

# NOTICE

**NOTICE IS HEREBY GIVEN THAT** the 39<sup>th</sup> Annual General Meeting of CONCORD BIOTECH LIMITED will be held on 29<sup>th</sup> day of June, 2024 through Video Conferencing ("VC") or Other Audio Visual Means ("OAVM") at 04.00 p.m. to transact the following business:

## ORDINARY BUSINESS:

1. To receive, consider, approve and adopt the Audited Standalone and Consolidated Financial Statements for the financial year ended on 31<sup>st</sup> March 2024 together with the Auditor and Directors' Report thereon.
2. To declare dividend for the financial year 2023-24.
3. To appoint Mr. Ravi Kapoor (DIN: 00003847) who retires by rotation and being eligible offers himself for reappointment as Director.
4. To consider and if thought fit to pass with or without modification(s) the following resolution as an **Ordinary Resolution:**

**"RESOLVED THAT** pursuant to the provisions of Section 139 and other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) and pursuant to review and recommendation of Audit Committee and Board of Directors of the Company, M/s BSR & Co. LLP, Chartered Accountants, having Firm's Registration No. 101248/W/W-100022 be and is hereby appointed as Statutory Auditors of the Company in place of existing retiring Auditors M/s. Deloitte Haskins and Sells, Chartered Accountants having Firm's Registration No. 117365W, for a term of 5 (Five) consecutive years from the conclusion of this Annual General Meeting till the conclusion of the Annual General Meeting for the financial year 2028-29, at such remuneration as shall be fixed by the Board of Directors of the Company and Auditor.

RESOLVED FURTHER THAT any one of the Directors of the Company be and is hereby authorised to do all such acts, deeds and things as may be required in order to give effect to the above resolution on behalf of the Company."

## SPECIAL BUSINESS:

5. To consider and if thought fit to pass the following Resolution, with or without modification as an **Ordinary Resolution:**

**"RESOLVED THAT** pursuant to the provisions of Section 148 and all other applicable provisions of the Companies Act, 2013 and the Companies (Audit and Auditors) Rules, 2014 including any statutory modification(s) or re-enactment(s) thereof, for the time being in force the Members of the Company be and is hereby ratify the remuneration of INR 4,60,000 (Rupees four lakhs sixty thousand only). plus applicable Goods and Service Tax, p.a. and reimbursement of all reasonable out of pocket expenses incurred, if any payable to M/s. Dalwadi & Associates, Cost Accountants, who have been appointed by the Board of Directors on the recommendation of the Audit Committee as the Cost Auditors of the Company to carry out the cost audit for the financial year ending on 31<sup>st</sup> March 2025."

By **Order of the Board**

Place: Ahmedabad  
Date: 23<sup>rd</sup> May 2024

**(SUDHIR VAID)**

DIN: 00055967  
Chairman & Managing Director  
Registered Office:  
1482-86, Trasad Road, Dholka,  
Dist. Ahmedabad- 382225

## NOTICE (contd.)

### NOTES:

1. Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 (the "Act") read together with the rules made thereunder and other applicable provisions, if any, in respect of the business under Item No. 4 & 5 of the Notice is annexed hereto and forms part of this Notice.
2. The Ministry of Corporate Affairs (MCA), vide its General Circular No. 20/2020 dated 5<sup>th</sup> May 2020, General Circular No. 02/2021 dated January 13 2021, General Circular No. 19/2021 dated 8<sup>th</sup> December 2021, Circular No. 21/2021 dated December 14 2021, General Circular No.2/2022 dated 5<sup>th</sup> May 2022 General Circular No. 11/2022 dated December 28 2022 and General Circular No. 09/2023 dated 25<sup>th</sup> September 2023 ("MCA Circulars") and other applicable circulars issued by the Securities and Exchange Board of India (SEBI) including Circular No. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2023/167 dated 7<sup>th</sup> October 2023, has permitted the Companies to conduct the Annual General Meeting ('AGM') through Video Conferencing (VC) or Other Audio Visual Means (OAVM) till 30<sup>th</sup> September, 2024. In accordance with the said circulars of MCA, SEBI and applicable provisions of the Companies Act, 2013 (the 'Act') and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the 'SEBI Listing Regulations'), the 39<sup>th</sup> AGM of the Company shall be conducted through VC/OAVM (hereinafter called 'AGM'). Link Intime India Private Limited ("LIPL") will provide facility for voting through remote e-voting, participation in the AGM through VC/OAVM facility and e-voting during the AGM. The procedure for participating in the meeting through VC/OAVM is explained at Note below and is also available on the website of the Company at [www.concordbiotech.com](http://www.concordbiotech.com).
3. In terms of sections 101 and 136 of the Act, read with the rules made thereunder, the listed companies may send the notice of AGM and the annual report, including financial statements, boards' report, etc. by electronic mode. Pursuant to the said provisions of the Act read with MCA Circulars and SEBI Circular dated 7<sup>th</sup> October 2023, Notice of 39<sup>th</sup> AGM along with the Annual Report for F.Y. 2023-2024 is being sent only through electronic mode to those members whose email addresses are registered with the Company/depositories. Members may note that the Notice of the 39<sup>th</sup> AGM and Annual Report for F.Y. 2023-2024 will also be available on the Company's website at [www.concordbiotech.com](http://www.concordbiotech.com), website of the stock exchanges i.e., BSE Ltd. ('BSE') at [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Ltd. ('NSE') at [www.nseindia.com](http://www.nseindia.com) and on the website of LINKINTIME INDIA PRIVATE LIMITED at <https://instavote.linkintime.co.in>. In this notice, the term member(s) or shareholder(s) are used interchangeably.
4. The deemed venue for 39<sup>th</sup> AGM shall be the Registered Office of the Company at 1482-86, Trasad Road, Dholka, Dist. Ahmedabad- 382225.
5. In terms of Section 152 of the Companies Act, 2013, Mr. Ravi Kapoor, (DIN: 00003847), Director of the Company retires by rotation at the ensuing Annual General Meeting and being eligible, offers himself for re-appointment. The relevant details, pursuant to Regulations 36(3) of the SEBI Listing Regulations and Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India, in respect of Director seeking re-appointment/appointment at this AGM is annexed as **Annexure-1**.
6. Pursuant to the provisions of Section 91 of the Companies Act, 2013, the Register of Members and Share Transfer Books of the Company will remain closed from Sunday, 23<sup>rd</sup> June, 2024 to Saturday, 29<sup>th</sup> June, 2024 (both days inclusive).
7. Pursuant to the provisions of the Act, a Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a Member of the Company. Since this AGM is being held pursuant to the MCA Circulars through VC / OAVM, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.
8. Pursuant to Finance Act, 2020, dividend income will be taxable in the hands of shareholders with effect from 1<sup>st</sup> April 2020. Accordingly, the Company is required to deduct tax at source from dividend subject to the approval of payment of dividend to shareholders. For the prescribed rates for various categories, shareholders are requested to refer to the Finance Act, 2020 and amendments thereof.
9. To support the 'Green Initiative', the Company requests those Members who have not yet registered their e-mail address, to register the same directly with their DP, in case shares are held in electronic form and to the Company, in case shares are held in physical form. Further, members holding shares in electronic form are requested to notify the changes in the above particulars, if any, directly to their Depository Participants (DP).

## NOTICE (contd.)

10. Institutional / Corporate Shareholders (i.e. other than individuals / HUF, NRI, etc.) are required to send a scanned copy (PDF/JPG Format) of its Board or governing body Resolution/Authorisation etc., authorising its representative to attend the AGM through VC / OAVM on its behalf and to vote through remote e-voting. The said Resolution/Authorisation shall be sent to the Scrutiniser by email through its registered email address to [ashish@ravics.com](mailto:ashish@ravics.com) with a copy marked to [complianceofficer@concordbiotech.com](mailto:complianceofficer@concordbiotech.com)
  11. 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 Obligations & Disclosure Requirements) Regulations 2015 (as amended), and pursuant to above mentioned MCA Circulars 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 Link Intime India Private Limited for facilitating voting through electronic means, as the authorised e-Voting's agency. The facility of casting votes by a member using remote e-voting as well as the e-voting facility on the date of the AGM will be provided by Link Intime India Private Limited.
  12. 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 atleast 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 AGM without restriction on account of first come first served basis.
  13. 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.
  14. Pursuant to MCA General Circular No. 09/2023 dated 25<sup>th</sup> September 2023, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. 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.
  15. Members seeking any information with regard to the accounts or any matter to be placed at the AGM, are requested to write to the Company on or before 28<sup>th</sup> June, 2024 (upto 05:00 P.M.) through email on [complianceofficer@concordbiotech.com](mailto:complianceofficer@concordbiotech.com). The same will be replied by the Company suitably.
  16. Since the AGM will be held through VC / OAVM, the Route Map is not annexed in this Notice.
- Remote e-Voting Instructions for shareholders:**
- As per the SEBI circular dated December 9, 2020, individual shareholders holding securities in demat mode can register directly with the depository or will have the option of accessing various ESP portals directly from their demat accounts.
- Login method for Individual shareholders holding securities in demat mode is given below:**
- The voting period begins on Wednesday, 26<sup>th</sup> June 2024 (9.00 a.m. IST) to Friday, 28<sup>th</sup> June 2024 (5.00 p.m. IST). During this period shareholder's of the Company, either in physical form or in dematerialized form, as on Saturday, 22<sup>nd</sup> June 2024 (the cut- off date) may cast their vote electronically. The e-voting module shall be disabled for voting thereafter.
- Individual Shareholders holding securities in demat mode with NSDL:**
- METHOD 1 - If registered with NSDL IDeAS facility**
- Users who have registered for NSDL IDeAS facility:**
- a) Visit URL: <https://eservices.nsdl.com> and click on "Beneficial Owner" icon under "Login".
  - b) Enter user id and password. Post successful authentication, click on "Access to e-voting".
  - c) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.
- OR
- User not registered for IDeAS facility:**
- a) To register, visit URL: <https://eservices.nsdl.com> and select "Register Online for IDeAS Portal" or click on <https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp>"

## NOTICE (contd.)

- b) Proceed with updating the required fields.
- c) Post registration, user will be provided with Login ID and password.
- d) After successful login, click on "Access to e-voting".
- e) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

### **METHOD 2 - By directly visiting the e-voting website of NSDL:**

- a) Visit URL: <https://www.evoting.nsdl.com/>
- b) Click on the "Login" tab available under 'Shareholder/Member' section.
- c) Enter User ID (i.e., your sixteen-digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen.
- d) Post successful authentication, you will be re-directed to NSDL depository website wherein you can see "Access to e-voting".
- e) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

### **Individual Shareholders holding securities in demat mode with CDSL:**

#### **METHOD 1 – From Easi/Easiest**

##### **Users who have registered/ opted for Easi/Easiest**

- a) Visit URL: <https://web.cdslindia.com/myeasitoken/Home/Login> or [www.cdslindia.com](http://www.cdslindia.com).
- b) Click on New System Myeasi
- c) Login with user id and password
- d) After successful login, user will be able to see e-voting menu. The menu will have links of e-voting service providers i.e., LINKINTIME, for voting during the remote e-voting period.
- e) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

OR

##### **Users not registered for Easi/Easiest**

- a) To register, visit URL: <https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration> / <https://web.cdslindia.com/myeasitoken/Registration/EasiestRegistration>

- b) Proceed with updating the required fields.
- c) Post registration, user will be provided Login ID and password.
- d) After successful login, user able to see e-voting menu.
- e) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

### **METHOD 2 - By directly visiting the e-voting website of CDSL.**

- a) Visit URL: <https://www.cdslindia.com/>
- b) Go to e-voting tab.
- c) Enter Demat Account Number (BO ID) and PAN No. and click on "Submit".
- d) System will authenticate the user by sending OTP on registered Mobile and Email as recorded in Demat Account
- e) After successful authentication, click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

### **Individual Shareholders holding securities in demat mode with Depository Participant:**

Individual shareholders can also login using the login credentials of your demat account through your depository participant registered with NSDL/CDSL for e-voting facility.

- a) Login to DP website
- b) After Successful login, members shall navigate through "e-voting" tab under Stocks option.
- c) Click on e-voting option, members will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-voting menu.
- d) After successful authentication, click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

### **Login method for Individual shareholders holding securities in physical form/ Non-Individual Shareholders holding securities in demat mode is given below:**

Individual Shareholders of the company, holding shares in physical form / Non-Individual Shareholders holding securities in demat mode as on the cut-off date for e-voting may register for e-Voting facility of Link Intime as under:

## NOTICE (contd.)

1. Visit URL: <https://instavote.linkintime.co.in>
2. Click on **"Sign Up"** under **'SHARE HOLDER'** tab and register with your following details: -

### A. User ID:

Shareholders holding shares in physical form shall provide Event No + Folio Number registered with the Company. Shareholders holding shares in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID; Shareholders holding shares in CDSL demat account shall provide 16 Digit Beneficiary ID.

- B. PAN:** Enter your 10-digit Permanent Account Number (PAN) (Shareholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable).

- C. DOB/DOI:** Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP / Company - in DD/MM/YYYY format)

- D. Bank Account Number:** Enter your Bank Account Number (last four digits), as recorded with your DP/Company.

\*Shareholders holding shares in physical form but have not recorded 'C' and 'D', shall provide their Folio number in 'D' above

\*Shareholders holding shares in NSDL form, shall provide 'D' above

- ▶ Set the password of your choice (The password should contain minimum 8 characters, at least one special Character (@!#\$%&\*), at least one numeral, at least one alphabet and at least one capital letter).
- ▶ Click "confirm" (Your password is now generated).

3. Click on 'Login' under **'SHARE HOLDER'** tab.
4. Enter your User ID, Password and Image Verification (CAPTCHA) Code and click on **'Submit'**.

### Cast your vote electronically:

1. After successful login, you will be able to see the notification for e-voting. Select 'View' icon.
2. E-voting page will appear.
3. Refer the Resolution description and cast your vote by selecting your desired option **'Favour / Against'** (If you wish to view the entire Resolution details, click on the **'View Resolution'** file link).

4. After selecting the desired option i.e. Favour / Against, click on 'Submit'. A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote.

### Guidelines for Institutional shareholders ("Corporate Body/ Custodian/Mutual Fund"):

#### STEP 1 – Registration

- a) Visit URL: <https://instavote.linkintime.co.in>
- b) Click on Sign up under "Corporate Body/ Custodian/ Mutual Fund"
- c) Fill up your entity details and submit the form.
- d) A declaration form and organization ID is generated and sent to the Primary contact person email ID (which is filled at the time of sign up). The said form is to be signed by the Authorised Signatory, Director, Company Secretary of the entity & stamped and sent to [insta.vote@linkintime.co.in](mailto:insta.vote@linkintime.co.in).
- e) Thereafter, Login credentials (User ID; Organisation ID; Password) will be sent to Primary contact person's email ID.
- f) While first login, entity will be directed to change the password and login process is completed.

#### STEP 2 –Investor Mapping

- a) Visit URL: <https://instavote.linkintime.co.in> and login with credentials as received in Step 1 above.
- b) Click on "Investor Mapping" tab under the Menu Section
- c) Map the Investor with the following details:
  - a. 'Investor ID' -
    - i. Members holding shares in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID i.e., IN00000012345678
    - ii. Members holding shares in CDSL demat account shall provide 16 Digit Beneficiary ID.
  - b. 'Investor's Name' - Enter full name of the entity.
  - c. 'Investor PAN' - Enter your 10-digit PAN issued by Income Tax Department.
  - d. 'Power of Attorney' - Attach Board resolution or Power of Attorney. File Name for the Board resolution/Power of Attorney shall be – DP ID and Client ID. Further, Custodians and Mutual Funds shall also upload specimen signature card.



## NOTICE (contd.)

- d) Click on Submit button and investor will be mapped now.
- e) The same can be viewed under the "Report Section".

### STEP 3 – Voting through remote e-voting.

The corporate shareholder can vote by two methods, once remote e-voting is activated:

#### METHOD 1 - VOTES ENTRY

- a) Visit URL: <https://instavote.linkintime.co.in> and login with credentials as received in Step 1 above.
- b) Click on 'Votes Entry' tab under the Menu section.
- c) Enter Event No. for which you want to cast vote. Event No. will be available on the home page of Instavote before the start of remote evoting.
- d) Enter '16-digit Demat Account No.' for which you want to cast vote.
- e) Refer the Resolution description and cast your vote by selecting your desired option 'Favour / Against' (If you wish to view the entire Resolution details, click on the '**View Resolution**' file link).
- f) After selecting the desired option i.e., Favour / Against, click on 'Submit'.
- g) A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote. (Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

OR

#### VOTES UPLOAD:

- a) Visit URL: <https://instavote.linkintime.co.in> and login with credentials as received in Step 1 above.
- b) You will be able to see the notification for e-voting in inbox.
- c) Select '**View**' icon for '**Company's Name / Event number**'. E-voting page will appear.
- d) Download sample vote file from 'Download Sample Vote File' option.
- e) Cast your vote by selecting your desired option 'Favour / Against' in excel and upload the same under 'Upload Vote File' option.
- f) Click on 'Submit'. 'Data uploaded successfully' message will be displayed. (Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

#### Helpdesk:

#### Helpdesk for Individual shareholders holding securities in physical form/ Non-Individual Shareholders holding securities in demat mode:

Shareholders facing any technical issue in login may contact Link Intime INSTAVOTE helpdesk by sending a request at [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in) or contact on: - Tel: 022 – 4918 6000.

#### Helpdesk for Individual Shareholders holding securities in demat mode:

Individual Shareholders holding securities in demat mode may contact the respective helpdesk for any technical issues related to login through Depository i.e., NSDL and CDSL.

Login Type	Helpdesk Details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at : 022 - 4886 7000 and 022 - 2499 7000
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800 22 55 33

#### Forgot Password:

#### Individual shareholders holding securities in physical form has forgotten the password:

If an Individual shareholders holding securities in physical form has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the "Forgot Password" option available on the e-Voting website of Link Intime: <https://instavote.linkintime.co.in>

- Click on '**Login**' under '**SHARE HOLDER**' tab and further Click '**forgot password?**'
- Enter User ID, select Mode and Enter Image Verification code (CAPTCHA). Click on "SUBMIT".

*In case shareholders is having valid email address, Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc. as mentioned above. The password should contain a minimum of 8 characters, at least one special character (@!#\$%&\*), at least one numeral, at least one alphabet and at least one capital letter.*

## NOTICE (contd.)

User ID for Shareholders holding shares in Physical Form (i.e. Share Certificate): Your User ID is Event No + Folio Number registered with the Company

User ID for Shareholders holding shares in NSDL demat account is 8 Character DP ID followed by 8 Digit Client ID

User ID for Shareholders holding shares in CDSL demat account is 16 Digit Beneficiary ID.

### **Institutional shareholders ("Corporate Body/ Custodian/ Mutual Fund") has forgotten the password:**

If a Non-Individual Shareholders holding securities in demat mode has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the "Forgot Password" option available on the e-Voting website of Link Intime: <https://instavote.linkintime.co.in>

- Click on '**Login**' under '**Corporate Body/ Custodian/ Mutual Fund**' tab and further Click 'forgot password?'
- Enter User ID, Organization ID and Enter Image Verification code (CAPTCHA). Click on "SUBMIT".

*In case shareholders is having valid email address, Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc. as mentioned above. The password should contain a minimum of 8 characters, at least one special character (@!#\$%&\*), at least one numeral, at least one alphabet and at least one capital letter.*

### **Individual Shareholders holding securities in demat mode with NSDL/ CDSL has forgotten the password:**

Shareholders who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned depository/ depository participants website.

- It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- For shareholders/ members holding shares in physical form, the details can be used only for voting on the resolutions contained in this Notice.
- During the voting period, shareholders/ members can login any number of time till they have voted on the resolution(s) for a particular "Event".

## **17. Instructions for Members to attend the AGM through (VC/OAVM) :**

Members are entitled to attend the AGM through VC/OAVM provided by RTA, Link Intime Pvt. Ltd., by following the below mentioned process:

- i. Facility for joining the AGM through VC/OAVM shall open 15 minutes before the time scheduled for the AGM and shall be kept open till the expiry of 15 minutes after the scheduled time on first-come-first basis.
- ii. Members with >2% shareholding, Promoters, Institutional Investors, Directors, KMPs, Chair Persons of Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee and Auditors etc. may be allowed to the meeting without restrictions of first-come-first serve basis.
- iii. Members will be provided with Insta Meet facility wherein they shall register their details and attend the AGM as under:
  1. Open the internet browser and open the URL <https://instameet.linkintime.co.in>
  2. Select the "Company" and "Event date" and register with your following details:

**A. Demat Account No.** or Folio No: Enter your 16 digit Demat Account No. or Folio No.

- a) Members holding shares in CDSL demat account shall provide 16 Digit Beneficiary ID
- b) Members holding shares in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID
- c) Members holding shares in physical form shall provide Folio Number registered with the Company

**B. PAN:** Enter your 10-digit Permanent Account Number (PAN) (Members who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.

## NOTICE (contd.)

- C. Mobile No.:** Enter your mobile number.
  - D. Email ID:** Enter your email id, as recorded with your DP/Company/RTA.
3. Click "Go to Meeting": You are now registered for InstaMeet and your attendance is marked for the meeting.
- (Note: Members are encouraged to join the Meeting through Tablets/Laptops connected through broadband for better experience. Members are required to use Internet with a good speed (preferably 2 MBPS download stream) to avoid any disturbance during the meeting)
- iv. Cast your vote by selecting appropriate option i.e. "Favour/Against" as desired. Enter the number of shares (which represents no. of votes) as on the cut-off date under 'Favour/Against'.
  - v. After selecting the appropriate option i.e. Favour/Against as desired and you have decided to vote, click on "Save". A confirmation box will be displayed. If you wish to confirm your vote, click on "Confirm", else to change your vote, click on "Back" and accordingly modify your vote.
  - vi. Once you confirm your vote on the resolution, you will not be allowed to modify or change your vote subsequently.

### 18. Instructions for Members to Vote during the AGM:

- a) Only those Members, who are present in the AGM through VC/OAVM facility and have not cast 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.
- b) If any Votes are cast by the Members through the e-voting available during the AGM and if the same Members have not participated in the meeting through VC/OAVM facility, then the votes cast by such Members shall be considered invalid as the facility of e-voting during the meeting is available only to the Members attending the meeting.
- c) Members who have voted through remote e-voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.

Once the electronic voting is activated by the scrutinizer/ moderator during the AGM, the Members who have not exercised their vote through the remote e-voting can cast the vote as under:

- i. On the Members VC page, click on the link for e-Voting "Cast your vote"
- ii. Enter your 16 digit Demat Account No. / Folio No. and OTP (received on the registered mobile number/ registered email Id) received during registration for InstaMEET and click on "Submit".
- iii. After successful login, you will see "Resolution Description" and against the same the option "Favour/ Against" for voting.

### 19. Instructions for Members to Speak during the AGM:

- i. Members who would like to express their views/ ask questions during the meeting may register themselves as a speaker by sending their request on or before 20<sup>th</sup> June 2024, mentioning their name, demat account number/folio number, e-mail ID, mobile number, questions to ask, if any, at: [complianceofficer@concordbiotech.com](mailto:complianceofficer@concordbiotech.com)
- ii. Only those Members who have registered themselves as a speaker will be allowed to express their views/ ask questions during the meeting.
- iii. Members will receive "speaking serial number" once they mark attendance for the meeting.
- iv. Members are requested to speak only when moderator of the meeting/ management will announce the name and serial number for speaking.
- v. Please remember your speaking serial number and start your conversation with panelist by switching on video mode and audio of your device.
- vi. Please note that the Company reserves the right to restrict the number of questions and number of speakers, depending upon availability of time as appropriate for smooth conduct of the AGM.

The Members who do not wish to speak during the AGM but have queries may send their queries in advance on or before 20<sup>th</sup> June, 2024 mentioning their name, demat account number/folio number, e-mail ID, mobile number at: [complianceofficer@concordbiotech.com](mailto:complianceofficer@concordbiotech.com). These queries will be replied to by the Company suitably by e-mail.



## NOTICE (contd.)

For a smooth experience of viewing the AGM proceedings of Link Intime India Pvt. Ltd. InstaMEET, shareholders/ members who are registered as speakers for the event are requested to download and install the Webex application in advance.

Please download and install the Webex application by clicking on the link <https://www.webex.com/downloads.html/>

In case shareholders/members have any queries regarding login, they may send an e-mail to [instameet@linkintime.co.in](mailto:instameet@linkintime.co.in) or contact on: - Tel: 022-49186175.

### 20. Instructions for Income Tax compliances with respect to dividend:

- i. The Finance Act, 2020 has abolished dividend distribution tax (DDT). Accordingly, effective from 1<sup>st</sup> April, 2020, dividend income will be taxable in the hands of shareholders. Hence the Company is required to deduct tax at source ("TDS") from the amount of dividend paid to shareholders at the prescribed rates. The detailed TDS rates and required documents for claiming non-deduction/ lower deduction of TDS are uploaded in the website of the company at: [www.concordbiotech.com](http://www.concordbiotech.com)
- ii. To avail the benefit of non-deduction/lower deduction of TDS kindly submit the required documents by email to on or before 20<sup>th</sup> June, 2024

Or

The forms/documents (duly completed and signed) for claiming tax exemption are required to be uploaded on the url: <https://liiplweb.linkintime.co.in/formsreg/submission-of-form-15g-15h.html>

- On this page the user shall be prompted to select / share the required information therein to register their request.

- iii. The forms for tax exemption can be downloaded from Link Intime's website. The url for the same is: <https://liiplweb.linkintime.co.in/client-downloads.html>

- On this page select the General tab. All the forms are available under the head "Form 15G/15H/10F"

- iv. The upload of forms/documents (duly completed and signed) on the above mentioned URL of Link Intime India Private Ltd should be done on or before 20<sup>th</sup> June, 2024 to enable the Company to determine and deduct appropriate TDS / Withholding Tax.
- v. Incomplete and/or unsigned forms and declarations will not be considered by the Company. No communication on the tax determination/ deduction shall be considered after 20<sup>th</sup> June, 2024.
- vi. In terms of the MCA and SEBI circular, in case the Company is unable to pay the dividend to any share holder by electronic mode due to non-availability of the details of their bank account, the Company will dispatch the Dividend Warrants/ Demand Drafts to such share holders by post.
- vii. All communications/ queries in this respect should be addressed to our RTA, Link Intime India Private Limited to: [concorddivtax@linkintime.co.in](mailto:concorddivtax@linkintime.co.in)

### Other Instructions:

1. The Scrutiniser shall, immediately after the conclusion of voting at the AGM, first count the votes cast during the AGM, thereafter unblock the votes cast through remote e-voting as well as e-voting during the AGM and make, not later than two working days from conclusion of the AGM, a consolidated Scrutiniser's Report of the total votes cast in favour or against, if any, to the Chairman or a person authorised by him in writing, who shall countersign the same.

The result declared along with the Scrutinizer's Report shall be placed on the Company's website [www.concordbiotech.com](http://www.concordbiotech.com) and on the website of Link Intime India Private Limited <https://instavote.linkintime.co.in/> immediately. The Company shall simultaneously forward the results to National Stock Exchange of India Limited and BSE Limited, where the shares of the Company are listed.

**NOTICE (contd.)**
**EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013**
**ITEM NO. 4**

M/s. Deloitte Haskins and Sells, Chartered Accountants having Firm's Registration No. 117365W, were appointed as the Statutory Auditors of the Company at the 35<sup>th</sup> AGM of the Company and their tenure of two consecutive terms will expire at the ensuing AGM of the Company scheduled on 29<sup>th</sup> June, 2024. Accordingly, approval of the Shareholders is being sought for appointment of M/s BSR & Co. LLP, Chartered Accountants, having Firm's Registration No. 101248/W/W-100022 as the Statutory Auditors of the Company for the first term of 5 consecutive years commencing from conclusion of ensuing 39<sup>th</sup> Annual General Meeting for the financial year 2024-25 till the conclusion of the 44<sup>th</sup> Annual General Meeting for the financial year 2028-29.

M/s BSR & Co. LLP, Chartered Accountants, having Firm's Registration No. 101248/W/W-100022 have given their consent for their appointment as Statutory Auditors of the Company and has issued certificate confirming that their appointment, if made, will be within the limits prescribed under the provisions of Section 139 of the Companies Act, 2013 ('the Act') and the rules made thereunder. M/s. BSR & Co., LLP, have confirmed that they are eligible for the proposed appointment under the Act, the Chartered Accountants Act, 1949 and the rules or regulations made thereunder. As required under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, M/s. BSR & Co., LLP, have confirmed that they hold a valid certificate issued by the Peer Review Board of ICAI.

After evaluating and considering various factors such as industry experience, competency of the audit team, efficiency in conduct of audit, independence, etc., the Board of Directors of the Company has, based on the recommendation of the Audit Committee, at its meeting held on 23.05.2024 proposed the appointment of M/s. BSR & Co., LLP, Chartered Accountants having Firm's Registration No. 101248/W/W-100022, as the Statutory Auditors of the Company for the first term of five consecutive years, who shall hold office from the conclusion of this 39<sup>th</sup> AGM till the conclusion of the 44<sup>th</sup> AGM of the Company. The remuneration proposed to be paid to the Statutory Auditors during their first term would be in line with the industry norms and shall be commensurate with the services to be rendered by them during the said tenure. The Board of Directors in consultation with the Audit Committee may alter and vary the terms and conditions of appointment, including remuneration, in such manner and to such extent as may be mutually agreed with the Statutory Auditors.

The Board recommends the resolution set out at Item No. 4 of the Notice for approval by the Members by way of an Ordinary Resolution.

None of the Directors or Key Managerial Personnel of the Company or their relatives are interested or concerned, financially or otherwise, in the resolution.

**DISCLOSURE UNDER REGULATION 36(5) OF SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015:**

Proposed Statutory Audit Fees payable to the Statutory Auditors	INR 25 Lakhs for FY 24-25, INR 28 Lakhs for FY 25-26, 10% increase every year till end of the tenure.
Terms of Appointment	5 years
Any material change in the fee payable to New Statutory Auditors from that paid to the outgoing Auditors along with the rationale for such change	NO
Basis of recommendation and Auditor Credentials	Market Credentials

**ITEM NO.5**

The Board of Directors at its meeting held on 23<sup>rd</sup> May, 2024, has appointed M/s. Dalwadi & Associates, Cost Accountants, as the Cost Auditor for audit of the cost accounting records of the Company for the financial year ending on 31<sup>st</sup> March, 2025, at a remuneration amounting to INR 4,60,000 (Rupees four lakhs sixty thousand only) plus applicable Goods and Service Tax, p.a. and reimbursement of all reasonable out of pocket expenses incurred, if any. In terms of the provisions of Section 148(3) of the Companies Act, 2013 read with the Companies (Audit and Auditors) Rules, 2014, the remuneration payable to Cost Auditor shall be ratified by the shareholders of the Company.

Accordingly, consent of the members is sought for approving the Ordinary Resolution as set out in Item No. 5 for ratification by the shareholders at the ensuing Annual General Meeting of the Company.

None of the Directors, Key Managerial Personnel, relatives of Directors and Key Managerial Personnel of the Company is directly/ indirectly interested in the above resolution. The Board of Directors recommend the resolution for your approval.

By **Order of the Board**

Place: Ahmedabad  
Date: 23<sup>rd</sup> May, 2024

**(SUDHIR VAID)**  
DIN: 00055967  
Chairman & Managing Director

## ANNEXURE-1

In terms of Regulation 36(3) of Securities and Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015 and the Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India and notified by Ministry of Corporate Affairs certain disclosures are required with respect to Directors seeking appointment/re-appointment at the ensuing Annual General Meeting which is mentioned below:

Name of Director	Mr. Ravi Kapoor
DIN	00003847
Date of Birth	25/07/1963
Age of Director	61
Date of First Appointment/Re-appointment	15/12/2003
Qualification	M.Com; LLB, FCS, CAIIB, PGDIPR, AMIMA
Experience	35 Years
Nature of Expertise in specific functional area	Insolvency and Bankruptcy Code, Corporate Law, SEBI, FEMA and Stamp Act.
Terms and Conditions of Appointment	N.A.
Remuneration sought to be paid	Nil
Remuneration last drawn by such person (including Sitting Fees)	4,00,000/-
Designation	Director
Disclosure of relationship between Directors Inter-se	Nil
Disclosure of relationship of Directors with Manager and KMP of the Company	Nil
Names of listed entities in which the person also holds the directorship and the membership of Committees of the board	As per Annexure-A
Names of listed entities from which the person has resigned in the past three years	As per Annexure-C
Names of other Companies in which person holds Directorship	As per Annexure-A
Names of membership and Chairman of the committees of the other Companies	As per Annexure-B
Number of shares held in the Company	220000
No. of Board Meetings attended during the year	4

By **Order of the Board**

Place: Ahmedabad  
Date: 23<sup>rd</sup> May, 2024

**(SUDHIR VAID)**  
DIN: 00055967  
Chairman & Managing Director

## ANNEXURE-1 (contd.)

**ANNEXURE – A****Names of other Companies in which Mr. Ravi Kapoor holds Directorship:**

1. Adani Green Energy (UP) Limited
2. Wardha Solar (Maharashtra) Private Limited
3. Kodangal Solar Parks Private Limited
4. Spinel Energy & Infrastructure Limited
5. Sadbhav Hybrid Annuity Projects Limited
6. Sanghi Industries Limited
7. Coroney Technologies Private Limited
8. Surajkiran Renewable Resources Private Limited
9. Marine Infrastructure Developer Private Limited

**ANNEXURE – B****Names of membership and Chairman of the committees of the other Companies**

- |  |                          |
|--|--------------------------|
| 1. Adani Green Energy (UP) Limited                 | - Audit Committee Member |
| 2. Wardha Solar (Maharashtra) Private Limited      | - Audit Committee Member |
| 3. Kodangal Solar Parks Private Limited            | - Audit Committee Member |
| 4. Spinel Energy & Infrastructure Limited          | - Audit Committee Member |
| 5. Surajkiran Renewable Resources Private Limited  | - Audit Committee Member |
| 6. Marine Infrastructure Developer Private Limited | - Audit Committee Member |

**ANNEXURE – C****Names of listed entities from which the person has resigned in the past three years**

NIL

Place: Ahmedabad  
Date: 23<sup>rd</sup> May, 2024

By **Order of the Board****(SUDHIR VAID)**

DIN: 00055967

Chairman &amp; Managing Director