

# **APEX Enterprises (India) Limited**

16 Netaji Subhas Road, 4th Floor, Kolkata – 700001  
Phone : (033) 2248 7702  
E-Mail : apexenterprisesindia@gmail.com  
CIN : L51109WB1995PLC068542  
Website : www.apexenterprisesltd.com

## **ANNUAL REPORT (2024-2025)**

### **NOTICE**

### **(PURSUANT TO SECTION 101 OF THE COMPANIES ACT, 2013)**

Dear Member,

**NOTICE** is hereby given that the **Fortieth (40th Annual General Meeting)** of the Members of **Apex Enterprises (India) Limited** will be held on **Wednesday, 18-Jun-2025 at 3.00 p.m. at the Registered Office of the Company at 16, Netaji Subhas Road, 4th Floor, Kolkata -700 001** to transact the following business:

#### **ORDINARY BUSINESS:**

1. **Adoption of Audited Standalone Financial Statements:**

To receive, consider and adopt the **Audited Standalone Financial Statements** of the Company for the **quarter and financial year ended March 31, 2025** together with the Reports of the Board of Directors and Auditors thereon and in this regard, pass the following resolution as Ordinary Resolution:

**"RESOLVED THAT** the Audited Financial Statement of the Company for the quarter and financial year ended 31<sup>st</sup> March, 2025 and the report of the Board of Directors and Auditors thereon laid before this meeting, be and are hereby considered and adopted."

2. **Appointment of Director, liable to retire by rotation:**

To appoint **Mr. Subrata Pal [DIN: 00016151]**, who retires by rotation as a director and being eligible offers himself for re-appointment and in this regard pass the following resolution as ordinary resolution

**"RESOLVED THAT** pursuant to the provisions of section 152 of the Companies Act, 2013, Mr. Subrata Pal (DIN: 00016151) who retires by rotation at this meeting be and is hereby appointed a Director of the Company liable to retire by rotation.

3. **To consider, the continuation of Auditor who appointed for 5 years:**

M/s. D. K. Chhajer & Company, Chartered Accountant, Nilhat House, 11, R.N. Mukherjee Road, Kolkata -700001 (Firm Registration No. 304138E) were appointed as the Statutory Auditors of the Company for a period of 5 (five) consecutive years for the period from financial years 2023-2024 to 2027-2028 at the 38<sup>th</sup> AGM of the Companies held on 29/09/2023

The Board and the Audit Committee have approved their continuation as

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Statutory Auditors of the Company for the financial year 2025-2026 based on their consent and confirmation of eligibility

## **SPECIAL BUSINESS:**

4. **Regularization of Additional Director (Non-Executive-Independent) Mrs. Priyanka Poddar (DIN: 10481007) by appointing her as Independent Director of the Company:**

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

"RESOLVED THAT pursuant to provision of Section 149, 150, 152 read with Schedule IV to the Companies Act, 2013 and all other applicable provisions of the Companies Act, 2013 and the Companies (Appointment and Qualification of Directors) Rules, 2014 [including and statutory modification(s)] or re-enactment thereof for the time being in force] and Regulation 17 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, the consent of the members be and are hereby accorded for regularization of appointment of Mrs. Priyanka Poddar (DIN:10481007) FROM Additional Director (Non-Executive & Independent) to Independent Director not be liable to retire by rotation, as recommended by Nomination and Remuneration Committee and Board of Directors, on the basis of the performance evaluation, to hold office for a period of five (5) years w.e.f. 8<sup>th</sup> February, 2025 and who has submitted a declaration that she meets the criteria of independence as provided under Section 149(6) of the Act.

"RESOLVED FURTHER THAT the board of Directors of the Company be and are hereby authorized to do all such acts, deeds, matters and things as may be considered necessary, desirable or expedient to give effect to this resolution.

By Order of the Board  
For **Apex Enterprises (India) Limited**



*Neelam Khator.*

**Date: 15/05/2025**  
**Place: Kolkata**

**Neelam Khator**  
**Company Secretary**  
**[Membership No. 43807]**

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## **Notes:**

1. An Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 and Rules framed thereunder, in respect of the Special Business under Item No. 4 of the accompanying Notice is annexed hereto.
2. A member entitled to attend and vote at the **Fortieth (40<sup>th</sup>) Annual General Meeting** ("AGM") is entitled to appoint a proxy to attend and vote instead of himself and the proxy need not be a member. The instrument appointing proxy should, however, be deposited at the Registered Office of the Company not less than forty-eight hours before commencement of the meeting.

In terms of Rule 19 of the Companies (Management & Administration) Rules, 2014, a person can act as a proxy on behalf of not exceeding fifty members and holding in aggregate not more than 10% of the total paid up share capital of the Company carrying voting rights. A member holding more than ten percent of the paid-up share capital of the Company carrying voting rights may appoint a single person as a proxy and such person shall not act as proxy for any other person or shareholder.

3. Pursuant to Section 113 of the Companies Act, 2013 and Rules framed thereunder, the Corporate Members intending to send their authorized representatives to attend the AGM are requested to send a certified copy of the Board Resolution authorizing their representative to attend and vote on their behalf in the AGM.
4. Members are requested to intimate changes, if any, pertaining to their name, postal address, email address, telephone/mobile numbers, Permanent Account Number (PAN), mandates, nominations, power of attorney, bank details such as name of the bank and branch details, bank account number, MICR Code, IFSC Code, etc., to their DPs in case the shares are held by them in electronic form and to Registrar & Share Transfer Agent (RTA) of the Company **MCS Share transfer Agent Ltd.** In case the shares are held by them in physical form
5. Members who have not registered their email address are also requested to send their email address to DPs in case the shares are held in electronic form and to Company's Registrars and Transfer Agents, M/s. MCS Share Transfer Agent Limited" in case the shares are held in physical form.
6. In case of joint holders, the member whose name appear as the first holder in the order of names as per the Register of Members of the Company will be entitled to vote at the AGM

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7. Members who are wish to obtain information on the Company's Account for the financial year ended **31<sup>st</sup> March, 2025** may visit the Company's registered office or send their queries at least 10 days in advance before the AGM to the Company.
8. Information as required under Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") and the Secretarial Standard on General Meeting (SS-2) issued by the Institute of the Company secretaries of the India (ICSI), in respect of the Directors seeking appointment/re-appointment at the AGM is provided in Explanatory Statement.
9. As required under SS-2 issued by ICSI, a route map, including a prominent landmark, showing directions to reach the AGM Venue is annexed and forms part of this Notice.
10. SEBI vide its earlier circulars have made the PAN as the sole identification number for all participants transacting in the securities marker, irrespective of the amount of the transaction. Members are requested to submit their PAN details to their respective DP in case of holding in dematerialized or to link MCS Share Transfer Agent Limited in case of holdings in physical form, mentions the correct folio number.
11. Pursuant to provisions of Section 72 of the Companies Act, 2013 and Rule 19 of the Companies (Share Capital and Debentures) Rules, 2014, Members are informed that they may nominate at any time, in prescribed manner, a person to whom there shares in the company shall vest in the unfortunate event of their death. Members holding shares in physical mode should file their nomination with the Company or the M/s. MCS Share transfer Agent Limited, the Registrar and Share Transfer Agent (RTS) of the Company, at their address given in the Annual Report, whilst those Members holding shares in demat/electronic mode should file their nomination with their Depository Participants (DPs)
12. In compliance with the provisions of Section 108 of the Companies Act, 2013 and the rules framed thereunder and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Members are provided with the facility to cast their vote electronically, through e-Voting services provided by M/s. MCS Share Transfer Agent Limited on all the resolutions set forth in the Notice.
13. The Register of Members and the Share Transfer Books of the Company will



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remain closed from **Monday 9<sup>th</sup> June, 2025 to Monday 16<sup>th</sup> June, 2025** (both days inclusive) for determining the members of the Company for the purpose of holding **40<sup>th</sup> Annual General Meeting** of the Company on **Wednesday, 18<sup>th</sup> June, 2025**

14. The Equity Shares of the Company are listed at The Calcutta Stock Exchange Limited
15. Pursuant to the provisions of **Section 123 of the Companies Act, 2013**, dividend remaining unclaimed/ unpaid for a period of seven years is required to be transferred to the Investor Education and Protection Fund of the Central Government (Fund). Accordingly, all unclaimed/ unpaid dividends on expiry of a period of seven years are transferred to the said Fund.
16. All documents referred to in the accompanying Notice and the explanatory statement shall be open for inspection by the members of the company without payment of fees at the Registered Office of the Company at 16, Netaji Subhas Road, 4<sup>th</sup> floor, Kolkata-700001 during normal business hours prior to the date of the meeting between 10:00 a.m. to 12:00 and will also be available for inspection at the annual general meeting. In this regard to view/download the **Notice of 40<sup>th</sup> AGM** and to view /download the Annual report for **Financial Year 2024-2025** please visit our website: <http://www.apexenterprisesltd.com>

## **General Guidelines for shareholders:**

1. Institutional shareholders (i.e. other than individuals, 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 [Rishabh\\_baid07@yahoo.co.in](mailto:Rishabh_baid07@yahoo.co.in) with a copy marked to [evoting@nsdl.com](mailto:evoting@nsdl.com). Institutional 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](http://www.evoting.nsdl.com) to reset the password.

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Website : [www.apexenterprises1td.com](http://www.apexenterprises1td.com)

## **Please note the following:**

A member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the AGM.

A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM through ballot paper.

The Chairman shall, at the AGM, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of ballot paper for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.

The Scrutinizer shall after the conclusion of voting at the general meeting, will first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than 2 days of the conclusion of the AGM, a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith

## **Other information:**

- Your login id and password can be used by you exclusively for e-voting on the resolutions placed by the companies in which you are the shareholder.
- It is strongly recommended not to share your password with any other person and take utmost care to keep it confidential.

In case of any queries, you may refer to the Frequently Asked Questions (FAQs) for members and e-voting user manual for members available at the Downloads sections of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or contact NSDL on 022 - 4886 7000 or email at [evoting@nsdl.com](mailto:evoting@nsdl.com)

**Date: 15/05/2025**  
**Place: Kolkata**

By Order of the Board  
For **Apex Enterprises (India) Limited**



*Neelam Khator.*

**Neelam Khator**  
**Company Secretary**  
**[Membership No. 43807]**

## **ANNUAL REPORT (2024-2025)**

### **EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013**

#### **Item No.4**

**Regularizations of Additional Director (Non-Executive-Independent) Mrs. Priyanka Poddar [DIN:10481007], by appointing her as Independent Director of the Company:**

On the recommendation of Nomination and Remuneration Committee, Mrs. Priyanka Poddar [DIN:10481007] was appointed as an Additional Independent Director of the company by the Board in their meeting 8<sup>th</sup> February, 2025 with effect from 8<sup>th</sup> February, 2025. In accordance with provisions of section 161 of the Companies Act, 2013 and applicable SEBI Listing Obligations and Disclosures Requirements Regulations, 2015, she will hold office up-to the date of the Annual General Meeting of the Company.

Mrs. Priyanka Poddar [DIN:1081007] is not disqualified from being appointed as Directors in terms of Section 164 of the Act. As per the recommendation of Nominations and Remuneration Committee and based on the performance evaluation, the Board is considering the regularization of appointment of Mrs. Priyanka Poddar [DIN: 10481007] for a period of five (5) years w.e.f. 8<sup>th</sup> February, 2025

The company has also received a declaration from Mrs. Priyanka Poddar declaring that she meets the criteria of independence as provided under Section 146(9) of the Companies Act, 2013 and SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015.

In the opinion of the Board, MRs. Priyanka Poddar fulfils the conditions required to be fulfilled for being appointed as an Independent Director of the Company as per the provisions of the Companies, Act, 2013 and SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015

None of the Directors/Key Managerial Personnel of the Company/their relatives except Mrs. Priyanka Poddar and her relatives are, in any way, concerned or interested, financially or otherwise, in the resolution set out at Item No.4 of the Notice except of their shareholding in the Company.

The Bard recommends the **Special Resolutions** set out at Item No.4 of the notice for approval by the shareholders.

By Order of the Board  
For **Apex Enterprises (India) Limited**



*Neelam Khator.*

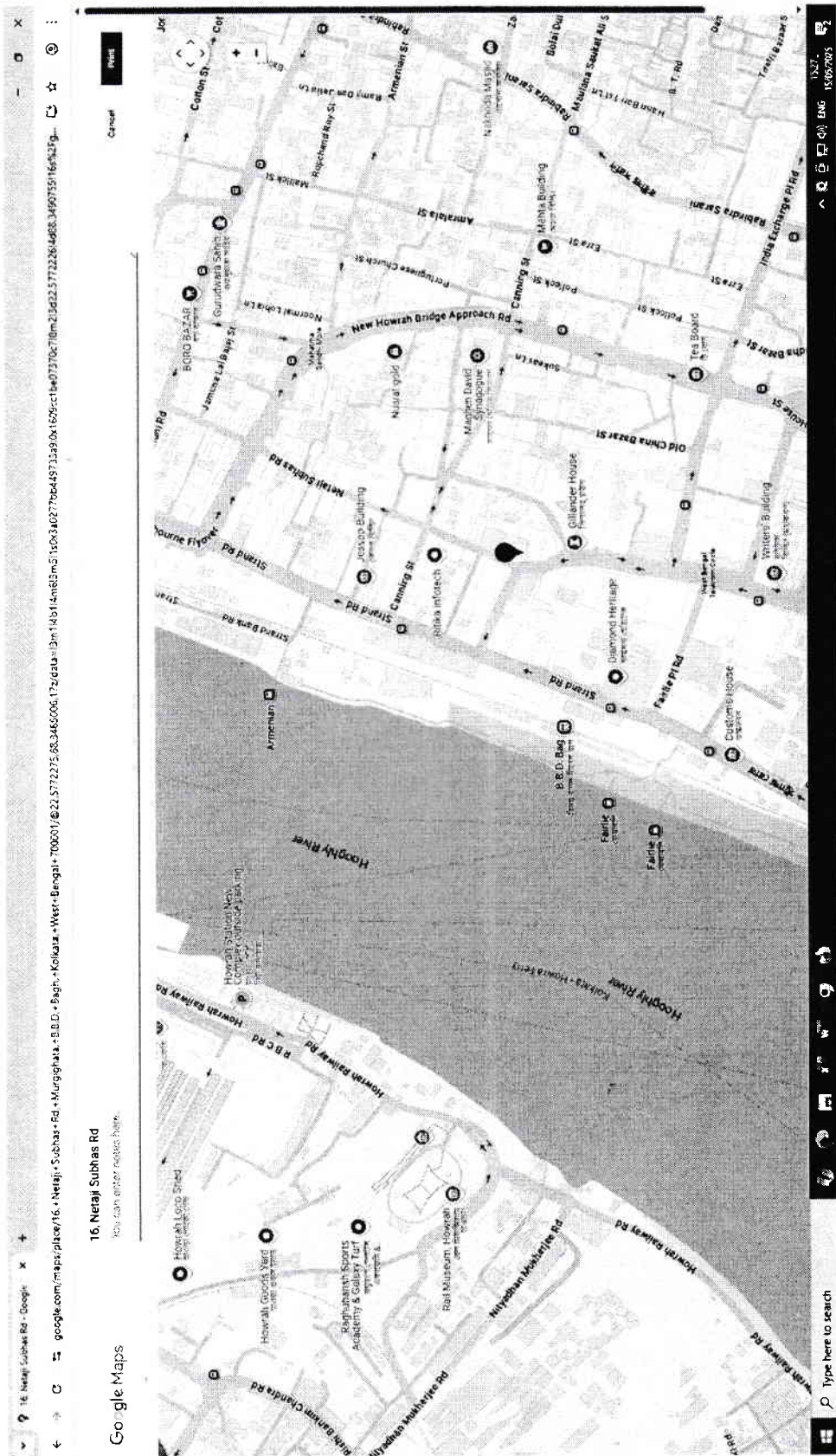
**Neelam Khator**  
**Company Secretary**  
**[Membership No. 43807]**

**Date: 15/05/2025**  
**Place: Kolkata**



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## Annexure-A

### THE INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING ARE AS UNDER:

The remote e-voting period begins on Sunday, 15<sup>th</sup> June, 2025 at 09.00 A.M. and ends on Tuesday, 17<sup>th</sup> June, 2025 at 05.00 P.M. 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. Wednesday, 11<sup>th</sup> June, 2025, 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 Wednesday, 11<sup>th</sup> June, 2025

### 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 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.

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

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL.	<ol style="list-style-type: none"><li>1. For OTP based login you can click on <a href="https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp">https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp</a>. You will have to enter your 8-digit DP ID, 8-digit Client Id, PAN No., Verification code and generate OTP. Enter the OTP received on registered email id/mobile number and click on login. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or <b>e-Voting service provider i.e. NSDL</b> and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period</li><li>2. Existing <b>IdEAS</b> user can visit the e-Services website of NSDL Viz. <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a Personal Computer or on a mobile. On the e-Services home page click on</li></ol>



the “Beneficial Owner” icon under “Login” which is available under ‘IDeAS’ section, this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on “Access to e-Voting” under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider 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. 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.

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**

 App Store

 Google Play



<p>Individual Shareholders holding securities in demat mode with CDSL</p>	<ol style="list-style-type: none"><li>1. Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login Easi /Easiest are requested to visit CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login icon &amp; New System Myeasi Tab and then use your existing my easi username &amp; password.</li><li>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. 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.</li><li>3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login &amp; New System Myeasi Tab and then click on registration option.</li><li>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 <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; 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.</li></ol>
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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.
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**Important note:** Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned 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 Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.com">evoting@nsdl.com</a> or call at 022 - 4886 7000
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800-21-09911

**B) Login Method for e-Voting 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?**

1. 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.
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 <https://eservices.nsdl.com/> 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 in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID  For example, if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID  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 use 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.**



6. 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](http://www.evoting.nsdl.com).
  - b) **Physical User Reset Password?** (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - c) If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.com](mailto:evoting@nsdl.com) 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 on NSDL e-Voting system.**

### **How to cast your vote electronically 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 is in active status.
2. Select “EVEN” of company for which you wish to cast your vote during the remote e-Voting period.
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**

1. Institutional shareholders (i.e. other than individuals, 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 [rishabh\\_baid07@yahoo.co.in](mailto:rishabh_baid07@yahoo.co.in) with a copy marked to [evoting@nsdl.com](mailto:evoting@nsdl.com). Institutional 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](http://www.evoting.nsdl.com) to reset the password.
3. 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 [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on : 022 - 4886 7000 or send a request to (Mr. Subhashis Sengupta) at [evoting@nsdl.com](mailto:evoting@nsdl.com)

## **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 to [apexenterprisesindia@gmail.com](mailto:apexenterprisesindia@gmail.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 [apexenterprisesindia@gmail.com](mailto:apexenterprisesindia@gmail.com). 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. Login method for e-Voting for Individual shareholders holding securities in demat mode.**
3. Alternatively, shareholder/members may send a request to [evoting@nsdl.com](mailto:evoting@nsdl.com) 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.

Neelam Khator  
(Neelam Khator)  
Company Secretary

