered against Folio No./ DPID - Client ID, the member may send SMS:

MYEPWD<space> E-Voting Event Number + Folio No. or DPID - Client ID to +91-9212993399 Example for NSDL: MYEPWD<SPACE>IN12345612345678

Example for CDSL: MYEPWD<SPACE>1402345612345678

Example for Physical: MYEPWD<SPACE>XXXX1234567890

- b. If e-mail address or mobile number of the Member is registered against Folio No./DPID-Client ID, then on the home page of <https://evoting.kfintech.com>, the member may click "Forgot Password" and enter Folio No. or DPID - Client ID and PAN to generate a password.
- c. Member may Call KFinTech Toll free number 1800 3094 001
- d. Member may send an e-mail request to evoting@kfintech.com

10. However, if you are already registered with KFinTech for E-voting, you can use your existing User ID and password for casting your vote.

11. The Scrutinizer shall within a period not exceeding three (3) working days from the conclusion of AGM shall unblock the votes cast by remote E-voting and Ballot, in the presence of at least two (2) witnesses not in the employment of the Company and will make a Consolidated Scrutinizer's Report of the votes cast in favour or against, forthwith to the Chairman of the meeting.

12. The Results on resolutions shall be declared at or after the Annual General Meeting of the Company and the resolutions will be deemed to be passed on the Annual General Meeting date subject to receipt of the requisite number of votes in favour of the Resolutions.

13. The Results declared along with the Scrutinizer's Report(s) will be available on website of the Company (www.vtmill.com) and on KFintech website (<https://evoting.kfintech.com>). The results shall simultaneously be communicated to Stock Exchanges.
14. All documents referred to in the accompanying Notice and the Explanatory Statement shall be open for inspection at the Registered Office of the Company during normal business hours (9.00 am to 5.00 pm) on all working days except Sundays, up to and including the date of the Annual General Meeting of the Company.

Note On TDS:

In accordance with the provisions of the Income Tax Act, 1961 as amended by and read with the provisions of the Finance Act, 2020, with effect from 1st April 2020, dividend declared and paid by the Company is taxable in the hands of its members and the Company is required to deduct tax at source (TDS) from dividend paid to the members at the applicable rates.

For Resident Members:

1. No TDS shall be deducted in the case of resident individual members, if the amount of such dividend in aggregate paid or likely to be paid during the financial year does not exceed Rs. 5,000.
2. Where, the Permanent Account Number (PAN) resident individual member is available and valid,
 - i. TDS shall be deducted at the rate of 10% on the amount of dividend payable.
 - ii. In cases where the resident individual member provides the duly signed Form 15G or Form 15H (as applicable) and provided that the eligibility conditions are being met, no TDS shall be deducted. The format of Form 15G and Form 15H are enclosed as Enclosure 1 and 2 respectively.
3. Where the PAN is either not available or is invalid, TDS shall be deducted at a rate which is higher of the prescribed TDS rates or 20%.

For Non-Resident Members:

1. TDS shall be deducted/withheld at the rate of 20% (plus applicable surcharge and, health and education cess) on the amount of dividend payable.
2. Non-resident member may have an option to be governed by the provisions of the Double Tax Avoidance Treaty (DTAA) between India and the country of tax residence of the member, if such

DTAA provisions are more beneficial to them. To avail the DTAA benefits, the non-resident member should furnish the following documents”

- i. Self-attested copy of Permanent Account Number (PAN) if allotted to you, by the Indian Income Tax Authorities. If PAN is not allotted to you, please provide your email address, contact number and address in the country of residence;
- ii. Self-attested Tax Residency Certificate (TRC) issued by the competent authority or tax authority of the country of your residency, evidencing and certifying your tax residency status in the country of residency during the Financial Year 2020-21;
- iii. Completed and duly signed Form 10F in the format enclosed as Enclosure 3;
- iv. Self-declaration in the format enclosed as Enclosure 4, certifying that:
 - a. You are and continue to remain a tax resident of the country of your residency during the Financial Year 2020-21;
 - b. You are eligible to claim the beneficial DTAA rate for the purposes of tax withholding on dividend declared by the Company;
 - c. You have no reason to believe that your claim for the benefits of the DTAA is impaired in any manner;
 - d. You are the ultimate beneficial owner of your shareholding in the Company and dividend receivable from the Company; and
 - e. You do not have a taxable presence or a permanent establishment in India during the Financial Year 2020-21.

The Company is not obligated to apply the beneficial DTAA rates at the time of tax deduction/withholding on dividend amounts. Application of beneficial DTAA Rate shall depend upon the completeness and satisfactory review by the Company, of the documents submitted by Non-Resident member.

II. EXPLANATORY STATEMENT IN RESPECT OF THE SPECIAL BUSINESS PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013

Item No. 4:

Pursuant to the provisions of Section 161(1) of the Companies Act, 2013 and pursuant to the recommendation of the Nomination and Remuneration Committee, the Board of Directors of the Company in its Meeting dated 25.03.2021, appointed Mr.Ganesh Ananthakrishnan, (DIN 00003586), as an Additional Director (Non-Executive Independent) on the Board of the Company. In terms of the provisions of Section 161(1) of the Companies Act, 2013, Mr.Ganesh Ananthakrishnan, holds office up to the date of the ensuing Annual General Meeting of the Company.

Brief Resume and other details of Mr. Ganesh Ananthakrishnan, (DIN 00003586):

Mr. Ganesh Ananthakrishnan, son of Mr.M.Ananthakrishnan aged 50 years, an Engineer in Electronics & Communication from Thiagarajar College of Engineering has a strong working experience in IT/ITES Companies, Agency cum Trading and Distribution company in the capacity as Director. He has a total work experience of 30 years in the areas of Accounts/Finance, Sales, Operations spread over different companies. Besides, he has been involved in raising funds, handling finance and accounts functions, besides involved in Operations of those companies.

Mr. Ganesh Ananthakrishnan does not hold any equity shares in the Company.

He has given his consent to act as a Director of the Company, along with a certificate stating that he is not disqualified from being appointed as a Director in the Company in terms of Section 164 of the Companies Act, 2013. Further, he has submitted the declaration as required pursuant to the Section 149(7) of the Act stating that he meets the criteria of independence as provided in sub section (6) of Section 149 of the Companies Act, 2013. Mr.Ganesh Ananthakrishnan, has also declared that he is not debarred from holding the office of the Director by virtue of any SEBI order or any other such authority.

The Board considers that his experience and expertise would be of immense benefit to the Company and that it is desirable to avail services of Mr.Ganesh Ananthakrishnan, as an Independent Director of the Company.

The Board of Directors, therefore, recommend the Ordinary Resolution as set out in Item No. 4 of the Notice for the approval of the shareholders, as in the opinion of the Board, Mr. Ganesh Ananthakrishnan, (DIN 00003586), fulfils the conditions for appointment as an Independent Director for a term of five years commencing from 25.03.2021 and in terms of Section 149(13), he is not liable for retirement by rotation.

Except Mr.Ganesh Ananthakrishnan, none of the Directors or Key Managerial Personnel of the Company and their relatives is concerned or interested, in the resolution set out at Item No.4.

Item No. 5:

Pursuant to the provisions of Section 161(1) of the Companies Act, 2013 and pursuant to the recommendation of the Nomination and Remuneration Committee, the Board of Directors of the Company in its Meeting dated 25.03.2021, appointed Mr. L.Sevugan (DIN 03580186), as an Additional Director (Non-Executive Independent) on the Board of the Company. In terms of the provisions of Section 161(1) of the Companies Act, 2013, Mr.L.Sevugan, holds office up to the date of the ensuing Annual General Meeting of the Company.

Brief Resume and other details of Mr.L.Sevugan (DIN 03580186):

Mr.L.Sevugan (DIN 03580186) son of Mr. AN.Lakshmanan aged 41 years, is a BBA Graduate from Thiagarajar College of Arts, Madurai Kamaraj University, Madurai and a MMS (Master in Management and Systems) from the same University and has hands on experience as Property

Developer, Promoter and Builder, actively involved in developing & renovating of commercial & residential properties since 2011.

Mr. L. Sevugan does not hold any equity shares in the Company.

He has given his consent to act as a Director of the Company, along with a certificate stating that he is not disqualified from being appointed as a Director in the Company in terms of Section 164 of the Companies Act, 2013. Further, he has submitted the declaration as required pursuant to the Section 149(7) of the Act stating that he meets the criteria of independence as provided in sub section (6) of Section 149 of the Companies Act, 2013. Mr. L. Sevugan, has also declared that he is not debarred from holding the office of the Director by virtue of any SEBI order or any other such authority.

The Board considers that his experience and expertise would be of benefit to the Company and that it is desirable to avail the services of Mr.L.Sevugan as an Independent Director of the Company.

The Board of Directors, therefore, recommend the Ordinary Resolution as set out in Item No. 5 of the Notice for the approval of the shareholders, as in the opinion of the Board, Mr.L.Sevugan, (DIN:03580186), fulfils the conditions for appointment as an Independent Director for a term of five years commencing from 25.03.2021 and in terms of Section 149(13), he is not liable for retirement by rotation.

Except Mr. L.Sevugan, none of the Directors or Key Managerial Personnel of the Company and their relatives is concerned or interested, in the resolution set out at Item No.5.

Item No. 6:

The Board, at its meeting held on 29th April 2021, appointed Mr.M. Kannan, Practising Cost Accountant, having Membership No 9167, as Cost Auditor of the Company, in terms of Section 148 of the Companies Act, 2013 (the Act) and fixed a sum of Rs.45,000/- as remuneration payable to him, for the financial year 2021-2022.

The remuneration, as recommended by the Audit Committee and approved by the Board, is required to be ratified by the shareholders of the Company, as per the requirements of the Companies (Audit and Auditors) Rules, 2014 read with Section 148(3) of the Act.

None of the Directors or Key Managerial Personnel of the Company or their relatives is concerned or interested, financial or otherwise, in the resolution set out at Item No.6.

Accordingly, the Board recommends the ordinary resolution, as set out in item No.6, for ratification by the shareholders of the Company.

By order of the Board

Kappalur, Madurai.
April 29, 2021

Chairman

General instructions for participating in the 74th AGM and voting through electronic means including remote e-Voting:

- a. In line with the MCA Circulars and SEBI Circular, the Notice of the 74th AGM will be available on the website of the Company at www.vtmill.com, on the website of BSE Limited at www.bseindia.com and also on the website of KFIN TECH at <https://evoting.kfintech.com/>.
- b. Pursuant to the Provisions of Section 108 of the Act read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended), Secretarial Standard on General Meetings (SS-2) issued by the Institute of Company Secretaries of India.

Instructions for Members for participating in the 74th AGM are as under:

- a. 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 of the 74th AGM to avoid last minute rush. Further, Members can also use the OTP based login for logging into the e-Voting system of KFinTech.
- b. The Scrutinizer shall after the conclusion of e-Voting at the 74th AGM, first download the votes cast at the AGM and thereafter unblock the votes cast through remote e-Voting and shall make a consolidated scrutinizer's report of the total votes cast in favour or against, invalid votes, if any, and whether the resolution has been carried or not, and such Report shall then be sent to the Chairman or a person authorized by him, within 48 (forty eight) hours from the conclusion of the 74th AGM, who shall then countersign and declare the result of the voting forthwith.
- c. The Results declared along with the report of the Scrutinizer shall be placed on the website of the Company at www.vtmill.com and on the website of KFIN TECH at <https://evoting.kfintech.com/> immediately after the declaration of Results by the Chairman or a person authorized by him. The results shall also be immediately forwarded to the BSE Limited, Mumbai.
- d. Pursuant to the MCA Circulars and SEBI Circular, in view of the prevailing situation, owing to the difficulties involved in dispatching of physical copies of the Notice of the 74th AGM and the Annual Report for the year 2021 including therein the Audited Financial Statements for year 2021, are being sent only by email to the Members. Therefore, those Members, whose email address is not registered with the Company or with their respective Depository Participant/s, and who wish to receive the Notice of the

74th AGM and the Annual Report for the year 2021 and all other communication sent by the Company, from time to time, can get their email address registered by following the steps as given below:-

- e. For Members holding shares in physical form, please send scan copy of a signed request letter mentioning your folio number, complete address, email address to be registered along with scanned self attested copy of the PAN and any document (such as Driving Licence, Passport, Bank Statement, AADHAR) supporting the registered address of the Member, by email to the Company's email address complianceofficer@vtmill.com.
- f. For the Members holding shares in demat form, please update your email address through your respective Depository Participant/s.
- g. The Notice of the 74th AGM and the Annual Report for the year ended 2020 including therein the Audited Financial Statements for the year 2021, will be available on the website of the Company at www.vtmill.com and the website of BSE Limited at www.bseindia.com. The Notice of 74th AGM will also be available on the website of KFINTECH at <https://evoting.kfintech.com/>