



# INFRA PROJECTS LIMITED

ENGINEERING CONSULTANTS & CONTRACTORS

Sigma-1 Corporates, Corporate House No. 6, Sindhu Bhavan Road, Nr. Mann Party Plot Cross Road, Bodakdev, Ahmedabad - 380 054. Gujarat, India. Telefax : +91 - 79 - 4008 6771-74. E-mail : elect@hecproject.com, Web. : www.hecprojects.in, CIN : L45200GJ2005PLC046870

Date: 7<sup>th</sup> September, 2018

To,  
National Stock Exchange of India Limited  
Exchange Plaza, 5<sup>th</sup> Floor,  
C-1, Block-G, Bandra-Kurla Complex,  
Bandra (E), Mumbai-400051

NSE Scrip Symbol: HECPROJECT

Dear Sir/ Madam,

**Sub: Notice of 13<sup>th</sup> Annual General Meeting (AGM)**

Pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find attached herewith the notice of the 13<sup>th</sup> Annual General Meeting of the members of the company scheduled to be held on Saturday, 29<sup>th</sup> September, 2017 at 11:00 A.M. at the Registered office situated at Sigma-1 Corporates, Corporate House No. 6, Sindhu Bhavan Road, Nr. Maan Party Plot Cross Road, Bodakdev, Ahmedabad-380054 to transact the business as set out in the notice.

You are requested to take the same on your record.

Thanking You,

Yours faithfully,

FOR, HEC INFRA PROJECTS LIMITED

  
JEEL PATEL

COMPANY SECRETARY



Encl: As above

## NOTICE

Notice is hereby given that the 13th Annual General Meeting of the members of HEC Infra Projects Limited will be held on Saturday, 29th September, 2018 at Sigma-1 Corporates, Corporate House No. 6, Nr. Maan Party Plot Cross Road, Sindhu Bhavan Road, Bodakdev, Ahmedabad - 380054, at 11:00 a.m. to transact the following business:

### ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Financial Statement of the Company for the year ended on 31st March, 2018, the reports of the Board of Directors and Auditors thereon.
2. To declare dividend on Equity Shares of the Company for the year ended 31st March, 2018.
3. To appoint a Director in place of Mrs. Rupal Shah (DIN: 01756092), who retires by rotation and, being eligible, offers herself for re-appointment.

**Date: 30/08/2018**

**Place: Ahmedabad**

By order of the Board of Directors  
**For, HEC Infra Projects Limited**

**sd/-**

**Jeel Patel**

(Company Secretary)

Membership No.: A46202

### Registered Office:

Sigma 1 Corporate, Corporate House No. 6,  
Sindhu Bhavan Road, Nr. Mahan Party Plot Cross Road,  
Boadakdev, Ahmedabad- 380054.  
Tel:- +91-79-40086771-74; Web:- [www.hecprojects.in](http://www.hecprojects.in);  
Email:- [elect@hecproject.com](mailto:elect@hecproject.com)

### IMPORTANT NOTES:

1. A Member entitled to attend and vote at the Annual General Meeting is entitled to appoint a proxy to attend and vote in the meeting instead of himself /herself and the proxy need not be a member of the company. The instrument appointing proxy in order to be effective should be duly Completed stamped and signed and must be deposited at the registered office of the company not less than forty-eight hours before commencement of the meeting. Proxy form (MGT-11) is enclosed.

A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A member holding more than ten percent of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.

2. Corporate Members intending to send their authorized representative to attend the meeting are requested to send a certified copy of the Board Resolution authorizing their representative to attend and vote on their behalf at the Meeting.
3. In case of joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote at the Meeting.
4. Additional Information, pursuant to Regulation 36 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meetings (SS-2), with respect to directors seeking appointment/ re-appointment at the AGM, is furnished as annexure to the Notice. The directors have furnished consent /declaration for their re-appointment as required under the Companies Act, 2013 and the rules thereunder.
5. The Register of Members and Share Transfer Books will remain close from Monday, 24th September, 2018 to Saturday, 29th September, 2018 (both days inclusive for the purpose of Annual General Meeting and determining the names of members eligible for dividend on Equity Shares, if declared at the Meeting.
6. The Members of the company holding Shares as on Friday, 31st August, 2018 (Cut-off date for entitlement of Annual Report), shall be eligible for receiving the Annual Report 2017-18 along with the notice of the 13th Annual General Meeting, by electronic mode to all the members whose email addresses are registered with the Company/ Depository Participant(s) unless a member has requested for a physical Copy of the document. For members who have not registered their email addresses, physical copies of the Documents are being sent by the permitted mode.
7. Members can avail the nomination facility by filing Form No. SH-13, as prescribed under Section 72 of the Companies Act, 2013 and rule 19 (1) of the Companies (Share Capital and debentures) Rules 2014 with the Company. Blank forms will be supplied on request.
8. The dividend on Equity Shares, if declared at the Meeting, will be credited / dispatched to those members whose names shall appear on the Company's Register of Members on Saturday, 22nd September, 2018 for entitlement of Dividend in respect of the shares held in dematerialized form, the dividend will be paid with in a period of 30 days from the date of declaration, to members whose names are furnished by National Securities Depository Limited and Central Depository Services (India) Limited as beneficial owners as on that date.
9. In terms of the provision of section 124 of the Companies Act, 2013 the amount of dividend not encashed or claimed within 7(seven) years from the date of its transfer to the unpaid dividend account, will be transferred to the Investor Education and Protection Fund (IEPF) established by the government under Section 124 of the Companies Act, 2013.
10. Members who hold shares in dematerialized mode are requested to intimate any changes pertaining with their bank account details, ECS mandates, nominations, change of address/name etc. to their Depository Participant. Changes intimated to the Depository Participant will then be automatically reflected in the Company's records which will help the Company and its Registrar &

Share Transfer Agent to provide efficient and better service to the members.

11. 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 their PAN to their Depository Participant(s). Members holding shares in physical form are required to submit their PAN to the Company or contact our Registrar and Transfer Agent i.e. Cameo Corporate Services Limited.
12. All documents referred to in the notice and the annexure to the notice, requiring the approval of the Members at the meeting and other statutory registers shall be available for inspection by the Members at the Registered Office of the Company during office hours on all working days between 10.00 a.m. to 5.00 p.m. from the date of hereof up to the date of the Annual General Meeting.
13. The Annual Report of the Company along with Notice of 13th Annual general Meeting will be available on the Company's website, [www.hecprojects.in](http://www.hecprojects.in), and on the website of respective Stock Exchange where the equity shares of the Company are listed, [www.nseindia.com/emerge/](http://www.nseindia.com/emerge/). As per Section 136(1), the physical copies of the aforesaid documents will also be available at the Company's registered office for inspection during normal business hours on working days. Members who require communication in physical form in addition to e-communication, or have any other queries, may write to us at [cs@hecproject.com](mailto:cs@hecproject.com).
14. A person whose name is recorded in the Register of Members or in the Register of Beneficial Owners maintained by the Register and Share Transfer Agent as on the cut-off/ entitlement date only shall be entitled for voting at the Annual General Meeting.
15. The voting rights of Members shall be in proportion to the shares held by them in the paid up equity share capital of the Company as on Saturday, 22nd September, 2018 (cut-off date for entitlement of voting rights) for determining the eligibility to vote at the Meeting by Ballot Paper.
16. M/s. Jalan Alkesh & Associates, Company Secretaries has been appointed as the Scrutinizer to scrutinize the voting in a fair and transparent manner.
17. The Scrutinizer shall, immediately after the conclusion of voting at the Meeting, first count the votes cast at the Meeting. Not later than 48 hours of conclusion of the Meeting, Scrutinizer shall submit Report of voting by Ballot Paper at the Meeting, of the total votes casted in favor or against, if any, to the Chairman of the Meeting or a person as may be authorized by him in writing shall declare the result of the voting forthwith.
18. The results declared along with the Scrutinizer's Report shall also be placed on the Company's website [www.hecprojects.in](http://www.hecprojects.in) and the same shall be communicated to National Stock Exchange of India Limited where the shares of the Company are listed.
19. Subject to receipt of requisite number of votes, the Resolutions shall be deemed to have been passed on the date of the AGM i.e. 29th September, 2018.
20. A Map Showing the venue of the Annual General Meeting is enclosed herewith.

**ANNEXURE TO ITEM NO. 3 OF NOTICE**

**Details of Directors Seeking Appointment/Re-appointment at the Annual General Meeting  
[Pursuant to Securities and Exchange Board of India (Listing Regulations and Disclosure  
Requirements) Regulations, 2015 and Secretarial Standard -2]**

Name of Director	Mrs. Rupal Gaurang Shah (Re-appointment)
Director Identification Number(DIN)	01756092
Date of Birth	18/11/1966
Date of First Appointment	06/10/2005
Qualification	M.Com
Nature of Expertise	She holds Masters Degree in Commerce. She looks after the accounts, finance and administration department of the company. She also actively takes part in decision making process related to our operations and provides useful inputs for formulation of various strategies.
Shareholding in the Company	243400 ( includes individual of 231000 equity shares and 12500 equity shares held in joint names)
Directorship in other Company	Highvolt Power And Control Systems Private Limited
Chairman/Member of Committee in other Public Companies	Nil
Relationship with Other Director	Mr. Gaurang Shah (Spouse)

**Date: 30/08/2018**  
**Place: Ahmedabad**

By order of the Board of Directors  
**For, HEC Infra Projects Limited**

**sd/-**  
**Jeel Patel**  
(Company Secretary)  
Membership No.: A46202

**Registered Office:**  
Sigma 1 Corporate, Corporate House No. 6,  
Sindhu Bhavan Road, Nr. Mahan Party Plot Cross Road,  
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Tel:- +91-79-40086771-74; Web:- www.hecprojects.in;  
Email:- elect@hecproject.com

**HEC INFRA PROJECTS LIMITED**

CIN: L45200GJ2005PLC046870

Registered Address: Sigma 1 Corporate, Corporate House No. 6, Sindhu Bhawan Road,  
Nr. Maan Party Plot Cross Road, Bodakdev, Ahmedabad, Gujarat, India - 380054

Tel : 91-79-40086771 – 74

Website: www.hecprojects.in; Email Id: elect@hecproject.com

**ATTENDENCE SLIP**

Shareholder / Proxy holder	DP ID*	Folio No. / Client ID*	No. of Shares held

\*Applicable for the Investors holding Shares in electronic form

I hereby record my presence at the 13th Annual General Meeting of the Company, held on Saturday, 29th September, 2018 at 11:00 a.m. at the registered office of the Company Situated at Sigma 1 Corporates, Corporate House No. 6, Sindhu Bhavan Road, Nr. Mann Party Plot Cross Road, Bodakdev, Ahmedabad- 380054.

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SIGNATURE OF THE SHAREHOLDER OR PROXY

**NOTES:**

1. Shareholders / Proxy holders are requested to bring the Attendance Slip with them when they come to the Meeting and hand it over at the gate after affixing their signature on it.
2. Only Shareholders of the company and/ or their Proxy will be allowed to attend the 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)

**HEC INFRA PROJECTS LIMITED**

Registered Office: Sigma-1 Corporates, Corporate House No. 6, Sindhu Bhavan Road, Nr. Mann Party Party Plot Cross Road, Boadakdev, Ahmedabad- 380054  
CIN: L45200GJ2005PLC046870

<b>Name of the Member(s)</b>	
<b>Registered Address :</b>	
<b>E mail Id :</b>	
<b>Folio No / Client ID*:</b>	
<b>DP ID* :</b>	

\* Applicable for investors holding shares in electronic form.

I / We, being the member(s) holding.....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
- (3) Name ..... Address .....
- Email ID..... Signature.....or failing him/her

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 13th Annual General Meeting of the Company, to be held on Saturday, 29th September, 2018 at 11:00 a.m. at the Registered office of the Company Situated at Sigma 1 Corporates, Corporate House No. 6, Sindhu Bhavan Road, Nr. Maan Party Plot Cross Road, Bodakdev, Ahmedabad- 380054 and at any adjournment thereof in respect of such resolutions as are indicated below:

Resolution No.	Resolution
	<b>Ordinary Business:</b>
1	Adoption of Directors’ Report, Audited Financial Statements for the year ended 31st March, 2018 and Auditors’ Report thereon.
2	Declaration of Dividend on Equity Shares for the year 2017-18.
3	Appointment of a Director in place of Mrs. Rupal Shah, who retires by rotation and being eligible, offer herself for re-appointment.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2018

\_\_\_\_\_  
Signature of Shareholder

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

Please affix Re 1/- Revenue Stamp
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**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.
- A Proxy need not be a member of the Company.
- A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than 10% of the total share capital of the Company carrying voting rights. A member holding more than 10% of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.
- Appointing a proxy does not prevent a member from attending the meeting in person if he so wishes.
- In the case of jointholders, the signature of any one holder will be sufficient, but names of all the jointholders should be stated