



**EMKAY TOOLS**

# **EMKAY TAPS AND CUTTING TOOLS LTD.**

Registered Office & factory Address: B-27 & B-27/1, M.I.D.C. Industrial Area, Hingna Road, Nagpur-440016 (India)  
CIN: L29220MH1995PLC091091

## **SCHEDULE OF 29<sup>th</sup> ANNUAL GENERAL MEETING**

Company Name	EMKAY TAPS AND CUTTING TOOLS LIMITED	
Cut-off date for identifying shareholders entitled, to receive copy of Annual Report along with Notice of 29 <sup>th</sup> AGM	August 10, 2024	
Cut - off date for completion of dispatch of 29 <sup>th</sup> AGM notice	August 12, 2024	
Book Closure Date for 29 <sup>th</sup> AGM	*From: August 30, 2024	* To: September 04, 2024
AGM Date	SEPTEMBER 04 2024	AGM Time :11.30 AM
E-voting Agency	-NA-	
Type	*AGM	* Financial Year: 2023-24
Laptop Require	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Staff Require For AGM	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Address	Plot No. B-27 & B-27/1, M.I.D.C. Hingna, Industrial Estate,	
City	Nagpur	* Pin code - 440016
State	Maharashtra	
Country	India	

**Copy To:**

Bigshare Services Pvt. Ltd., Registrar and Transfer Agent: [shwet@bigshareonline.com](mailto:shwet@bigshareonline.com), [jibu@bigshareonline.com](mailto:jibu@bigshareonline.com);



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Registered Office & factory Address: B-27 & B-27/1, M.I.D.C. Industrial Area, Hingna Road, Nagpur-440016 (India)  
CIN: L29220MH1995PLC091091

**NOTICE OF 29<sup>th</sup> ANNUAL GENERAL MEETING**

Dear Member(s),

**Notice** is hereby given that the twenty-Ninth Annual General Meeting of the Members of Emkay Taps and Cutting Tools Limited is scheduled to be held on **Wednesday September 04, 2024 at 11.30 AM** at the Registered Office of the Company i.e. Plot no. B-28/B-28/1, M.I.D.C. Hingna, Industrial Estate, Nagpur-440016, Maharashtra to transact the following business(s):

**ORDINARY BUSINESS:**

To consider passing the following resolution(s) as an Ordinary resolution

(i) "Resolved that the Standalone Audited Financial Statement of the Company for the year ended March 31, 2024 together with the reports of the Board of Directors and the Auditor thereon, as circulated to the members and presented to the meeting be and are hereby adopted."

(ii) "Resolved that the Consolidated Audited Financial Statement of the Company for the year ended March 31 2024 together with the reports of the Auditor thereon, as circulated to the members and presented to the meeting be and are hereby adopted."

Nagpur Saturday August 10, 2024

By the Order of Board of Director  
FOR EMKAY TAPS AND CUTTING TOOLS LIMITED



Aditya Vinod Kokil  
Company Secretary & Compliance Officer



**EMKAY TOOLS**

# EMKAY TAPS AND CUTTING TOOLS LTD.

Registered Office & factory Address: B-27 & B-27/1, M.I.D.C. Industrial Area, Hingna Road, Nagpur-440016 (India)  
CIN: L29220MH1995PLC091091

**NOTES:**

1. A Member entitled to attend and vote at the Annual General Meeting is entitled to appoint a proxy to attend and vote on a poll instead of her/him and a proxy need not be a member of the Company. In case of joint holders attending the AGM, the Member whose name appears as the first holder in the order of names as per the Register of Members of the Company will be entitled to vote.
2. Proxy form, in order to be effective, must be received at the Registered Office of the Company, not less than 48 hours before the commencement of the Annual General Meeting.
3. Corporate Members intended to send their authorized representatives to attend the meeting are requested to send the Company a certified copy of Board resolution authorizing their representative to attend and vote on their behalf at the Meeting.
4. Members, Proxies and Authorised Representatives are requested to bring to the meeting their copy of Annual Report, the Attendance Slip enclosed herewith, duly completed and signed, mentioning therein details of their DP ID and Client ID / Folio No.
5. In accordance with the provisions of section 91 of the Companies Act, 2013, the Register of Members and the Share Transfer Books of the Company will remain close from Friday August 30, 2024 to Wednesday September 04, 2024 (both days inclusive).
6. Members holding shares in dematerialized form are requested to intimate all changes 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 depository participant (DP). Changes intimated to the DP will then be automatically reflected in the Company's records which will help the Company and the Company's Registrars and Transfer Agents **Bigshare Services Pvt. Ltd.** to provide efficient and better services.
7. To support the 'Green Initiative' and pursuant to MCA and SEBI circular the Notice of the AGM along with the Annual Report 2023-24 is being sent by electronic mode only to all the Members whose e-mail addresses are registered with the Company / Depositories. For Members who have not registered their e-mail addresses, may register on <https://www.bigshareonline.com/InvestorRegistration.aspx> and request to get the same on their respective email address(s). Also, members are requested to note that this Notice and the Annual Report 2023-24 will also be available on the Company's website viz., [www.etcti.com](http://www.etcti.com)
8. As per the provisions of Section 72 of the Act, the facility for making nomination is available for the Members in respect of the shares held by them. Members who have not yet registered their nomination are requested to register the same by submitting Form No. SH-13. The said form can be downloaded from the Company's website <https://etcti.com/nomination/>. Members are requested to submit the said form to their DP in case the shares are held in electronic form.
9. Members are requested to note that, dividends if not encashed for a consecutive period of 7 years from the date of transfer to Unpaid Dividend Account of the Company, are liable to be transferred to the Investor Education and Protection Fund ("IEPF"). The shares in respect of such unclaimed dividends are also liable to be transferred to the demat account of the IEPF Authority. In view of this, Members/Claimants are requested to claim their dividends from the Company, within the stipulated timeline. The Members, whose unclaimed dividends/shares have been transferred to IEPF, may claim the same by making an application to the IEPF Authority, in Form No. IEPF-5 available on [www.iepf.gov.in](http://www.iepf.gov.in). The Members/Claimants can file only one consolidated claim in a financial year as per the IEPF Rules.
10. THE INSTRUCTIONS FOR MEMBERS FOR VOTING ON THE DAY OF THE 29<sup>th</sup> AGM ARE AS UNDER:
  1. Members / shareholders, who will be present in the 29<sup>th</sup> AGM shall be eligible for voting either themselves or through proxy by show of hand, in case poll not demanded by the shareholders/members at the 29<sup>th</sup> AGM.
  2. As per Notification issued by Ministry of corporate Affairs dated March 19, 2015 with reference to the Companies (Management and Administration) Rules, 2014, Companies covered under Chapter IX as per SEBI (ICDR) Regulations, 2018 will be exempted from E-voting provisions. Company is covered under Chapter IX and is listed on SME platform of NSE EMERGE. Hence, company is not providing E-voting facility to its shareholders.
  12. As per the Notification issued by SEBI dated September 2, 2015 under SEBI (Listing Obligation and Disclosure Requirement) Regulation, 2015 the compliance with the corporate Governance Provisions under the provisions of SEBI (LODR), Regulations, 2015 shall not apply in respect of the Listed Entity which has listed its specified securities on the SME Exchange.
  13. The Company intends to convene 29<sup>th</sup> Annual General Meeting in compliance with applicable provisions of the Companies Act, 2013 read with General Circular No. 20/2020 dated 05.05.2020, General circular No. 10/2022 dated 28.12.2022 and General Circular No.09/2023 dated 25.09.2023 and SEBI circular no. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 20 and SEBI Circular No. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2023/167 dated October 07, 2023.
  14. Map for 29<sup>th</sup> AGM venue is given at the end of this Annual Report.



# MAP FOR AGM VENUE



## Emkay Taps & Cutting Tools Limited

- 📍 **Landmark:** Mahindra & Mahindra CO. – 600m- 2 min.
- 📍 **Distance from Hingna T-Point-** 4.5 km – 10 min.
- 📍 **Distance from Mascot Honda Bhagat chowk-**1.8km- 6 min.
- 📍 **Distance from IC square-** 1.4km-4 min.





**EMKAY TOOLS**

29<sup>th</sup> Annual General Meeting

**ATTENDANCE SLIP**

**EMKAY TAPS AND CUTTING TOOLS LIMITED**

**CIN: L29220MH1995PLC091091**

Address of the registered office and contact details: Plot No B-27 and B-27/1, MIDC HINGNA, INDUSTRIAL ESTATE,  
NAGPUR-440016 MH IN

Tel No. +91-9226071464 Email: [investors@etctl.com](mailto:investors@etctl.com)

DP ID: \_\_\_\_\_

Client ID: \_\_\_\_\_

Registered Folio No.: \_\_\_\_\_

No. of Shares: \_\_\_\_\_

Name(s) and Address of the Shareholder/Proxy in full:

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I certify that I am a shareholder / proxy of the shareholder of the Company. I/We hereby record my/our presence at the 29<sup>th</sup> Annual General Meeting of the Company being held on Wednesday September 04, 2024 at 11:30 a.m. at B-27 7 B-27/1 M.I.D.C. Hingna, Industrial Estate at Nagpur-440016.

\_\_\_\_\_  
Signature of Shareholder / Proxy

Note: Please fill in Attendance Slip and hand it over at the Entrance of the Hall.

EMKAY TAPS AND CUTTING TOOLS LIMITED



**EMKAY TOOLS**

**29<sup>th</sup> Annual General Meeting**

**FORM NO. MGT-11**

**PROXY FORM**

*[Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies (Management and Administration) Rules, 2014]*

CIN : L29220MH1995PLC091091  
Name of the company : **EMKAY TAPS AND CUTTING TOOLS LIMITED**  
Registered office: : B-27 7 B-27/1 M.I.D.C. Hingna, Industrial Estate, Nagpur-440016.  
Tel. No. +91-9226071464, Website: [www.etctl.com](http://www.etctl.com)

Name of the Member(s): \_\_\_\_\_  
\_\_\_\_\_

**Registered Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email id: \_\_\_\_\_

Folio No/ DP Id/Client Id : \_\_\_\_\_

I/We, being the member (s) of \_\_\_\_\_ shares of the above named company, hereby appoint

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Id: \_\_\_\_\_

Signature: \_\_\_\_\_ or failing him/her

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Id: \_\_\_\_\_

Signature: \_\_\_\_\_ or failing him/her

**EMKAY TAPS AND CUTTING TOOLS LIMITED**



3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Id: \_\_\_\_\_

Signature: \_\_\_\_\_

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 29<sup>th</sup> Annual General Meeting of the Company being held on Wednesday September 04 2024 at 11:30 a.m. at The Registered Office of the Company and at any adjournment thereof in respect of such resolutions as are indicated below:

**ORDINARY BUSINESS:**

To consider passing the following resolution(s) as an Ordinary resolution

(i) "Resolved that the Standalone Audited Financial Statement of the Company for the year ended March 31, 2024 together with the reports of the Board of Directors and the Auditor thereon, as circulated to the members and presented to the meeting be and are hereby adopted."

(ii) "Resolved that the Consolidated Audited Financial Statement of the Company for the year ended March 31 2024 together with the reports of the Auditor thereon, as circulated to the members and presented to the meeting be and are hereby adopted."

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2024

Signature of shareholder \_\_\_\_\_

Affix  
Revenue  
Stamp

Signature of Proxy holder(s) \_\_\_\_\_

*Note: This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company, not less than 48 hours before the commencement of the Meeting*