REPONO LIMITED

To, Date: 20.08.2026
The Corporate Relationship Department
Bombay Stock Exchange Limited
25th Floor, P J Tower, Dalal Street
Fort, Mumbai – 400 001.

Scrip Code: 544463

Subject: Intimation of 9th Annual General Meeting of Repono Limited

Dear Sir/Madam,

Pursuant to **Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations")**, we hereby inform you that the **9th Annual General Meeting ("AGM") of the Members of Repono Limited** ("the Company") is scheduled to be held on **Saturday, 12th September 2026 at 11.00 AM IST** through **Video Conferencing ("VC")/Other Audio-Visual Means ("OAVM")**.

In this regard, please find enclosed herewith the **Notice convening the 9th Annual General Meeting** of the Company.

The Notice of the 9th AGM is also available on the website of the Company at **www.repono.in**.

You are requested to kindly take the above information on record.

Thanking you,

For REPONO LIMITED

DIBYENDU DEEPAK
Digitally signed by DIBYENDU DEEPAK
Date: 2026.08.20 15:27:59 +05'30'

REPONO LIMITED NAVI MUMBAI

Dibyendu Deepak
Managing Director
DIN: 06484282

Notice of the Annual General Meeting

NOTICE IS HEREBY GIVEN THAT THE 9th ANNUAL GENERAL MEETING (AGM') OF THE MEMBERS OF REPONO LIMITED ('THE COMPANY') WILL BE HELD ON SATURDAY, 12TH SEPTEMBER 2026 AT 11:00 A.M. (IST) THROUGH VIDEO CONFERENCING (VC')/ OTHER AUDIOVISUAL MEANS ('OAVM') FACILITY TO TRANSACT THE FOLLOWING BUSINESS

ORDINARY BUSINESS

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

1. **To receive, consider and adopt the Audited Standalone and Consolidated Financial Statements of the Company for the Financial Year ended 31st March, 2026.**

   "RESOLVED THAT in accordance with the provisions of Section 129(2) of the Companies Act, 2013, the Audited (standalone & consolidated) Balance Sheet for the year ended 31/3/2026, the Statement of Profit & Loss, Cash Flow Statement for the year ended as on the said date, the Directors' Report and the Auditors' Report thereon be and the same are hereby received, accepted and adopted.

   RESOLVED FURTHER THAT any of the Directors of the Company be and are hereby authorized to do all such acts, matters, deeds and things necessary or desirable in connection with or incidental to giving effect to the above resolution, and to comply with all other requirements in this regard."

2. **To appoint a director in place of Mr. Sivaraman Gopalakrishnan (DIN: 01058905), who retires by rotation and, being eligible, offers himself for re-appointment.**

   "**RESOLVED THAT** pursuant to Section 152(6) and other applicable provisions of the Companies Act, 2013 read with the Companies (Appointment and Qualification of Directors) Rules, 2014 including any statutory modification(s) or re-enactment(s) thereof for the time being in force) and Articles of Association of the Company, Mr. Sivaraman Gopalakrishnan (DIN: 01058905) Director, who retires by rotation at this Annual General Meeting of the Company, being eligible, has offered himself for re-appointment;

   RESOLVED FURTHER THAT any Director of the Company be and is hereby authorised to take such steps, as may be required, for obtaining necessary approvals, if any and further to do all such acts, deeds and things as may be necessary, proper or expedient to give effect to this resolution and for the matters concerned and incidental thereto."

By Order of the Board of Directors
For Repono Limited
Sd/-
Dibyendu Deepak
Managing Director
DIN: 06484282
Date: 20th August 2026
Place: Navi Mumbai

REPONO LIMITED NAVI MUMBAI

NOTES:

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 is not annexed to this Notice since there is no Special Business to be transacted at the AGM.

2. The Ministry of Corporate Affairs ("MCA"), vide its circular dated May 5, 2020, April 8, 2020, April 13, 2020, January 13, 2021, December 8, 2021, December 14, 2021, May 5, 2022, December, 28, 2022, September 25, 2023, September 19, 2024 and September 22, 2025 (collectively referred to as "MCA Circulars") has permitted the holding of the annual general meeting ('AGM') through VC/OAVM facility, without the physical presence of the members at a common venue. In compliance with the provisions of the Companies Act, 2013 (the 'Act'), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the 'SEBI Listing Regulations') and MCA Circulars, the 9th Annual General Meeting (**'9th AGM'/'AGM'**) of the Company is being conducted through Video Conferencing ('VC') facility, without the physical presence of shareholders at a common venue. The deemed venue for the 9th AGM shall be the Registered Office of the Company.

3. Pursuant to the provisions of the Companies Act, 2013, a member entitled to attend and vote at the Meeting 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 Meeting will be held through VC/OAVM, in accordance with the MCA Circulars, physical attendance of Members has been dispensed with. Accordingly, the facility to appoint a proxy to attend and vote at the AGM is not available for this AGM. Accordingly, the Proxy Form and Attendance Slip are not annexed to this Notice.

4. Institutional/Corporate Members are entitled to appoint authorised representatives to attend the AGM through VC/OAVM and participate and vote through remote e-voting or e-voting during the AGM. A certified true copy of the Board Resolution/Authorization Letter authorising its representative to attend and vote at the AGM shall be sent to the Scrutinizer and to the Company/e-voting agency in the prescribed manner.

5. The Members attending the AGM through VC/OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.

6. The Register of Members and Share Transfer Books of the Company will remain closed from **Saturday, 5th September, 2026 to Saturday, 12th September, 2026 (both days inclusive)**.

7. The Register of Directors and Key Managerial Personnel and their shareholding, maintained under Section 170 of the Act, the Register of Contracts or Arrangements in which the directors are interested, maintained under Section 189 of the Act, and all other documents if any referred to in the Annual Report, will be available electronically for inspection. Members seeking to inspect such documents can send an email to manoj@repono.in.

8. Pursuant to the applicable General Circulars issued by the Ministry of Corporate Affairs ("MCA") and SEBI Circular No. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2024/133 dated 3rd October, 2024, the Notice of the 9th Annual General Meeting ("AGM") and the Annual Report of the Company for the Financial Year 2025-26 are being sent only through electronic mode to those Members whose e-mail addresses are registered with the Company/Registrar and Share Transfer Agent ("RTA")/Depository Participants ("DPs").

9. Members who wish to obtain a physical copy of the Notice of the 9th AGM and the Annual Report for the Financial Year 2025-26 may send their request to the Company at manoj@repono.in mentioning their name, Folio Number/DP ID and Client ID, postal address and contact details.

10. Members holding shares in dematerialized form are requested to update their e-mail address, bank account details, nomination and other KYC particulars with their respective Depository Participants. Members holding shares in physical form, if any, are requested to update the same with the Company's Registrar and Share Transfer Agent.

11. The Notice of the AGM and the Annual Report for the Financial Year 2025-26 shall also be available on the Company's website at www.repono.in, on the website of BSE Limited at www.bseindia.com and on the website of the e-voting agency.

12. Members desirous of obtaining any information concerning the accounts or operations of the Company are requested to send their queries to the Company at least seven (7) days before the AGM so that the information required may be made available at the AGM.

13. Members who wish to express their views or ask questions during the AGM may register themselves as a speaker by sending their request from their registered e-mail address to the Company at manoj@repono.in at least seven (7) days prior to the date of the AGM, mentioning their name, DP ID and Client ID/Folio Number, e-mail address and mobile number.

14. Members who do not wish to speak during the AGM but seek any information or clarification relating to the Financial Statements, Annual Report or any matter to be transacted at the AGM may send their queries from their registered e-mail address to manoj@repono.in at least seven (7) days prior to the date of the AGM, mentioning their name, DP ID and Client ID/Folio Number, e-mail address and mobile number, so that the same may be responded to appropriately at or before the AGM.

15. Members may join the Annual General Meeting ("AGM") through Video Conferencing ("VC")/Other Audio Visual Means ("OAVM") facility by following the procedure mentioned in this Notice. The facility for joining the AGM shall be made available 30 (Thirty) minutes before the scheduled time of commencement of the AGM and shall remain available up to 15 (Fifteen) minutes after the scheduled time of commencement of the AGM.

16. The Board of Directors has not recommended any dividend for the Financial Year ended 31st March, 2026.

17. Pursuant to the provisions of Section 108 of the Act read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended and Regulation 44 of the SEBI Listing Regulations as amended, and the aforesaid Circulars issued by MCA, the Company is providing the facility of remote e-voting as well as e-voting during the AGM to enable Members to cast their votes electronically on all the resolutions set out in this Notice.

    For this purpose, the Company has engaged in the services of **National Securities Depository Limited** ('**NSDL'**) for facilitating voting through electronic means. The facility of casting votes by a Member using a remote e-voting as well as e-voting during the AGM will be provided by **NSDL**.

18. The Members whose names appear in the Register of Members/Register of Beneficial Owners as on the **Cut-off Date, i.e., Saturday, 5th September, 2026**, shall be entitled to avail the facility of remote e-voting as well as e-voting during the AGM. A person who is not a Member as on the Cut-off Date shall treat this Notice for information purposes only.

19. The remote e-voting period commences on **Wednesday, 9th September, 2026 at 9:00 A.M. (IST) and ends on Friday, 11th September, 2026 at 5:00 P.M. (IST)**. During this period, Members holding shares either in physical form or in dematerialized form as on the **Cut-off Date, i.e., Saturday, 5th September, 2026**, may cast their vote electronically. The remote e-voting module shall be disabled by the e-voting agency after 5:00 P.M. (IST) on **Friday, 11th September, 2026**. Members attending

the AGM who have not cast their vote through remote e-voting shall be eligible to cast their vote through the e-voting facility available during the AGM.

20. 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 vote again during the AGM.

21. In case of joint holders attending the AGM, only such joint holder whose name appears first in the order of names as per the Register of Members/Register of Beneficial Owners of the Company shall be entitled to vote at the AGM.

22. The Company has appointed M/s. Sandeep P. Parekh & Co., Practicing Company Secretaries, as the Scrutinizer to scrutinize the remote e-voting process and e-voting during the AGM in a fair and transparent manner.

23. The results of voting shall be declared within two (2) working days from the conclusion of the AGM. The resolutions shall be deemed to have been passed on the date of the AGM, subject to receipt of the requisite majority of votes.

24. The Voting Results declared along with the Scrutinizer's Report shall be placed on the Company's website and the website of the e-voting agency and shall also be submitted to BSE Limited within the prescribed timelines.

25. Pursuant to the applicable SEBI Circulars SEBI/HO/MIRSD/POD1/P/CIR/ 2024/37 dated May 7, 2024 and Circular SEBI/HO/MIRSD/POD-1/P/CIR/2024/81 dated June 10, 2024 issued from time to time, Members holding shares in physical form are requested to register/update their PAN, KYC details (including postal address, e-mail address, mobile number, bank account details, specimen signature and nomination) with the Registrar and Share Transfer Agent ("RTA") of the Company. The relevant forms prescribed by SEBI are available on the website of the RTA at www.cameoindia.com. Members may also contact the Company or the RTA for any assistance in this regard. Please write to us at manoj@repono.in.

26. The route map pursuant to Secretarial Standard-2 is not annexed to this Notice since the AGM is being conducted through VC/OAVM.

27. The relevant details of the Director retiring by rotation and seeking re-appointment at the ensuing Annual General Meeting, pursuant to Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard-2 on General Meetings ("SS-2") issued by the Institute of Company Secretaries of India, are annexed to this Notice.

ANNEXURE

DETAILS OF DIRECTOR SEEKING RE-APPOINTMENT AT THE 9TH ANNUAL GENERAL MEETING

[Pursuant to Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard - 2 on General Meetings]

Name (in full):	**Mr. Sivaraman Gopalakrishnan**
Director Identification Number (DIN):	01058905
Designation	Non-Executive and Non-Independent Director
Date of Birth	10th January, 1969
Age (in Years)	57 Years
Nationality	Indian
Date of first appointment on the Board	2nd July, 2024
Qualification:	He has passed Senior School Certificate Examination from Central Board of Secondary Education in 1985
Experience and expertise in specific functional area	He is a Director in M/s. Portrucks Equipments Private Limited since 05/10/2000. He has been instrumental in building up the Company to one of the leading supplies of port material handling equipment in India. He is taking care of overall management, technology tie ups and business development activities of the Company.
Brief profile of director	Mr. Sivaraman Gopalakrishnan, aged 57 years, is a Non-Executive and Non-Independent Director of our Company. He was appointed as an Additional Non-Executive and Non-Independent Director of our Company w.e.f. 2nd July, 2024. Subsequently, he was regularized as a Non-Executive and Non-Independent Director of our Company w.e.f. 20th August, 2024, liable to retire by rotation. He has passed Senior School Certificate Examination from Central Board of Secondary Education in 1985. He is a Director in M/s. Portrucks Equipments Private Limited since 05/10/2000. He has been instrumental in building up the Company to one of the leading supplies of port material handling equipment in India. He is taking care of overall management, technology tie ups and business development activities of the Company.
Terms and conditions of appointment (along with details of remuneration sought to be paid and the remuneration last drawn by such person, if applicable)	Liable to retire by rotation and, being eligible, offers himself for re-appointment. Sitting Fees - NIL Remuneration - NIL
Directorship in other Companies including Listed Company along with	1

the listed Companies in which he resigned in the past three (3) years	
***Membership of Committees of other Companies including Listed Company**	02
Shareholding in the Company, including shareholding as a beneficial owner	NA
Relationship with other Directors, Manager, and other KMP of the Company	None
Number of Meetings of the Board attended during the year (F.Y. 2025-26)	05

**Membership includes the Membership of Audit Committee, Nomination and Remuneration Committee, Stakeholders' Relationship Committee and Corporate Social Responsibility Committee of the Company*.

THE INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING AND JOINING GENERAL MEETING ARE AS UNDER: -

The **remote e-voting** period begins on **Wednesday, 9th September, 2026 at 9:00 A.M. (IST) and ends on Friday, 11th September, 2026 at 5:00 P.M. (IST)**. The remote e-voting module shall be disabled by NSDL for voting thereafter. The Members whose names appear in the Register of Members/Register of Beneficial Owners as on the **cut-off date, i.e., Saturday, 5th September, 2026**, may cast their vote electronically. The voting rights of the Members shall be in proportion to their shareholding in the paid-up equity share capital of the Company as on the **cut-off date, i.e., Saturday, 5th September, 2026**.

How do I vote electronically using NSDL e-Voting system?

The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:

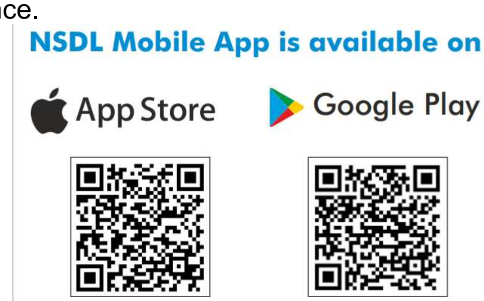
Step 1: Access to NSDL e-Voting system

A) Login method for e-Voting and joining virtual meeting 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.	For OTP based login you can click on https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp. You will have to enter your 8-digit DP ID,8-digit Client Id, PAN No., Verification code and generate OTP. Enter the OTP received on registered email id/mobile number and click on login. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or **e-Voting service provider i.e. 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. Existing **IDeAS** user can visit the e-Services website of NSDL Viz. https://eservices.nsdl.com either on a Personal Computer or on a mobile. On the e-Services home page click on the "**Beneficial Owner"** icon under **"Login"** which is available under **'IDeAS'** section , this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on **"Access to e-Voting"** under e-Voting services and you will be able to see e-Voting page. Click on company name or **e-Voting service provider i.e. NSDL** and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. If you are 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 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 hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or **e-Voting service provider i.e. 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. Shareholders/Members can also download NSDL Mobile App "**NSDL Speede**" facility by scanning the QR code mentioned below for seamless voting experience. 
Individual Shareholders holding securities in demat mode with CDSL	Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login Easi /Easiest are requested to visit CDSL website www.cdslindia.com and click on login icon & New System Myeasi Tab and then user your existing my easi username & password. After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit 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 & 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 evoting is in progress and also able to directly access the system of all e-Voting Service Providers.

Individual Shareholders (holding securities in demat mode) login through their depository participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider i.e. 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.

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.

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 evoting@nsdl.com or call at 022 - 4886 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. 1800-21-09911

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

<u>How to Log-in to NSDL e-Voting website?</u>

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, 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.

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***

Password details for shareholders other than Individual shareholders are given below:
If you are already registered for e-Voting, then you can user your existing password to login and cast your vote.

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.
How to retrieve your 'initial password'?
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'.
If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered.**

If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
Click on "**Forgot User Details/Password**?"(If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
Physical User Reset Password?" (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.com mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.

After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
Now, you will have to click on "Login" button.
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 whose 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 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 sandeep@sppc.co.in with a copy marked to evoting@nsdl.com. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can 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.

2. 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.

3. 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 or send a request to Mr. Suketh Shetty at evoting@nsdl.com.

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 for the resolutions set out in this notice:

1. In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to manoj@repono.in
2. In case shares are 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 manoj@repono.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**.

3. Alternatively shareholder/members may send a request to evoting@nsdl.com for procuring user id and password for e-voting by providing above mentioned documents.
4. 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.

THE INSTRUCTIONS FOR MEMBERS FOR e-VOTING ON THE DAY OF THE EGM/AGM ARE AS UNDER:-

1. The procedure for e-Voting on the day of the EGM/AGM is same as the instructions mentioned above for remote e-voting.
2. Only those Members/ shareholders, who will be present in the EGM/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 EGM/AGM.
3. Members who have voted through Remote e-Voting will be eligible to attend the EGM/AGM. However, they will not be eligible to vote at the EGM/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 EGM/AGM shall be the same person mentioned for Remote e-voting.

INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE EGM/AGM THROUGH VC/OAVM ARE AS UNDER:

1. Member will be provided with a facility to attend the EGM/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” placed under **“Join meeting”** menu against company name. You are requested to click on VC/OAVM link placed under Join 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. Members are encouraged to join the Meeting through Laptops for better experience.

3. Further Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.

4. 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.

5. Shareholders who would like to express their views/have questions may send their questions in advance mentioning their name demat account number/folio number, email id, mobile number at manoj@repono.in. The same will be replied by the company suitably.