

## NOTICE

NOTICE is hereby given that the Nineteenth (19<sup>th</sup>) Annual General Meeting (“AGM”) of the Members of **Manoj Ceramic Limited (the Company)** will be held on Monday, 29<sup>th</sup> September, 2025 at 03.00 p.m. IST through Video Conference (“VC”) / Other Audio Visual Means (“OAVM”) to transact the following business:

---

### ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Standalone Financial Statements of the Company for the Financial Year ended 31<sup>st</sup> March, 2025, along with the Report of the Board of Directors and Auditors thereon.
2. To receive, consider and adopt the Audited Consolidated Financial Statements of the Company for the Financial Year ended 31<sup>st</sup> March, 2025 along with the Report of the Auditors thereon.
3. To appoint a Director in place of Mrs. Anjana Manoj Rakhasiya (DIN: 00116276), who retires by rotation and being eligible, offers herself for re-appointment as a Director.

### SPECIAL BUSINESS

4. To consider and approve the appointment of M/s. HRU & Associates, Practicing Company Secretaries as the Secretarial Auditor of the Company:

To consider and if thought fit, to approve the following resolution as an **Ordinary Resolution:**

“**RESOLVED THAT** pursuant to the provisions of Section 204 and other applicable provisions, if any, of the Companies Act, 2013 read with Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, Regulation 24A of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended from time to time (including any statutory modification(s) or re-enactments thereof for the time being in force) and pursuant to the recommendation of the Audit Committee and the Board of Directors, M/s. HRU & Associates, Practicing Company Secretaries, (Firm Registration No.S2018MH587800) be and are hereby appointed as the Secretarial Auditors of the Company to hold office for a term of five consecutive years commencing from Financial Year 2025-26 to Financial Year 2029-2030, to conduct the secretarial audit of the Company at such fees as may be mutually agreed between the Board of Directors of the Company and the Secretarial Auditors.

**RESOLVED FURTHER THAT** the Board of Directors of the Company (including any Committee thereof), be and is hereby authorized to determine roles and responsibilities / scope of work of the Secretarial Auditors, to negotiate, finalize, amend, sign, deliver and execute the terms of appointment and alter or vary the terms and conditions of remuneration arising out of increase in scope of work on account of amendments to the statutory framework, etc., without being required to seek any further consent or approval of the Members of the Company;

**MANOJ CERAMIC LTD.**

**CIN: L51909MH2006PLC166147**

1, Krishna Kunj Building, 140 Vallabh Baugh Lane, Ghatkopar (E) Mumbai 400 077

T: +91 22 21027500

E: [info@mcplworld.com](mailto:info@mcplworld.com) W : - [www.mcplworld.com](http://www.mcplworld.com)



SINCE 1991

**MCPL**

WALL & FLOOR TILES

RESOLVED FURTHER THAT the Directors of the Company and the Company Secretary be and are hereby severally authorised to do all such acts, deeds and things and take all such steps as may be necessary, proper or expedient to give effect to this resolution.”

For and on behalf of  
Manoj Ceramic Limited

Sd/-

Swati Jain  
Company Secretary  
Membership No.: A47833

Date: 21<sup>st</sup> August, 2025

Place: Mumbai

**Registered Office Address:**

1, Krishna Kunj, 140 V. B. Lane,  
Ghatkopar (East), Mumbai – 400077

**MANOJ CERAMIC LTD.**

**CIN: L51909MH2006PLC166147**

1, Krishna Kunj Building, 140 Vallabh Baugh Lane, Ghatkopar (E) Mumbai 400 077

T: +91 22 21027500

E: [info@mcplworld.com](mailto:info@mcplworld.com) W : - [www.mcplworld.com](http://www.mcplworld.com)

MUMBAI

PUNE

THANE

MORBI

BANGALORE

The details of Director seeking appointment or re-appointment at the Annual General Meeting pursuant to the provisions of Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meetings ("SS-2") issued by Institute of Company Secretaries of India is as below:

Name of Director	Mrs. Anjana Manoj Rakhasiya
Type of Directorship	Non-Executive Director
Age	57 years
Date of Birth	10 <sup>th</sup> April, 1968
Qualifications	Till 10 <sup>th</sup> Grade
Experience (including expertise in specific functional area) / Brief Resume	Mrs. Anjana Manoj Rakhasiya is the director and promoter of the company. She has completed her high school education from Mumbai. Since incorporation, she oversees the company operations and oversees the accounting department.
Terms and Conditions of Reappointment including proposed remuneration	Re-appointment as a Non- Executive Director, liable to retire by rotation and shall be entitled to remuneration as decided.
Remuneration last drawn (including sitting fees, if any)	Rs. 12, 71,000/- p.a.
Date of first appointment on the Board	12 <sup>th</sup> December, 2006
Shareholding in the Company	2768000 Equity shares as on 31 <sup>st</sup> March, 2025.
Relationship with other Directors / Key Managerial Personnel	1. Spouse of Mr. Manoj Dharamshi Rakhasiya 2. Mother of Mr. Dhruv Rakhasiya, Managing Director and Mr. Aakash Manoj Rakhasiya, Executive Director
Number of meetings of the Board attended during the year 2024-25	11 (Eleven)
Directorships of other Boards	MCPL Ceramic FZ-LLC
Membership/ Chairmanship of Committees of other Boards.	Nil

## MANOJ CERAMIC LTD.

CIN: L51909MH2006PLC166147

1, Krishna Kunj Building, 140 Vallabh Baugh Lane, Ghatkopar (E) Mumbai 400 077

T: +91 22 21027500

E: [info@mcplworld.com](mailto:info@mcplworld.com) W : - [www.mcplworld.com](http://www.mcplworld.com)

**Explanatory Statement pursuant to section 102(1) of the Companies Act, 2013 ('the Act') and Regulation 36(5) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015**

**Item 4:**

M/s. HRU & Associates, Practicing Company Secretaries, (Firm Registration No. S2018MH587800), Mumbai were the Secretarial Auditors of the Company for the Financial Year 2023-2024.

Pursuant to the recent amendment to Regulation 24A of SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015 (SEBI Listing Regulations) and provisions of section 204 of the Companies Act, 2013 (the "Act") and applicable rules, the Board of Directors on recommendation of the Audit Committee, have approved and recommended to the members of the Company, appointment of M/s. HRU & Associates, a peer reviewed firm of Practicing Company Secretaries as Secretarial Auditor of the Company on following terms:

<b>Terms of Appointment:</b>	For five consecutive years commencing from Financial Year 2025-26 to Financial Year 2029-2030.
<b>Proposed Fees:</b>	The fees proposed to be paid to the Secretarial Auditors for audit services for the Financial Year 2025-26 is Rs. 40,000/- plus applicable taxes and out-of-pocket expenses. The remuneration for the subsequent year(s) of their term shall be determined based on the recommendation of the Audit Committee and as mutually agreed between the Board of Directors of the Company and the Secretarial Auditors shall be commensurate with the Secretarial Audit and other services rendered by them during the said tenure. These other services are 'permissible services' as per SEBI Circular SEBI/HO/CFD/CFD-PoD2/CIR/P/2024/185 dated 31 <sup>st</sup> December, 2024.
<b>Rationale for proposed appointment and fees:</b>	The Audit Committee and the Board of Directors of the Company have taken into consideration various factors such as Independence, Technical Knowledge and Expertise, Industry Acumen, Quality of the Engagement Team and the Audit Reports, while considering the appointment.
<b>Brief Profile:</b>	<p>HRU &amp; Associates, is Peer Reviewed Certified Mumbai based firm of Practicing Company Secretaries having specialization in a wide array of corporate laws, including the Companies Act, LLP Act, SEBI regulations, and RBI including NBFC matters and offers legal and regulatory guidance to help businesses operate efficiently and compliantly in a dynamic environment.</p> <p>HRU &amp; Associates also offers comprehensive services including the drafting of legal and corporate documents, advisory on corporate governance, risk management, CSR, board-related matters, and secretarial functions.</p>

## **MANOJ CERAMIC LTD.**

**CIN: L51909MH2006PLC166147**

1, Krishna Kunj Building, 140 Vallabh Baugh Lane, Ghatkopar (E) Mumbai 400 077

T: +91 22 21027500

E: [info@mcplworld.com](mailto:info@mcplworld.com) W : - [www.mcplworld.com](http://www.mcplworld.com)



SINCE 1991

**MCPL**

WALL & FLOOR TILES

HRU & Associates, Practicing Company Secretaries have provided their consent to act as Secretarial Auditor of the Company and confirmed that they are not disqualified to be appointed as Secretarial Auditor, and that this appointment (if approved) would be within the prescribed limited under the Act and rules made thereunder and SEBI Listing Regulations.

None of the Promoters, members of the Promoter Group, Directors or Key Managerial Personnel of the Company or their respective relatives are concerned or interested, financially or otherwise, in the Resolution at Item No. 4 of the accompanying Notice.

The Board recommends passing of the resolution as set out in Item No. 4 of the accompanying Notice as an **Ordinary Resolution**.

## **MANOJ CERAMIC LTD.**

**CIN: L51909MH2006PLC166147**

1, Krishna Kunj Building, 140 Vallabh Baugh Lane, Ghatkopar (E) Mumbai 400 077

T: +91 22 21027500

E: [info@mcplworld.com](mailto:info@mcplworld.com) W : - [www.mcplworld.com](http://www.mcplworld.com)

MUMBAI

PUNE

THANE

MORBI

BANGALORE

**NOTES FOR MEMBERS:**

1. The Ministry of Corporate Affairs ('MCA') had vide its General Circular dated 08<sup>th</sup> April, 2020, 13<sup>th</sup> April 2020, 05<sup>th</sup> May 2020, 13<sup>th</sup> January 2021, 14<sup>th</sup> December 2021, 05<sup>th</sup> May 2022, 28<sup>th</sup> December 2022, 25<sup>th</sup> September 2023, 19<sup>th</sup> September 2024 and SEBI Circulars dated 12<sup>th</sup> May, 2020, 15<sup>th</sup> January 2021, 07<sup>th</sup> October 2023 03<sup>rd</sup> October, 2024 (Collectively referred to as "Applicable Circulars") permitted holding of the AGM through Video Conferencing ('VC') / Other Audio-Visual Means ('OAVM'). Accordingly, the 19<sup>th</sup> AGM of the Company will be held through VC / OAVM in compliance with the provisions of the Act. Further, in accordance with SS-2 issued by ICSI read with Clarification / Guidance on applicability of Secretarial Standard on Meetings of the Board of Directors (SS-1) and General Meetings (SS-2) dated April 15, 2020, the forthcoming AGM will be held through video conferencing (VC) or other audio-visual means (OAVM). Hence, Members can attend and participate in the ensuing AGM through VC/OAVM.
2. Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI Listing Regulations (as amended), and MCA Circulars dated April 08, 2020, April 13, 2020 and May 05, 2020, the Company is providing facility of remote e-voting to its Members in respect of the business to be transacted at the AGM. For this purpose, the Company has entered into an agreement with Purva Sharegistry (India) Private Limited (Purva) for facilitating voting through electronic means, as the authorized e-Voting's agency. The facility of casting votes by a member using remote e-voting as well as the e-voting system on the date of the AGM will be provided by Purva.
3. The Members can join the AGM in the VC/OAVM mode 15 minutes before and after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The facility of participation at the AGM through VC/OAVM will be made available to at least 1000 members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the EGM/AGM without restriction on account of first come first served basis.
4. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of ascertaining the quorum under Section 103 of the Companies Act, 2013.
5. Pursuant to MCA Circular No. 14/2020 dated April 08, 2020 and proviso to sub regulation (4) of Regulation 44 of SEBI Listing Regulations, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. Accordingly, the Proxy Form and Attendance Slip are not annexed to this Notice. However, in pursuance of Section 112 and Section 113 of the Companies Act, 2013, representatives of the members such as the President of India or the Governor of a State or body corporate can attend the AGM through VC/OAVM and cast their votes through e-voting.

## **MANOJ CERAMIC LTD.**

**CIN: L51909MH2006PLC166147**

1, Krishna Kunj Building, 140 Vallabh Baugh Lane, Ghatkopar (E) Mumbai 400 077

T: +91 22 21027500

E: [info@mcplworld.com](mailto:info@mcplworld.com) W : - [www.mcplworld.com](http://www.mcplworld.com)



6. In line with the Ministry of Corporate Affairs (MCA) Circular No. 17/2020 dated April 13, 2020, the Notice calling the AGM has been uploaded on the website of the Company at [www.mcplworld.com](http://www.mcplworld.com). The Notice can also be accessed from the website of the Stock Exchange i.e. BSE Limited at [www.bseindia.com](http://www.bseindia.com). The AGM Notice is also disseminated on the website of PURVA (agency for providing the Remote e-Voting facility and e-voting system during the AGM) i.e. <https://evoting.purvashare.com/>.
7. The AGM has been convened through VC/OAVM in compliance with applicable provisions of the Companies Act, 2013 read with MCA Circular No. 14/2020 dated April 8, 2020 and MCA Circular No. 17/2020 dated April 13, 2020 and MCA Circular No. 20/2020 dated May 05, 2020.
8. As required under Regulation 36(3) of the SEBI Listing Regulations and pursuant to the provisions of Secretarial Standard-2 on General Meetings, the relevant information in respect of the Director seeking re-appointment forms an integral part of this Notice.
9. In case of joint holders attending the meeting, only such joint holder who is higher in the order of the name will be entitled to vote.
10. Members seeking or requiring any clarification or information in respect of accounts or any other matter to be placed at the AGM may send their requests to the Company on or before 25<sup>th</sup> September, 2025 at [compliance@mcplworld.com](mailto:compliance@mcplworld.com)
11. The relevant documents referred to in the accompanying Notice, the Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Act and the Register of Contracts or Arrangements in which the Directors are interested maintained under Section 189 of the Act will be available electronically for inspection by the Members during the AGM and also at the Registered Office of the Company on all working days except Saturdays, Sundays and Public Holidays, between 11.00 a.m. and 1.00 p.m. upto to the date of the Meeting.
12. The Company is sending the Notice of the AGM, e-Voting instructions and Annual Report only in electronic form to the registered email addresses of the Members. Members who have not yet registered their email addresses are requested to update their email details at the earliest to receive these communications.
13. The Company's Registrar and Share Transfer Agent for its Share Registry work (Physical and Electronic) is Purva Shareregistry (India) Private Limited, having their office premises at Unit No. 9, Ground Floor, Shiv Shakti Ind. Estt, J. R. Boricha Marg, Lower Parel East, Mumbai - 400011. Please note that the ISIN number of the Equity Shares of Company is INE0A6N01026.
14. The Company has appointed KDA & Associates, Company Secretaries, to act as the Scrutinizer to scrutinize the remote e-Voting process in a fair and transparent manner and they have communicated their willingness to be appointed and be available for the purpose.

## **MANOJ CERAMIC LTD.**

**CIN: L51909MH2006PLC166147**

1, Krishna Kunj Building, 140 Vallabh Baugh Lane, Ghatkopar (E) Mumbai 400 077

T: +91 22 21027500

E: [info@mcplworld.com](mailto:info@mcplworld.com) W : - [www.mcplworld.com](http://www.mcplworld.com)

15. Members holding shares in physical mode are requested to register their e-mail addresses with Purva Sharegistry (India) Private Limited, and Members holding shares in demat mode are requested to register their e-mail addresses with their respective Depository Participants (DPs) in case the same is still not registered. If there is any change in the e-mail address already registered with the Company, members are requested to immediately notify such change to Purva Sharegistry (India) Private Limited in respect of shares held in physical form and to their respective DPs in respect of shares held in electronic form.
16. This notice will also be placed on the website of the Company i.e <http://www.mcplworld.com>
17. 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 Participants with whom they are maintaining their Demat accounts.
18. Members are requested to give their valuable suggestions for improvement of the services and are also advised to quote their E-mail Id's, telephone /facsimile no. for prompt reply of their communications.
19. In compliance with Section 108 of the Act, read with the corresponding rules, Regulation 44 of the LODR Regulations and in terms of SEBI circular no. SEBI/HO/CFD/CMD/ CIR/P/2020/242 dated December 9, 2020, the Company has provided a facility to its members to exercise their votes electronically through the electronic voting (e-voting) facility provided by the Purva Sharegistry (India) Private Limited. Members who have casted their votes by remote e-voting prior to the AGM may participate in the AGM but shall not be entitled to cast their votes again.
20. The Members, whose names appear in the Register of Members/list of Beneficial Owners as on 22<sup>nd</sup> September, 2025 i.e., a day prior to commencement of book closure date, being the cut-off date, are entitled to vote on the Resolutions set forth in this Notice. The voting right of Members shall be in proportion to their share in the paid-up equity share capital of the Company as on the cut-off date. A person who is not a Member as on the cut-off date should treat this Notice of AGM for information purpose only.
21. Members may cast their votes on electronic voting system from any place (remote e-voting). The remote e-voting period will commence at 09:00 A.M. (IST) on 26<sup>th</sup> September, 2025 and will end at 05:00 P.M. (IST) on 28<sup>th</sup> September, 2025. In addition, the facility for voting through e-voting system shall also be made available during the AGM. Members attending the AGM who have not cast their vote by remote e-voting shall be eligible to cast their vote through e-voting during the AGM. Members who have voted through remote e-voting shall be eligible to attend the AGM, however, they shall not be eligible to vote at the meeting.

## **MANOJ CERAMIC LTD.**

**CIN: L51909MH2006PLC166147**

1, Krishna Kunj Building, 140 Vallabh Baugh Lane, Ghatkopar (E) Mumbai 400 077

T: +91 22 21027500

E: [info@mcplworld.com](mailto:info@mcplworld.com) W : - [www.mcplworld.com](http://www.mcplworld.com)

22. Pursuant to SEBI Circular No. **SEBI/HO/CFD/CMD/CIR/P/2020/242** dated **09.12.2020**, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to **all the demat account holders, by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants**. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

23. The detailed instructions and other information relating to remote e-voting are as under:

In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 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.

**Pursuant to above said SEBI Circular, Login method for e-Voting and joining virtual meetings for Individual shareholders holding securities in Demat mode is given below:**

Type of shareholders	Login Method
Individual Shareholders holding securities in Demat mode with CDSL	<p>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 URL for users to login to Easi / Easiest are <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or visit <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on Login icon and select New System Myeasi.</p> <p>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 or</p>

## **MANOJ CERAMIC LTD.**

**CIN: L51909MH2006PLC166147**

1, Krishna Kunj Building, 140 Vallabh Baugh Lane, Ghatkopar (E) Mumbai 400 077

T: +91 22 21027500

E: [info@mcplworld.com](mailto:info@mcplworld.com) W : - [www.mcplworld.com](http://www.mcplworld.com)

	<p>joining virtual meeting &amp; voting during the meeting. Additionally, there is also a link provided to access the system of all e-Voting Service Providers i.e. CDSL/NSDL/KARVY/LINKINTIME/PURVA, so that the user can visit the e-Voting service providers' website directly.</p> <p>3) If the user is not registered for Easi/Easiest, option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></p> <p>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.</p>
<p>Individual Shareholders holding securities in demat mode with NSDL</p>	<p>1) If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting 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 name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</p> <p>2) If the user is not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a>. Select "Register Online for IDeAS" "Portal" or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a></p> <p>3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> 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 held 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 name and you will be redirected to e-</p>

## MANOJ CERAMIC LTD.

CIN: L51909MH2006PLC166147

1, Krishna Kunj Building, 140 Vallabh Baugh Lane, Ghatkopar (E) Mumbai 400 077

T: +91 22 21027500

E: [info@mcplworld.com](mailto:info@mcplworld.com) W : - [www.mcplworld.com](http://www.mcplworld.com)

	<p>Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</p> <p>4) Shareholders/Members can also download NSDL Mobile App “NSDL Speede” facility by scanning the QR code mentioned below for seamless voting experience.</p> <div style="text-align: center;"> <p><b>NSDL Mobile App is available on</b></p>    </div> <p>5) For OTP based login you can click on <a href="https://eservices.nsd.com/SecureWeb/evoting/evotinglogin.jsp">https://eservices.nsd.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 <b>company name or e-Voting service provider name</b> and you will be re-directed to <b>e-Voting service provider website</b> for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting</p>
<p>Individual Shareholders (holding securities in demat mode) login through their <b>Depository Participants</b></p>	<p>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, you will be able to see e-Voting option. Once you 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 name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</p>

**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.

## MANOJ CERAMIC LTD.

**CIN: L51909MH2006PLC166147**

1,Krishna Kunj Building, 140 Vallabh Baugh Lane, Ghatkopar (E) Mumbai 400 077

T: +91 22 21027500

E: [info@mcplworld.com](mailto:info@mcplworld.com) W : - [www.mcplworld.com](http://www.mcplworld.com)

**Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. CDSL and NSDL**

Login type	Helpdesk details
Individual Shareholders holding securities in Demat mode with <b>CDSL</b>	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at 022-23058738 and 22-23058542-43.
Individual Shareholders holding securities in Demat mode with <b>NSDL</b>	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.com or contact at toll free number: 1800 1020 990 and 1800 22 44 30

(i) Login method for e-Voting and joining virtual meeting for **shareholders other than individual shareholders holding in Demat form & physical shareholders.**

- 1) The shareholders should log on to the e-voting website <https://evoting.purvashare.com>.
- 2) Click on "Shareholder/Member" module.
- 3) Now enter your User ID
  - a. For CDSL: 16 digits beneficiary ID,
  - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - c. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
- 4) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) or [www.evotingnsdl.com](http://www.evotingnsdl.com) and voted on an earlier e-voting of any company, then your existing password is to be used.
- 5) If you are a first-time user follow the steps given below:

	<b>For Shareholders holding shares in Demat Form other than individual and Physical Form</b>
PAN	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none"> <li>• Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by Company/RTA or contact Company/RTA.</li> </ul>
Dividend Bank	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login.

## **MANOJ CERAMIC LTD.**

**CIN: L51909MH2006PLC166147**

1, Krishna Kunj Building, 140 Vallabh Baugh Lane, Ghatkopar (E) Mumbai 400 077

T: +91 22 21027500

E: [info@mcplworld.com](mailto:info@mcplworld.com) W : - [www.mcplworld.com](http://www.mcplworld.com)



Details  <b>OR</b> Date of Birth (DOB)	<ul style="list-style-type: none"><li>• If both the details are not recorded with the depository or company, please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (v).</li></ul>
--	--

- (i) After entering these details appropriately, click on "SUBMIT" tab.
- (ii) Shareholders holding shares in physical form will then directly reach the Company selection screen.
- (iii) For shareholders holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (iv) Click on the EVENT NO. for Manoj Ceramic Limited on which you choose to vote.
- (v) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO/ABSTAIN" for voting. Select the option YES or NO or ABSTAIN as desired. The option YES implies that you assent to the Resolution, option NO implies that you dissent to the Resolution and option ABSTAIN implies that you are not voting either for or against the Resolution.
- (vi) Click on the "NOTICE FILE LINK" if you wish to view the Notice.
- (vii) After selecting the resolution, you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- (viii) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (ix) **Facility for Non - Individual Shareholders and Custodians - Remote Voting**
  - Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to <https://evoting.purvashare.com> and register themselves in the "Custodians / Mutual Fund" module.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [evoting@purvashare.com](mailto:evoting@purvashare.com).
  - After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.

## **MANOJ CERAMIC LTD.**

**CIN: L51909MH2006PLC166147**

1, Krishna Kunj Building, 140 Vallabh Baugh Lane, Ghatkopar (E) Mumbai 400 077

T: +91 22 21027500

E: [info@mcplworld.com](mailto:info@mcplworld.com) W : - [www.mcplworld.com](http://www.mcplworld.com)



- A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favor of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- Alternatively, Non Individual shareholders are required to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer at the email address viz [kaushaldalalcs@gmail.com](mailto:kaushaldalalcs@gmail.com) and to the Company at the email address [compliance@mcplworld.com](mailto:compliance@mcplworld.com), if they have voted from individual tab & not uploaded same in the Purva e-voting system for the scrutinizer to verify the same.

**INSTRUCTIONS FOR SHAREHOLDERS ATTENDING THE AGM THROUGH VC/OAVM & E-VOTING DURING MEETING ARE AS UNDER:**

1. The procedure for attending meeting & e-Voting on the day of the AGM is the same as the instructions mentioned above for Remote e-voting.
2. The link for VC/OAVM to attend the meeting will be available where the EVENT NO. of Company will be displayed after successful login as per the instructions mentioned above for Remote e-voting.
3. Shareholders who have voted through Remote e-Voting will be eligible to attend the meeting. However, they will not be eligible to vote at the AGM.
4. Shareholders are encouraged to join the Meeting through Laptops / IPads for better experience.
5. Further shareholders will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
6. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
7. Shareholders who would like to express their views/ask questions during the meeting may register themselves as a speaker by sending their request in advance at least **2 (Two) days prior to meeting** mentioning their name, demat account number/folio number, email id, mobile number at [compliance@mcplworld.com](mailto:compliance@mcplworld.com). The shareholders who do not wish to speak during the AGM but have queries may send their queries in advance **2(Two) days prior to meeting** mentioning their name, demat account number/folio number, email id, mobile number at [compliance@mcplworld.com](mailto:compliance@mcplworld.com). These queries will be replied to by the company suitably by email. Please note that, Members questions will be answered only if they continue to hold the shares as of cut-off date

## **MANOJ CERAMIC LTD.**

**CIN: L51909MH2006PLC166147**

1, Krishna Kunj Building, 140 Vallabh Baugh Lane, Ghatkopar (E) Mumbai 400 077

T: +91 22 21027500

E: [info@mcplworld.com](mailto:info@mcplworld.com) W : - [www.mcplworld.com](http://www.mcplworld.com)

8. Those shareholders who have registered themselves as a speaker will only be allowed to express their views/ask questions during the meeting.
9. Only those shareholders, who are present in the AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system available during the AGM.
10. If any Votes are cast by the shareholders through the e-voting available during the AGM and if the same shareholders have not participated in the meeting through VC/OAVM facility, then the votes cast by such shareholders shall be considered invalid as the facility of e-voting during the meeting is available only to the shareholders attending the meeting.

**PROCESS FOR THOSE SHAREHOLDERS WHOSE EMAIL/MOBILE NO. ARE NOT REGISTERED WITH THE COMPANY/DEPOSITORIES.**

1. For Physical shareholders- please provide necessary details like 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 [compliance@mcplworld.com](mailto:compliance@mcplworld.com) or [evoting@purvashare.com](mailto:evoting@purvashare.com).
2. For Demat shareholders - Please update your email id & mobile no. with your respective Depository Participant (DP)
3. For Individual Demat shareholders – Please update your email id & mobile no. with your respective Depository Participant (DP) which is mandatory while e-Voting & joining virtual meetings through Depository.

If you have any queries or issues regarding attending AGM & e-Voting from the e-Voting System, you can write an email to [evoting@purvashare.com](mailto:evoting@purvashare.com) or contact at 022-49614132 and 022-49700138.

All grievances connected with the facility for voting by electronic means may be addressed to Ms. Deepali Dhuri, Compliance Officer, Purva Sharegistry (India) Private Limited, Unit No. 9, Shiv Shakti Industrial Estate, J. R. Boricha Marg, Lower Parel (East), Mumbai - 400011 or send an email to [evoting@purvashare.com](mailto:evoting@purvashare.com) or contact at 022- 022-49614132 and 022-49700138.

## **MANOJ CERAMIC LTD.**

**CIN: L51909MH2006PLC166147**

1, Krishna Kunj Building, 140 Vallabh Baugh Lane, Ghatkopar (E) Mumbai 400 077

T: +91 22 21027500

E: [info@mcplworld.com](mailto:info@mcplworld.com) W : - [www.mcplworld.com](http://www.mcplworld.com)