

ROOTS

ADDING VALUE

ROOTS MULTI CLEAN LTD

CIN: U36999TZ1992PLC003662

Regd. Office : R.K.G.Industrial Estate, Ganapathy,Coimbatore – 641 006

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Phone : +91 422 4330330 Fax:+91 422 2332107

Dear Member(s),

Notice is hereby given that the 28th Annual General Meeting (“AGM”) of the Company will be convened at 12.30 P.M. IST, on Tuesday, the 29th Day of September, 2020 through Video Conference (“VC”) / Other Audio Visual Means (“OAVM”) to transact the business as set out in the Notice of AGM which has been circulated by electronic mode (email) to the Shareholders.

In view of the continuing COVID-19 pandemic and in compliance with the applicable provisions of the Companies Act, 2013 and rules framed thereunder read with General Circular Nos. 14/2020 dated 8th April, 2020, 17/2020 dated 13th April, 2020 and 20/2020 dated 5th May, 2020, issued by the Ministry of Corporate Affairs (“MCA Circular(s)”), the Company has decided to conduct the AGM through VC/ OAVM facility without the physical presence of the Shareholders at a common venue.

The Notice of the 28th AGM and the Annual Report for the year 2020, including the Financial Statements for the year ended 31st March, 2020 (“Annual Report”) has been sent only by e-mail to all those Shareholders, whose e-mail address are registered with the Company or with their respective Depository Participants (“Depository”) or with the Registrar and Share Transfer Agent (RTA) of the Company, in accordance with the MCA Circular(s) as mentioned above. Shareholders can join and participate in the 28th AGM through VC/OAVM facility only. The instructions for joining the 28th AGM and the manner of participation in the remote e-voting or casting vote through the e-voting system during the 28th AGM are provided in the Notice of the 28th AGM. Shareholders participating through the VC/OAVM facility shall be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.

Notice of the 28th AGM and the Annual Report has been made available on the website of the Company i.e., www.rootsmulticlean.com.

Shareholders who hold shares in physical mode and have not updated their email address with the Company/Depository Participant(s)/Registrar and Share Transfer Agents (“RTA”) are requested to update their email address by writing to the Company’s RTA, M/s.S.K.D.C. Consultants Limited with subject line “Request to update email id” at info@skdc-consultants.com. Shareholders are requested to submit the request letter mentioning the Folio No. and Name of Shareholder along with scanned copy of the Share Certificate (front and back) and self-attested copy of PAN card and any document (such as Driving Licence, Passport, Bank Statement, AADHAR) supporting the registered address of the Shareholder.

Shareholders holding shares in demat form can update their e-mail address & bank account details by submitting a request to the concerned depository participant.

Please note that the email ID gbala@roots.co.in is designated for the purpose of enabling shareholders to obtain Notice of the 28th AGM.

Pursuant to Finance Act, 2020, dividend income will be taxable in the hands of the shareholders w.e.f. 1st April 2020 and the Company is required to deduct tax at source (“TDS”) from dividend payable to the Shareholders at the prescribed rates in the Income Tax Act, 1961 (“the IT Act”). For the prescribed rates for various categories and details / documents required thereof, Shareholders are requested to refer to the Income Tax Act, 1961 and Notice of 28th AGM in this regard. In general, to enable compliance with TDS requirements, Shareholders are requested to complete and / or update their Residential Status, PAN, Category as per the IT Act by following the procedure as given below:

a. In case of shares held in demat form, Shareholders are requested to contact their respective depository participant.

b. In case shares are held in physical form, Shareholders are requested to send an e-mail along with the requisite details to info@skdc-consultants.com.

Shareholders may kindly note that in the event the Company is unable to pay the dividend to any Shareholder by electronic mode, due to non-registration of the Electronic Bank Mandate, the Company shall dispatch the dividend warrant to such Shareholders, at the earliest once the normalcy is restored.

Considering the above, we urge the shareholders to update their e-mail ID, Bank account details & Permanent Account Number (PAN) with the Company / Depository Participant / RTA to ensure receipt of the Annual Report, dividend and / or any other communications from the Company.

Notice is further given pursuant to Section 91 of the Act that the Register of Members and Share Transfer books of the company will remain closed from September 23, 2020 to September 29, 2020 (both days inclusive) for the purpose of the AGM.

VOTING THROUGH ELECTRONIC MODE (E-VOTING)

The Company has entered into agreement with National Securities Depository Limited (NSDL), authorised e-voting agency, for facilitating voting through electronic means (“remote e-voting”) to enable the Shareholders to exercise their right to vote on the resolutions proposed to be passed at the AGM as well as for Shareholders who are present at the AGM through VC/OAVM facility and wish to cast their vote during the AGM through e-voting system (“e-voting”). The manner of ‘remote e-voting’ and ‘e-voting’ during the AGM, for Shareholders holding shares in physical mode, dematerialised mode and for Shareholders who have not registered their e-mail address has been provided in detail in the Notice of the AGM.

In case of any grievances connected with facility for e-voting, please contact Ms. Pallavi Mhatre, Manager, NSDL, 4th Floor, ‘A’ Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai 400 013. Email: evoting@nsdl.co.in Tel: 91 22 2499 4545/ 1800-222-990.

The above information is being issued for the information and benefit of all the Shareholders of the Company and is in compliance with the MCA Circular/s.

Coimbatore
13.08.2020

For ROOTS MULTICLEAN LTD
G. BALASUBRAMANIAM
Company Secretary
(FCS 9699)