

SHREE SPONGE STEEL AND CASTING LIMITED

(Formerly known as: Shree Sponge Steel & Forging Ltd.)

CIN : U27100GJ1991PLC016203

Regd. Office: 6/1/1, GIDC, POR-RAMANGAMDI, National Highway No.8, DIST: VADODARA 391243

E-Mail: hrishparikh@shreesponge.com

Notice of 30TH Annual General Meeting

Notice is hereby given that the 30th Annual General Meeting of the Members of Shree Sponge Steel And Casting Limited will be held on Monday, August 30, 2021 at 11.00 A.M. through VC (Video Conferencing) or (OAVM) other Audio Video means ONLY to transact the business, that will be set out in the Notice of AGM in Compliance with the General Circular No. 20/2020 dated May 5, 2020 read with General Circular Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020 and 02/2021 dated January 13, 2021 issued by the Ministry of Corporate Affairs and SEBI Circular dated May 12, 2020 & January 15, 2021. The venue of the Meeting shall be deemed to be the Registered Office of the Company. Further the Shareholders/members will be allowed to attend the AGM physically at the Registered Office of the Company subject to 50 Members of Capacity which will be allowed on First come First Serve basis.

In compliance with the above circulars electronic copies of Notice of the AGM and Annual Report for the Financial Year 2020-21 will be sent to those Members whose email addresses are registered with the Depository Participants/ Company's Registrar and Share Transfer Agent (RTA) i.e. MCS Share Transfer Agents Limited. Notice of the AGM and Annual Report for the Financial Year 2020-21 will also be made available at website of the Company i.e. www.shreesponge.com and at the Website of RTA.

In compliance with the provisions of Section 108 of the Companies Act, 2013, read with rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015, Secretarial Standards-2 issued by the Institute of Company Secretaries of India on General Meetings, Members holding shares in physical and dematerialized Form, as on cut-off date 16th August, 2021 (Monday) may cast their vote electronically on the Business set out in the Notice through e-voting platform of CDSL through their portal www.cdslindia.com. The detailed procedures and Instructions for E-voting are contained in Notice of AGM.

In this regard the Members to Note that

- (a) The e-voting period commences on Monday, the August 23, 2021 at 9.00 A.M. and ends on Wednesday, the August 25, 2021 at 5.00 P.M.
- (b) Cutoff Date for the Purpose of E voting shall be Monday, the August 16th, 2021.
- (c) A person who has acquired shares and become a Member of the Company after the dispatch of notice of AGM and holding shares as of cut-off date, may obtain the login ID and password by sending a request at evoting@cdslindia.com. However, if the person is already registered with CDSL for remote e-voting then the existing user ID and password can be used for casting vote.
- (d) E voting through Electronic Means will not be allowed beyond 5.00 P.M of August 25, 2021.
- (e) Members present at meeting through VC (Video Conferencing) or (OAVM) other Audio Video means and who has not cast their vote on resolutions through e voting, shall be eligible to vote through remote evoting system during AGM. The instruction for Attending AGM through VC/AOVM facilities are provided in the Notice of AGM.
- (f) Members who have cast their Votes by remote evoting prior to AGM may also attend/participate in the AGM through VC/OAVM facility but shall not allowed to cast their Votes again.
- (g) A person whose name is recorded in the register of the Members or in Register of Beneficial Owners maintained by depositories as on cutoff date only shall be entitle to avail of the facility of remote evoting as well as evoting during the AGM .
- (h) In case of any grievances connected with facility for voting by electronic means, please refer to Frequently Asked Questions ("FAQs") and e-voting manual available at www.evotingindia.com, under help section or write an email to helpdesk.evoting@cdslindia.com.

Members who has not registered their email addresses and Mobile Numbers, are requested to temporarily get themselves Registered with Company email Id. hrishparikh@shreesponge.com to receive copies of Annual Report for FY 2020-21 along with the Notice of AGM containing the detailed procedures and Instructions for remote e voting and for Attending AGM through VC/AOVM facilities.

Joining the A GM through VC/OAVM: The information about login credentials to be used and the steps to be followed for attending the AGM are explained in the Notice of the AGM. Members are requested to carefully read the Notice of the AGM and in particular, instructions for joining the AGM, manner of casting vote through remote e-voting before the AGM or voting during the AGM.

By order of the Board
For **Shree Sponge Steel & Casting Limited**
Sd/-

Vinaykumar Parikh

Chairman & Managing Director

[DIN: 00258864]

Place : Vadodara

Date : July 10, 2021