



SYNCOM FORMULATIONS (I) LTD.

Regd. Off.: 7, Niraj Industrial Estate, Off Mahakali Caves Road, Andheri (E), MUMBAI - 400 093
E-mail: info@sfil.in, Web: www.sfil.in - CIN: L24239MH1986PLC047759

NOTICE OF AGM, E-VOTING AND BOOK CLOSURE

NOTICE is hereby given that the 29th Annual General Meeting (AGM) of the Company will be held on **Friday 29th September, 2017** at The Supremo Activity Centre & Matoshri Sports Complex, Jogeshwari Vikhroli Link Road Andheri (East), Mumbai - 400093 at 12.30 P.M. to transact the Businesses, as set out in the Notice of AGM;

Electronic copies of the Notice of AGM and Annual Report for 2016-17 have been sent to all the members whose email IDs are registered with the Company/Depository Participant(s). The same is also available on the Company's website www.sfil.in. Physical copies of the same have been sent to all other members at their registered address in the permitted mode.

Members please note that:

Members holding shares either in physical or in dematerialized form, as on the cut-off date of **September 22, 2017** may cast their vote electronically on the resolutions as set out in the notice of AGM through remote-electronic voting system on National Securities Depository Limited (NSDL) from a place other than venue of AGM ("Remote E-voting"). All the members are informed that:

I. The remote e-voting shall commence on 26th Sept., 2017 at 9:00 A.M. [IST] and shall end on 28th Sept., 2017 at 5:00 P.M. [IST]

II. A person, who acquires shares and becomes shareholder of the Company after dispatch of the notice and holding shares as of the cut-off date can do remote e-voting by obtaining the login-id and password by sending an e-mail to finance@sfil.in or ankit_4321@yahoo.com or evoting@nsdl.co.in by mentioning their Folio No./DP ID and client ID No. However, if such shareholder is already registered with NSDL for remote e-voting then existing user-id and password can be used for casting your vote.

- the remote e-voting module shall be disabled by NSDL after the aforesaid date and time for voting and once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently;
- the facility for voting through ballot paper shall be made available at the AGM;
- the members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again; and
- a person whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to facility of remote e-voting as well as voting at the AGM through ballot paper;

III. For detailed instructions pertaining to e-voting, members may please refer to the section "NOTES" in notice of the AGM. In case of queries or grievances pertaining to e-voting procedure, shareholders may refer the FAQs for shareholders and e-voting user manual for shareholders available at the download section of www.evoting.nsd.com or may contact:

National Securities Depository Limited : Mr. Rajeesh Ranjan, Assistant Manager, Tel.: 022-24994262, E-mail: evoting@nsdl.co.in. **Ankit Consultancy Pvt. Ltd.** : Mr. Saurabh Maheshwari, CS, Tel.: 0731- 4281333 / 4065797, E-mail: ankit_4321@yahoo.com.

Syncom Formulations (India) Limited : Ms. Karishma Kakkar, CS & Compliance Officer, Tel.: 022-30887744 / 0731-3046870, E-mail: info@sfil.in, finance@sfil.in

Further Notice is given that pursuant to Regulation 42 of the SEBI (LODR) Regulations, 2015 and Section 91 of the Companies Act, 2013 that the Register of Members & Share Transfers Books of the Company will remain closed from **Saturday, September 23, 2017 to Friday, September 29, 2017** (both days inclusive) for the purpose of the above said AGM of the Company and to ascertain the eligibility to participate in the distribution of dividend for the year 2016-17 subject to the approval of members at the forthcoming annual general meeting on 29.09.2017.

FOR SYNCOM FORMULATIONS (INDIA) LIMITED

S/-

Place : Indore
Date : 02/09/2017

Ms. Karishma Kakkar
Company Secretary & Compliance Officer

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FOR SYNCOM FORMULATIONS (INDIA) LIMITED

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Date : 02/09/2017

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Company Secretary & Compliance Officer



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