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কলকাতা, বুধবার, ১ সেপ্টেম্বর ২০২১

Kolkata-Wednesday-September 1, 2021
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WEDNESDAY, SEPTEMBER 1, 2021

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TOPLIGHT COMMERCIALS LIMITED - CIN:L51909WB1985PLC039221
Regd Office: 7A, Bentinck Street, Kolkata-700 001, Email : toplightkol@gmail.com

NOTICE

Notice is hereby given that the 36th Annual General Meeting (AGM) of the Company is scheduled to be held on Thursday, 23rd September, 2021 at 11.00 AM through Video Conferencing / Other Audio Visual Means in compliance with all the applicable provisions of the Companies Act, 2013 and the Rules made thereunder and the SEBI (LODR) Regulations, 2015, read with General Circular No. 14/2020 dated April 08, 2020, General Circular No. 17/2020 dated April 13, 2020, General Circular No. 33/2020 dated September 28, 2020, General Circular No. 39/2020 dated December 31, 2020, General Circular No. 10/2021 dated June 23, 2021 and General Circular No. 02/2021 dated January 13, 2021 and other applicable circulars issued by the Ministry of Corporate Affairs ("MCA") and SEBI (collectively referred to as "relevant circulars").

The Company has on 31 August 2021 duly completed:

(i) Despatch of Notice to Members whose e-mail addresses are registered with the Company or Registrar & Share Transfer Agent and Depositories along with E-voting Instructions dated 12.08.2021 for 36th Annual General Meeting for Financial Year 2020-21 by electronic means along with the details of Login ID and Password to the Members. The requirement of sending physical copies of the Notice of the AGM has been dispensed with vide MCA Circulars and the SEBI Circular

Pursuant to the provisions of Section 91 of the Companies Act, 2013 read with relevant applicable rules, as amended and Regulation 42 of SEBI (LODR) Regulations, 2015 notice is also given that the Register of Members and Share Transfer Books of the Company will remain closed from 17th September 2021 to 23rd September, 2021 (both days inclusive) for the purpose of AGM.

Further pursuant to the provisions of Section 108 of the Companies Act, 2013 ("the Act") read with, Rule 20 of the Companies (Management and Administration) Rules 2014 as amended and substituted by Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of SEBI (LODR) Regulations, 2015, the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be passed at the 36th Annual General Meeting (AGM) by electronic means ("remote e-voting"). Members participating through the VC / OAVM shall be reckoned for the purpose of quorum under Section 103 of the Companies Act, 2013. The Company has engaged the services of CDSL to provide remote e-voting facility. The details pursuant to the provisions of the Act and Rules are given hereunder:

1. The remote e-voting period commences on 20th September, 2021 and ends on 22nd September, 2021. The remote e-voting module shall be disabled by CDSL for voting thereafter.
2. Members of the Company holding shares either in physical form or in dematerialized form, along with 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 of 16th September, 2021 shall be entitled to avail the facility of remote e-voting as well as voting at the AGM through electronic means.
3. Any Person who has acquired shares and became member after the dispatch of the Notice of the AGM but before the 'Cut-off Date' may obtain their user ID and Password for e-voting from the Company's Registrars & Share Transfer Agent, M/s. Niche Technologies Pvt. Ltd., 3A, Auckland Road, Kolkata - 700017, Tel : (033) 2280 6617, e-mail : nichetechpl@nichetechpl.com. However, if the member is already registered with CDSL for remote e-voting then he can use his existing user ID and password for casting the vote through e-voting.
4. The Notice of AGM and the Annual Report 2020-21 is available at CDSL website <https://www.evotingindia.com>
5. For detailed instructions pertaining to remote e-voting, Members may refer in the section 'Notes' in Notice of the 36th AGM.
6. Members who have cast their votes by remote e-voting prior to the meeting may join in the meeting through Video Conferencing/Other Audio Visual Means but shall not be entitled to cast their vote again through online voting.
7. For the process and manner of e-voting and voting during the AGM, Members may go through the instructions mentioned in the AGM Notice and in case of queries email to helpdesk.evoting@cdslindia.com. The members may further refer to the Frequently Asked Questions (FAQs) and e-voting user manual for shareholders at the Download Section at the said website. In case of any queries or issues regarding e-voting, Members may please contact the Company at toplighthkol@gmail.com or Mr. Ajit Jain, Compliance Officer.

Place: Kolkata
Date: 31st August, 2021

For Toplight Commercial Limited
Ajit Jain - Company Secretary

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