

DDEV PLASTIKS INDUSTRIES LIMITED
Registered Office: 2B, PRETORIA STREET, KOLKATA – 700 071
Phone : 033 2282 3744 /45, Fax :- 033 2282 3739
E Mail :- kolkata@ddevgroup.in
Website: www.ddevgroup.in
CIN:L24290WB2020PLC241791

NOTICE OF 03RD ANNUAL GENERAL MEETING.

NOTICE IS HEREBY GIVEN that the 03rd (Third) Annual General Meeting of the Members of DDEV PLASTIKS INDUSTRIES LIMITED will be held on Monday, the 25th day of September, 2023, at 10.30 A.M. (IST) through Video Conferencing (VC)/ Other Audio Visual Means (OAVM) to transact the following Businesses:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Balance Sheets as at 31st March, 2023 and the Statements of Profit & Loss Accounts and Cash Flow Statements for the year ended as on that date and the Reports of the Directors and Auditors thereon.
2. To declare dividend of Re 1/- per Equity Share of face value Re. 1/- each (i.e @ 100%) for the Financial Year ended 31st March, 2023
3. To appoint a Director in place of Mr. Ddev Surana (DIN 08357094), who retires by rotation and being eligible, offers himself for re-appointment.

SPECIAL BUSINESS:

4. **Approval of the Remuneration payable to the Cost Auditors of the Company for the Financial Year ended 31st March, 2024**

To consider and if thought fit, to pass, with or without modification(s), the following resolution as an Ordinary Resolution:

“RESOLVED THAT pursuant to Section 148 and other applicable provisions, if any, 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 Company hereby ratifies the remuneration of Rs.30000/- plus taxes, as applicable, and out-of-pocket expenses incurred in connection with the Cost Audit, payable to M/s. D.Sabyasachi & Co.(Firm Regn No. 000369), Practicing Cost Accountant, who are appointed as Cost Auditor of the Company, in view of recommendation by the Audit Committee of the Board and also approval by the Board of Directors of the Company, at its respective meetings held on 16th May, 2023 to conduct Audit of the cost accounting records pertaining to plastic compounds and other related manufacturing items of the Company for the year ending 31st March, 2024.

RESOLVED FURTHER THAT the Board of Directors of the Company, be and is hereby authorized to do all such acts, things, deeds and matters which are connected therewith or incidental thereto and take all necessary steps, as may be necessary, proper or expedient, to give effect to this resolution.”

Registered Office:
2B, Pretoria Street,
Kolkata-700071

By Order of the Board of Directors
For Ddev Plastiks Industries Limited

Date: 16th Day of May, 2023
Place: Kolkata

Tanvi Goenka (ACS- 31176)
Company Secretary

Notes:

- 1. The Ministry of Corporate Affairs (“MCA”) has, vide its General Circular No. 20/2020 dated 5th May, 2020 and General Circular No. 10/2022 dated 28th December, 2022 (collectively referred to as “MCA Circulars”) permitted the holding of the Annual General Meeting (“AGM”) through Video Conferencing (“VC”) or Other Audio Visual Means (“OAVM”), without the physical presence of the Members at a common venue, till 30th September, 2023, in accordance with requirements provided in Paragraph 3 and 4 of the MCA General Circular No. 20/2020 dated 5th May, 2020. The Securities and Exchange Board of India (“SEBI”) also vide its Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12th May, 2020 and Circular No. SEBI/HO/CFD/PoD-2/P/CIR/2023/4 dated 05th January, 2023 (collectively referred to as “SEBI Circulars”) provided certain relaxations from compliance with certain provisions of the SEBI (Listing Obligations and Disclosure Requirements Regulations, 2015 (“SEBI Listing Regulations”). In compliance with the provisions of the Companies Act, 2013 (“the Act”), the SEBI Listing Regulations, MCA Circulars and SEBI Circulars, the 03rd AGM of the Company will be conducted through VC/OAVM on Monday, the 25th day of September 2023, at 10:30 a.m. (IST). The deemed venue for the 03th AGM will be the registered office of the Company situated at 2B, Pretoria Street, Kolkata - 700071.**
- 2. Since the AGM is being held through VC/ OAVM, pursuant to the MCA circulars and SEBI circulars, physical attendance of members has been dispensed with. Accordingly, the facility for appointment of proxy/(ies) under Section 105 of the Act by the members to attend and cast vote for the members will not be available for this AGM and hence the proxy form and attendance slip are not annexed to this notice.**
3. Institutional/ Corporate Members (i.e. other than Individuals/ HUF/ NRI etc.) intending to authorize its representatives to attend the meeting through VC/ OAVM and/ or to vote thereat through E-Voting/ Remote E-Voting, on its behalf, are required to send a certified copy of the Board/ its Governing Body’s Resolution/ Authorization (scanned copy in .pdf/ .jpg format only), pursuant to Section 113 of the Act, or upload it on the e-voting portal. The said Resolution/ Authorisation may be sent by E-mail through the registered email address to the Scrutinizer, Mr. Ashok Kumar Daga at daga.ashok@gmail.com or to the Company’s email ids kolkata@ddevgroup.in and tanvi.goenka@ddevgroup.in
4. The attendance of the Members attending the AGM through VC/ OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Act.
5. The Company has availed the services of National Securities Depository Limited (“NSDL”) for providing facilities to enable conducting the AGM through VC/OAVM. Members may note that NSDL may use third party service provider for providing participation of the members through VC/ OAVM facility.
6. 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 Notes of the Notice of 03rd AGM.
7. The facility of participation at the AGM through VC/ OAVM will be made available to 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, Stakeholders Relationship Committee and Auditors etc. who are allowed to attend the AGM without restriction on account of first come first served basis. The members will be able to view the proceedings on the NSDL’s E-voting Website at www.evoting.nsdl.com. The link for viewing one-way live webcast of the AGM will be made available on the company’s website at www.ddevgroup.in.

8. The Statement, pursuant to Section 102 of the Act setting out material facts concerning the special business under Item Number 4 of the Notice of 03rd AGM is annexed hereto. In terms of Regulation 17(11) of the Listing Regulations, the Board of Directors of the Company (the “Board”), at its meeting held on 16th May, 2023, recommended for considering the special business under Item No. 4, being considered unavoidable, at the 03rd AGM of the Company.
9. The relevant details, pursuant to Regulation 36(3) of SEBI Listing Regulation and Clause 1.2.5 read with any other applicable clause of Secretarial Standards on General Meetings (SS-2), issued by the Institute of Company Secretaries of India (“ICSI”), in respect of Directors seeking appointment/ re-appointment at this AGM, is also annexed. Requisite declarations have been received from Directors seeking appointment/ re-appointment.
10. Register of Directors and Key Managerial Personnel of the Company and their respective shareholding maintained under Section 170 of the Act and The Register of Contracts and Arrangements in which the Directors are interested, maintained under Section 189 of the Act will be available for inspection, in electronic mode, by the members at the AGM.
11. All documents referred to in the Notice convening the 03rd AGM and related Statement pursuant to Section 102 of the Act and Notes containing the details for E-Voting (Collectively referred to as “Notice” or “Notice of AGM”) will also be available for inspection, only in electronic mode, by the members from the date of circulation of the Notice upto the date of AGM i.e. 25.09.2023. Members seeking to inspect such documents can send an e-mail to the Company Secretary, Mrs. Tanvi Goenka at tanvi.goenka@ddevgroup.in.
12. In compliance with the provisions of Section 108 of the Act read with Rule 20 of the Companies (Management and Administration) Amendment Rules, 2015, Regulation 44 of SEBI Listing Regulations, as amended, MCA Circulars, SEBI Circulars, SS-2 issued by the ICSI, the Company is pleased to provide to its members, facility to exercise their right to vote on all resolutions set forth in the Notice, electronically, through electronic voting (e-voting) services (both Remote E-Voting and E-Voting at AGM) facilitated by NSDL. All items of the business specified in the Notice may be transacted through remote e- voting (facility to cast vote from a place other than the venue of the AGM) or E- Voting (facility to cast vote electronically at AGM) services provided by NSDL. Instructions and other information relating to remote e-voting/ e-voting are given in the notice under note no. 28. It may be noted that the facility for E-voting at AGM shall be available for members who do not cast their vote through Remote E-Voting. Members who have cast their vote through Remote E-Voting may attend the AGM through VC/ OAVM but shall not be entitled to cast their votes at the Meeting once again.

The Company has not arranged for physical voting through ballot papers, pursuant to MCA Circulars and SEBI Circulars, since the meeting is being held through VC/ OAVM.

13. Voting rights will be reckoned on the paid-up value of shares registered in the name of the Members as on Monday, 18th September 2023 (cut-off date). Only those Members whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories viz-NSDL and Central Depository Services (India) Limited (“CDSL”) as on the cut-off date will be entitled to cast their votes by remote e-voting/ e-voting during the AGM.
14. In case of joint holders, only such joint holder who is higher in order of names, will be entitled to vote at the meeting.
15. In accordance with the provisions of section 91 of the Act, the Register of Members and the Share Transfer Books of the Company will remain closed from Tuesday 19th September 2023 to Monday, 25th September 2023 (both days inclusive).

16. Pursuant to Section 101 and Section 136 of the Act read with Rules 18 of Companies (Management and Administration) Rules, 2014 and Rule 11 of Companies (Accounts) Rules, 2014 and any other applicable provisions of the Act read with relevant rules made thereunder, companies can serve Notice and Annual Report and other communication through electronic mode to those members who have registered their e-mail addresses either with the Company or with Depository Participant(s). Members who have not registered their e-mail addresses may now register the same. Members holding shares in demat form are requested to register their e-mail address with their Depository Participant(s) only.
17. In compliance with Section 101 and Section 136 of the Act read with Rules 18 of Companies (Management and Administration) Rules, 2014 and Rule 11 of Companies (Accounts) Rules, 2014 and any other applicable provisions of the Act read with relevant rules made thereunder, MCA Circulars and SEBI Circulars, Notice of AGM including details and instructions for remote e-voting/ e-voting and the Annual Report for the FY 2022-23 of the Company consisting of Financial Statements including Auditors' Report, Board's Report and related Annexures attached therewith for the FY 2022-23 (Collectively referred to as "Annual Report 2022-23" or "Annual Report") are being sent only through Electronic mode to those members whose e-mail addresses are registered with the Registrar and Share Transfer Agents ("RTA")/ Company/ Depository Participants ("DP") and no physical copy of said documents are being sent to any member unless any member has requested for the same, in writing, in advance. Members may note that they have the option to request for hard copy of Annual Report, however, to support the Green Initiative we request the members to consider receiving the same electronically. In case any member is desirous of obtaining hard copy of the Annual Report 2022-23 and Notice of the 03rd AGM of the Company, may send request to the Company's email address at kolkata@ddevgroup.in/ tanvi.goenka@ddevgroup.in mentioning their DP ID and Client ID ("Demat details"). Notice and the Annual Report are also uploaded on the Company's website www.ddevgroup.in and may be accessed by the members. The said documents will also be available on the website of the Stock Exchange where the shares of the Company are listed i.e. BSE Limited at www.bseindia.com and also on the website of NSDL at www.evoting/nsdl.com.
18. Members holding shares in demat form, are requested to intimate any change in their address and/ or bank mandate to their respective DPs. The Company cannot act on any request received directly from members holding shares in demat form, for any change in their particulars.
19. Members are requested to address all correspondences including those related to Dividend, to the RTA viz.. C B Management Services Private Limited, P-22, Bondel Road, Kolkata – 700019, E-mail address: rta@cbmsl.com.
20. As per the provisions of Section 72 of the Act, facility for making nomination is available for the Members in respect of the shares held by them. SEBI has mandated furnishing of Permanent Account Number (PAN), KYC details (i.e., Postal Address with PIN Code, email address, mobile number, bank account details) and choice of nomination details by holders of securities in prescribed forms. SEBI vide its Circular No. SEBI/HO/MIRSD/MISRD-PoD-1/P/CIR/2023/42 dated 27th March, 2023 read with SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/23 dated 24th February, 2022 and SEBI Circular No. SEBI/HO/MIRSD/RTAMB/CIR/P/2021/601 dated 23rd July, 2021 extended timeline for demat account holders for providing choice of nomination details upto 30th September, 2023. On or after 1st October 2023, in case any of the above cited documents/ details are not available in the Demat account(s), in terms of SEBI circulars, the trading account(s) shall be frozen for trading and demat account shall be frozen for debits. Members holding shares in electronic form, may obtain Nomination forms from their respective DP.
21. SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated 25th January, 2022 has mandated the listed companies to issue securities in dematerialized form only while processing service requests, viz. Issue of duplicate share certificate, claim from unclaimed suspense account/ escrow account, renewal/ exchange of share certificate, endorsement, sub-division/splitting/consolidation of share certificate/folios, transmission and transposition. Further

SEBI vide its circular Nos. SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2021/655 dated 03rd November 2021 and SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2021/687 dated 14th December 2021, had prescribed the common and simplified norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination. However, the same has been superseded by SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023, effective from 01st April, 2023. Attention of members of the company is drawn to said Circular. Further, SEBI vide Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/65 dated 18th May 2022 has simplified the procedure and standardized the format of documents for transmission of securities and vide circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/70 dated 25th May 2022 prescribed procedure and standardized format of documents for issuance of duplicate securities certificates. Accordingly, members are requested to make service requests by submitting duly filled and signed forms as specified in captioned circulars. It is requested that the members furnish their respective PAN, KYC details and Nomination with the RTA/Company in accordance with said Circulars for updating their related records maintained in the Company. Effective from 1st January 2022, any service requests or complaints received from the member, are being processed by RTA on receipt of aforesaid details/ documents. Relevant details and forms prescribed by SEBI in this regard are available on the website of the Company at www.ddevgroup.in and members are requested to make service requests by submitting duly filled and signed forms.

22. Members, who are yet to encash their dividend warrants for any financial year(s), are requested to correspond/ lodge their claims with the Company's RTA without delay. The details of dividend unclaimed by the members for the past years which have not yet been transferred to the Central Government are readily available for view by the members on the website of the Company www.ddevgroup.in/investor-relations, as also on the website of the Ministry of Corporate Affairs through "<http://iepf.gov.in/IEPFWebProject/SearchInvestorAction.do?method=gotoSearchInvestor>". Further, the members are advised to glance through the database and lodge their claim for dividend, which has remained unclaimed, with the Company's RTA.
23. MCA has notified provisions relating to unpaid / unclaimed dividend under Sections 124 and 125 of the Act and Investor Education and Protection Fund ("IEPF") (Accounting, Audit, Transfer and Refund) Rules, 2016 ("IEPF Rules") (including amendments from time to time). As per these, members are requested to note that dividends that are not encashed/ claimed within 7(seven) years from the date of transfer to the Company's Unpaid Dividend Account, will as per Section 124 of the Act, be transferred to IEPF. Shares on which dividend remains unpaid/ unclaimed for 7(seven) consecutive years will be transferred to demat account of IEPF Authority as per section 124 of the Act, and applicable rules, notifications, if any (as amended from time to time). Hence the Company urges all the shareholders to encash/claim their respective dividend during the prescribed period. The shareholders whose dividend/ shares are transferred to the IEPF Authority can claim their shares from the Authority by following the Refund Procedure as detailed on the website of IEPF Authority viz- "<http://iepf.gov.in/IEPFA/refund.html>" and by following the procedure as prescribed under the IEPF Rules, as amended from time to time.
24. The dividend, as recommended by the Board of Directors, if declared at the AGM will be credited / dispatched within 30th September 2023 to 24th October, 2023, to those members or those mandates whose names appear as Beneficial Owners as at the end of 18th September, 2023 in the statements of beneficial owner furnished by NSDL and CDSL.
25. It may be noted that in view of the changes made under the Income Tax Act, 1961 ("IT Act") by the Finance Act, 2020, dividends paid or distributed by the Company shall be taxable in the hands of the shareholders. Your company shall accordingly make the payment of dividend after deduction Tax at Source ("TDS") at rates prescribed in the IT Act. In general, to enable compliance with TDS requirements, members are requested to complete and/ or update their Residential Status, PAN, Category as per the IT Act with their DP.
26. SEBI vide its Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April 2018 has mandated that for making dividend payments, companies whose securities are listed on the stock

exchanges shall use electronic clearing services (local, regional or national), direct credit, real time gross settlement, national electronic funds transfer etc. The Company and its RTA are required to seek relevant bank details of members from depositories/ investors for making payment of dividends in electronic mode. Further, pursuant to MCA General Circular 20/2020 dated 5th May 2020, companies are directed to credit the dividend of the members directly to the bank accounts of the members using Electronic Clearing Service. Accordingly, members are requested to provide or update (as the case may be) their bank details with the respective DP for the shares held in dematerialized form. In case of non-availability or non-updation of bank account details of the shareholders, the Company shall ensure payment of dividend to such member vide dispatch of dividend warrant/ cheque, as the case may be.

27. To prevent fraudulent transactions, members are advised to exercise due diligence and notify the Company/RTA of any change in address or demise of any member as soon as possible. Members are also advised to not leave their demat account(s) dormant for long. Periodic statement of holdings should be obtained from the concerned DP and holdings should be verified from time to time.

28. Instruction for E-Voting and Joining the AGM are as follows:

- I. The remote e-voting period commences on 22nd September 2023 (9:00 a.m.) (IST) and ends on 24th September 2023 (5:00 p.m.) (IST). During this period only the members of the Company, holding shares either in physical form or in dematerialized form, whose names appear in the Register of Members or Register of Beneficial Owners, as on the cut-off date of 18th September 2023, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently. The rights of members shall be proportionate to their share of the paid-up equity share capital of the company as on the cut-off date. E-voting rights cannot be exercised by a proxy, though corporate and institutional shareholders shall be entitled to vote through their authorized representatives with proof of their authorization.
- II. Mr. Ashok Kumar Daga, (Membership No. FCS-2699, C.O.P No. 2948), Practicing Company Secretary, has been appointed as the Scrutinizer to scrutinize the E-voting during the AGM and remote e-voting process in a fair and transparent manner.
- III. *The way to vote electronically on NSDL e-Voting system consists of “Two Steps” which are mentioned below:*

Step 1 : Log-in to NSDL e-Voting system at <https://www.evoting.nsdl.com/>

Step 2 : Cast your vote electronically on NSDL e-Voting system.

Step 1: Access to NSDL e-Voting system

A) Login method for e-Voting and joining virtual meetings for Individual shareholders holding securities in demat mode

In terms of SEBI circular 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.

Login method for Individual shareholders holding securities in demat mode is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL.	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:

<https://eservices.nsdl.com/> 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 options available against company name or **e-Voting service provider - NSDL** and you will be re-directed to NSDL e-Voting website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

2. If the user is not registered for IDeAS e-Services, option to register is available at <https://eservices.nsdl.com>. Select “**Register Online for IDeAS**” Portal or click at <https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp>
3. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> 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 options available against company name or **e-Voting service provider - NSDL** and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.
4. Shareholders/Members can also download NSDL Mobile App “**NSDL Speede**” facility by scanning the QR code mentioned below for seamless voting experience.

NSDL Mobile App is available on



<p>Individual Shareholders holding securities in demat mode with CDSL</p>	<ol style="list-style-type: none"> Existing users who have opted for Easi / Easiest, they can login through their 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 https://web.cdslindia.com/myeasi/home/login or www.cdslindia.com and click on New System Myeasi. After successful login of Easi/Easiest the user will be also able to see the e-Voting Menu for eligible companies where the e-Voting is in progress as per the information provided by company. On clicking the e-Voting option, the user will be able to see e-Voting page of the e-Voting service provider for casting the vote during the remote e-Voting period or joining virtual meeting and voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user visits the e-Voting service providers' website directly. If the user is not registered for Easi/Easiest, option to register is available at CDSL website www.cdslindia.com and click on login and New System Myeasi Tab and then click on registration option. Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a E-Voting link available on www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the demat Account. After successful authentication, user will be able to see the e-Voting option where the e-Voting is in progress and also able to directly access the system of all e-Voting Service Providers.
<p>Individual Shareholders (holding securities in demat mode) login through their depository participants</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. Once 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 options available against company name or e-Voting service provider-NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & 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.

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

<p>Login type</p>	<p>Helpdesk details</p>
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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 evoting@nsdl.co.in 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 helpdesk.evoting@cdslindia.com or contact at toll free no.: 1800 22 55 33

B) Login Method for e-Voting and joining virtual meeting for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding shares in physical mode.

How to Log-in to NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.
Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.
4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Password details for shareholders other than Individual shareholders are given below:
 - a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
 - b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the ‘initial password’ which was communicated to you. Once you retrieve your ‘initial password’, you need to enter the ‘initial password’ and the system will force you to change your password.
 - c) How to retrieve your ‘initial password’?

- (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
 - (ii) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered**
6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
 - a) Click on "**Forgot User Details/Password?**"(If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsd.com.
 - b) "**Physical User Reset Password?**" (If you are holding shares in physical mode) option available on www.evoting.nsd.com.
 - c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
 - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

Step 2: Cast your vote electronically and join General Meeting on NSDL e-Voting system.

How to cast your vote electronically and join General Meeting on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see all the companies "EVEN" in which you are holding shares and who's voting cycle and General Meeting is in active status.
2. Select "EVEN" of company for which you wish to cast your vote during the remote e-Voting period and casting your vote during the General Meeting. For joining virtual meeting, you need to click on "VC/ OAVM" link placed under "Join General Meeting".
3. Now you are ready for e-Voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
5. Upon confirmation, the message "Vote cast successfully" will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for shareholders

- 1 Institutional shareholders (i.e., other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to daga.ashok@gmail.com or to the Company at kolkata@ddevgroup.in / tanvi.goenka@ddevgroup.in with a copy marked to evoting@nsdl.co.in. They may also upload their Board Resolution/ Power of Attorney/ Authority Letter etc by clicking on “**Upload Board Resolution/ Authority Letter**” displayed under “**e-Voting**” tab in their login. The above-mentioned documents should be in the naming format “Corporate Name EVEN NO.”
- 2 Any person who acquires shares of the Company and becomes member of the Company after the notice is sent through e-mail and holding shares as of the cut-off date i.e., on Tuesday, 18th September 2023, may obtain the login ID and password by sending a request at evoting@nsdl.co.in or Issuer/RTA. However, if you are already registered with NSDL for remote e-voting, then you can use your existing user ID and password for casting your vote. If you forget your password, you can reset your password by using “Forgot User Details/Password” or “Physical User Reset Password” option available on www.evoting.nsdl.com or call on 022-4886 7000/022-2499 7000. In case of Individual Shareholders holding securities in demat mode who acquires shares of the Company and becomes a Member of the Company after sending of the Notice and holding shares as of the cut-off date i.e. on Tuesday, 18th September 2023 may follow steps mentioned in the Notice of the AGM under Step 1:“Access to NSDL e-Voting system”(Above).
- 3 It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the “Forgot User Details/Password?” or “Physical User Reset Password?” option available on www.evoting.nsdl.com to reset the password.
- 4 In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on 022-4886 7000/ 022-2499 7000 or send a request to Ms. Pallavi Mhatre, Senior Manager at evoting@nsdl.co.in
- 5 Incase of any grievances connected to the facility for e-voting please contact Ms. Pallavi Mhatre, Senior Manager, NSDL, Trade World, “A” Wing, 4th Floor, Kamala Mills Compound, Lower Parel, Mumbai 400 013 at 022-4886 7000/ 022-2499 7000 or at E-mail ID: evoting@nsdl.co.in. Incase of grievances connected to members data please contact Mr. Sujit Sengupta, C.B. Management Services Pvt. Ltd. (Unit- Ddev Plastiks Industries Limited), P-22, Bondel Road, Kolkata – 700019, West Bengal; Email: rta@cbmsl.com/ senguptask@cbmsl.com; Tel: 033 4011 6700/18/23
- 6 You can also update your mobile no. and e-mail id in the user profile details of the folio which may be used for sending future communication(s).

IV. Process for those shareholders whose email ids are not registered with the Depositories for procuring user id and password and registration of e mail ids for e-voting on the resolutions set out in this notice:

1. For shares held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN

(self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to the RTA at rta@cbmsl.com or to the Company at kolkata@ddevgroup.in / tanvi.goenka@ddevgroup.in. If you are an Individual shareholder holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A) i.e. Login method for e-Voting and joining virtual meeting for Individual shareholders holding securities in demat mode.**

2. Alternatively, shareholder/member may send an e-mail request to evoting@nsdl.co.in for procuring User ID and Password for e-voting by proving the details mentioned in Point (1).
3. In terms of SEBI circular 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 required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.

V. The instructions for members for e-voting on the day of the AGM are as under: -

1. The procedure for e-Voting on the day of the AGM is same as the instructions mentioned above for remote e-voting.
2. Only those Members/ shareholders, who will be 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 in the AGM.
3. 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.
4. The details of the person who may be contacted for any grievances connected with the facility for e-Voting on the day of the AGM shall be the same person mentioned for Remote e-voting.

VI. Instructions for members for attending the AGM through VC/ OAVM are as under:

1. Member will be provided with a facility to attend the AGM through VC/ OAVM through the NSDL e-Voting system. Members may access by following the steps mentioned above for **Access to NSDL e-Voting system**. After successful login, you can see link of “VC/ OAVM link” placed under “Join General meeting” menu against company name. You are requested to click on VC/ OAVM link placed under **Join General Meeting** menu. The link for VC/ OAVM will be available in Shareholder/Member login where the EVEN of Company will be displayed. Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions mentioned in the notice to avoid last minute rush.
2. Facility of joining the AGM through VC/ OAVM shall open 15 minutes before the time scheduled for the AGM and will be available for Members on first come first served basis. Members who need assistance before or during the AGM, can contact NSDL or contact Ms. Pallavi Mhatre, Senior Manager, at telephone no. 022-4886 7000/ 022-2499 7000 or at E-mail ID : evoting@nsdl.co.in
3. Members are encouraged to join the Meeting through Laptops for better experience.
4. Further Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.

5. 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.
6. Shareholders who would like to express their views/ ask queries/ seek clarifications during the AGM may register themselves as a speaker by sending their request from Monday, 11.09.2023 (9:00 AM IST) to Saturday, 16.09.2023 (5:00 PM IST), and as such send their request from their registered e-mail id, mentioning their name, de-mat account number, email id, mobile number at kolkata@ddevgroup.in/ tanvi.goenka@ddevgroup.in
7. Shareholders (including those shareholders who would like to register themselves as speakers at AGM) who would like to seek some clarification on the accounts or other reports may send their questions from Monday, 11.09.2023 (9:00 AM IST) to Saturday, 16.09.2023 (5:00 PM IST), mentioning their name de-mat account number, email id, mobile number at kolkata@ddevgroup.in/ tanvi.goenka@ddevgroup.in, so that the same will be replied by the company suitably.
8. When a pre-registered speaker is invited to speak at the meeting, but he/ she does not respond, the next speaker will be invited to speak. Accordingly, all speakers are requested to get connected to a device with a video/ camera along with good internet speed.
9. The Company reserves the right to restrict the number of questions and number of speakers, as appropriate, for smooth conduct of the AGM.
10. Members who need assistance before or during the AGM, can contact Ms. Pallavi Mhatre, Senior Manager, NSDL at evoting@nsdl.co.in or call 022-4886 7000/022-2499 7000.

Other Instructions:

- 1 The Scrutinizer shall after the conclusion of voting at the AGM, first count the votes cast during the AGM and thereafter unblock the votes cast through remote e-voting and shall submit, not later than 2 working days of conclusion of AGM, submit a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.
- 2 The Results declared along with the report of the Scrutinizer shall be placed on the website of the Company www.ddevgroup.in and on the website of NSDL immediately after the declaration of result by the Chairman or a person authorized by him in writing. The results shall also be immediately forwarded to concerned stock exchanges where the company's shares are listed.

29. The Resolutions shall be deemed to be passed on the date of Annual General Meeting, subject to receipt of sufficient votes.
30. Since the AGM will be held through VC/ OAVM, the route map is not annexed to this Notice.
31. We urge members to support our commitment to environment protection by choosing to receive their shareholding communication through email. You can do this by updating your email address with your depository participants (in case of demat holdings) or with the RTA (in case of physical holdings)

**DETAILS OF DIRECTORS SEEKING APPOINTMENT/ RE-APPOINTMENT AT THE 03RD
ANNUAL GENERAL MEETING**

[Pursuant to Regulation 36(3) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with Clause 1.2.4 of Secretarial Standards on General Meeting (SS-2) issued by the Institute of Company Secretaries of India.]

Name of the Director	Ddev Surana
Director Identification Number (DIN)	08357094
Current Designation in the Company	Whole Time Director and Chief Executive Officer
Date of Birth	31.12.1992
Date of Appointment on the Board	07.12.2020 (Original date of appointment) (In current designation from 28.03.2022)
Qualification	Graduate (B. Com), MSC-Management for Business Excellence from United Kingdom (UK) MBA(CAM) from the Unites States of America (USA)
Expertise	Holds wide experience in Project Management particularly in Operations and Marketing, Human Resource and Administration and Information Technology.
Brief Profile	<p>He is the Whole Time Director and Chief Executive Officer of Ddev Plastiks Industries Limited since 28.03.2022 and since then has handled various national and international projects in leadership roles especially for key markets in Europe, Asia, and United Arab Emirates. He brings with him extensive experience in business transformation, sales, and marketing and is passionate about building brands, driving growth, and building high performance teams. His International exposure in business studies has also helped in bringing on Board new business outlooks and perspectives.</p> <p>Prior to joining the Company he was associated with Kkalpana Industries (India) Limited (KIIL), parent entity of the Company, in various projects and was induced in its Board as its Whole Time Director in February 2019. During such time period he was actively involved in its business affairs and played instrumental role in the introduction of SAP in the Company in record time</p>
Directorships held in other public companies including private companies which are subsidiaries of public companies #	Ddev Plastic Limited
Listed entities from which the Director has resigned in the last 3 years	Nil
Memberships/ Chairmanships of Committees across other companies in which he/she is a Director	Member of Stakeholder Relationship Committee and Corporate Social Responsibility in KIIL

Memberships / Chairmanships of Committees in the Company	Member of Stakeholder Relationship Committee and Corporate Social Responsibility
Shareholding in the Company	683850 (0.73%)-Promoter
Relationship with other Directors	Son of Mr. Narrindra Suranna, Chairman and Managing Director
Number of meetings attended during the year	5
Terms and conditions of appointment/ re-appointment and remuneration	He was appointed as Whole Time Director wef 28.03.2022 for a term of 5 years at a remuneration of Rs. 28.50 Lakhs + Perquisites and his office was liable to retire by rotation, at the 02 nd AGM held on 29.09.2022. Increments/ Modification to terms of appointment were to be approved by Board upon recommendation of Nomination and Remuneration Committee, subject to statutory limits. (For terms please refer to Item No. 9 of Notice of 02 nd AGM dated 28.05.2022)

Excludes Directorship in Private Limited Companies, Foreign Companies and Government Companies

Registered Office:
2B, Pretoria Street,
Kolkata-700071

By Order of the Board of Directors
For Ddev Plastiks Industries Limited

Date: 16th Day of May, 2023
Place: Kolkata

Tanvi Goenka (ACS- 31176)
Company Secretary

Statement pursuant to Section 102 of The Companies Act, 2013

Item No.4

The company is required, under provisions of Section 148 of the Companies Act, 2013 (“the Act”) read with the Companies (Cost Records and Audit) Rules, 2014 (“the Rules”), as amended from time to time, to have the audit of its Cost Records conducted by a Practicing Cost Accountant or a firm of Cost Accountants. Further, in accordance with the provisions of Section 148 of the Act read with the Rules, the remuneration payable to the Cost Auditor has to be ratified by the members of the Company.

The Board of Directors of the Company, on the recommendation of the Audit Committee, at its respective meeting held on 16th May, 2023, has approved the appointment of M/s D. Sabyasachi & Co (Firm Registration No. 000369), Cost Accountants, as the Cost Auditor to conduct the audit of the cost records of the Company for the financial year 2023-24, at a remuneration of Rs. 30,000/- plus taxes, as applicable, and out of pocket expenses incurred in connection with the Cost Audit.

Considering the scope of Audit, time and resources deployed by the cost auditors, in the opinion of the Board, the proposed remuneration would be fair and reasonable and is not expected to, in any way, impair the independence and judgement of the Cost Auditors.

Accordingly, the consent of the members is sought by way of an Ordinary Resolution, as set out at Special Business under Item No. 4 of the accompanying Notice convening the Annual General Meeting, for ratification of remuneration amounting to Rs. 30,000/- plus taxes, as applicable, and out of pocket expenses, incurred in connection with the Cost Audit, payable to the Cost Auditors for the financial year ending 31st March, 2024.

The Board of Directors, accordingly, commends the ordinary resolution set out at Item No. 4 of the accompanying Notice convening the Annual General Meeting for ratification by the members.

None of the Directors or Key Managerial Personnels of the Company and their respective relatives are, in any way, concerned or interested, financially or otherwise in the resolution.

Registered Office:
2B, Pretoria Street,
Kolkata-700071

By Order of the Board of Directors
For Ddev Plastiks Industries Limited

Date: 16th Day of May, 2023
Place: Kolkata

Tanvi Goenka (ACS- 31176)
Company Secretary