

TODAYS WRITING INSTRUMENTS LIMITED



Regd. Office & Factory : Survey No. 251/2, Valsad Falia, Dadra - 396193. D&NH (U.T.). INDIA
Tel : 91-260-2669818/ 819/ 820, Fax : 91-260-2668536.

Todays Writing Instruments Ltd.

Corporate Office : 201, Hari Om Chambers, B-16, New Link Rd., Andheri (W), Mumbai - 400053, INDIA.

Tel. : 91-22-6695 4900, Fax : 91-22-6695 4910. Email: todaystodayspens.com, Website : www.todays.co.in

Corporate Identification No. : L74999DN1992PLC000041

Date: 30.09.2016

BOMBAY STOCK EXCHANGE LIMITED
Corporate Relationship Department
1st Floor, P.J Towers, Dalal Street,
Mumbai-400023

NATIONAL STOCK EXCHANGE OF INDIA LTD.
Exchange Plaza, 5th Floor, Plot No. C/1
G-Block, Bandra-Kurla Complex,
Bandra (E), Mumbai-400051

Scrip Code: 531830

TODAYS

Dear Sir,

Sub:- Proceedings of the 24th Annual General Meeting held on 29.09.2016

This is to inform you that the 24th Annual General Meeting of the Company was held on Thursday, 29.09.2016 at 10.00 A.M at the Registered Office of the Company at Survey No.251/2, Valsad Falia, Near Jain Temple, Dadra Nagar Haveli, (U.T) – 396193.

Pursuant to Regulation 30 read with Para A of Part A of Schedule III of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 we are submitting a summary of the proceedings of the Annual General meeting.

You are requested to take the same on record.

Sincerely,

For Todays Writing Instruments Limited

Asathwari
Compliance Officer



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PROCEEDINGS OF THE 24TH ANNUAL GENERAL MEETING OF TODAYS WRITING INSTRUMENTS LIMITED HELD ON THURSDAY, 29TH SEPTEMBER, 2016 AT 10.00 A.M. HELD AT THE REGISTERED OFFICE OF THE COMPANY AT SURVEY NO.251/2, VALSAD FALIA, NEAR JAIN TEMPLE, DADRA NAGAR HAVELI, (U.T) – 396193

PRESENT:

Mr. Rajesh Drolia : Chairman
Ms. Shilpa Joshi : Independent Director

30 members present in person representing 889,365 equity shares
3 members present through proxy representing 20,200 equity shares

IN ATTENDANCE:

Mr. Rajiv Drolia : Chief Financial Officer
Ms. Winnie Santwani : Compliance Officer
Mr. Ajay Gupta : Statutory Auditor
Mr. Zaheer Shaikh : Secretarial Auditor

CHAIRMAN:

Mr. Rajesh Drolia, Chairman and Director of the Company occupied the Chair and extended a warm welcome to the Members present.

He then introduced the other Directors and CFO on the dias and informed the members that Mr. Shreedhar Parande, Independent Director of the Company was not able to attend the AGM due to his ill-health and that Ms. Shilpa Joshi would act as an authorised representative on his behalf in the capacity as the Chairperson of the Nomination & Remuneration Committee. The Members were informed that the statutory registers of the Company were available for inspection at the meeting.

The Chairman then declared that the requisite quorum as required under Companies Act, 2013 was present and the meeting was called to order.

With the permission of the Members present, the Notice of the 24th Annual General Meeting was taken as read. The Chairman then requested the Compliance Officer to read the report of the Statutory Auditor and the Secretarial Auditor of the Company.

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The Chairman briefed the Members on the overall performance of the Company and the future outlook and invited queries/comments from the members present. Observations and comments were made by the Members and the queries put forth and clarifications sought for by them were answered by the Chairman suitably.

The Compliance Officer thereafter informed the members that pursuant to the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended by the Companies (Management & Administration) Amendment Rules, 2015 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, the Company had provided its shareholders with the facility of remote e-voting which commenced on Saturday, 24th September, 2016 at 9.00 a.m. and ended on Wednesday, 28th September, 2016 at 5.00 p.m. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) i.e Thursday, 22nd September 2016 casted their vote electronically through e-Voting services provided by the Central Depository Services Limited (CDSL).

The Compliance Officer further informed the members who were present at the meeting and who had not casted their votes through remote e-voting that the facility for voting through physical ballot paper has been arranged for. It was further informed that Mr. Snehal Pahade, Practising Company Secretary was appointed as the scrutinizer for scrutinizing the remote e-voting and physical ballot process at the meeting.

Thereafter, the following items of business as per the Notice of Annual General Meeting dated 12th August, 2016 were transacted at the meeting:

Resolution No.	Particulars of Resolution	Type of Resolution
1	To receive, consider and adopt the Audited Financial Statements (including Audited Consolidated Financial Statements) of the Company for the financial year ended March 31, 2016 together with the Reports of the Board of Directors and Auditors thereon.	Ordinary
2	To appoint a Director in place of Mr. Rajesh Drolia (DIN: 00118827), who retires by rotation and being eligible, offers himself for re-appointment.	Ordinary
3	Ratification of appointment of Statutory Auditors of the Company and to fix their remuneration.	Ordinary
4	To approve fees to be charged from members under section 20 of the Companies Act, 2013	Ordinary

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The voting results in accordance with the provisions of Regulation 44(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 on the above resolutions shall be communicated to the stock exchange on receipt of the report of the scrutinizer and the same shall also be placed on the website of the Company and on the website of CDSL.

For Today's Writing Instruments Limited

A handwritten signature in black ink, appearing to read "D. Shukla", is written over a horizontal line.

Compliance Officer

