



# RAVI KUMAR DISTILLERIES LIMITED

(CIN: L51909TN1993PLC025981)

Regd. Office: S1 & S2, Second Floor, B Block, "Ameen Manors"  
No.138, Nungambakkam High Road, Nungambakkam, Chennai – 600 034, India.  
Tel No: 044-28332087 E-mail : cs@ravikumardistilleries.com  
Website : www.ravikumardistilleries.com

## NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that the Twenty Fifth Annual General Meeting of Ravi Kumar Distilleries Limited will be held at Bharathiya Vidya Bhavan, 8/12, East Mada Street, Mylapore, Chennai – 600 004 on Monday, 24th September 2018 at 3 p.m. to transact the following business:

### ORDINARY BUSINESS

1. To consider and adopt the audited financial statements of the company for the financial year end 31st March, 2018, the reports of Board of Directors and Auditors thereon.
2. To appoint a Director in place of Mrs. S. Vijayalakshmi (DIN:0291138), who retires by rotation at this Annual General Meeting and being eligible, offers herself for re-appointment.
3. To appoint Auditors and to fix their remuneration.

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

**"RESOLVED THAT** pursuant to the provisions of section 139 and other applicable provisions of the Companies Act, 2013 and rules made there under (including any statutory amendment(s) or modification(s) or enactment(s) thereof, for the time being in force) and pursuant to recommendation of Audit Committee of the Board of Directors, M/s Ramanand and Associates, Chartered Accountants, ICAI Registration Number 117776W be and are hereby re-appointed as the Auditors of the company for a period of 2( two) years to hold office from the conclusion of this Annual General Meeting until the conclusion of Annual General Meeting to be held in the year 2020, at such remuneration as the Board of Directors or Audit Committee of the Board of Directors may fix in this behalf".

### SPECIAL BUSINESS

4. Shifting of Registered Office from the State of Tamil Nadu to the State of Puducherry.

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

**RESOLVED THAT** Pursuant to the provisions of Section 13(4) and other applicable provisions, if any of the Companies Act 2013 (including any statutory modification(s) or re-enactment (s) thereof) and subject to the approval of the Central Government/ Regional Director, Ministry of Corporate Affairs or any other authority as may be prescribed from time to time and also subject to such permission, sanction or approval as may be required under the provisions of the Companies Act, 2013 the Registered Office of the Company be shifted from the state of "Tamil Nadu " to the state of "Puducherry" and clause II of the Memorandum of Association be amended by substituting the word "Puducherry" in place of the word "Tamil Nadu".

**"RESOLVED FURTHER THAT** Directors of the Company be are hereby severally authorised to file necessary application before the Regional Director, Ministry of Corporate Affairs, Southern Region and to appoint an Authorised Representative to appear for and represent the Company before the Regional Director and to do all such acts and things as may be deemed necessary in the matter."

5. Re-appointment of Mr. R.V Ravikumar as Managing Director of the Company.

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 recommendation of Nomination and Remuneration Committee and approval of the Board though its Resolution dated 08th August 2018, and Pursuant to the Provisions of Section 196, 197 and other applicable provisions of the Companies Act, 2013 and Rules made thereunder, read with section II, Part II of Schedule V of the Act (including any statutory modification(s) or re-enactment (s) thereof), consent of the members be and is hereby accorded for re-appointment of Mr. R.V Ravikumar (DIN:00336646) as Managing Director of the Company for a period of 5 (five) years with effective from 1st April 2018 and to his receiving remuneration and benefits and amenities as Managing Director of the Company as set out in the Explanatory Statement annexed to the Notice of this Meeting."

**RESOLVED FURTHER THAT** in the event of continuation of inadequacy of profit or no profit, the remuneration and perquisites as set out in the explanatory statement shall be paid as minimum remuneration to Mr. R.V Ravikumar subject to the limit specified under Section II of Part II of Schedule V of the Companies Act, 2013 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force or any other applicable provisions for the time being in force.

**RESOLVED FURTHER THAT** the Board of Directors of the Company be and is hereby authorised to do all such acts, deeds, matters and things, as it may in its discretion deem necessary, expedient or proper to give effect to these resolution and to settle any questions, difficulties or doubts that may arise in this regard at any stage, without requiring the Board of Directors to secure any further consent or approval of the shareholders to this end and intent that they shall be deemed to have given approval thereto expressly by authority of this resolution."

6. Re-appointment of Mr. Badrinath S Gandhi as Whole Time Director (Designated as Executive Director) of the Company.

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 recommendation of Nomination and Remuneration Committee and approval of the Board through its Resolution dated 08th August 2018, and Pursuant to the Provisions of Section 196, 197 and other applicable provisions of the Companies Act, 2013 and Rules made thereunder, read with section II, Part II of Schedule V of the Act (including any statutory modification(s) or re-enactment (s) thereof), consent of the members be and is hereby accorded for re-appointment of Mr. Badrinath S Gandhi (DIN:01960087) as Whole Time Director ( Designated as Executive Director) Company for a period of 5 (five) years on a remuneration as set out below, with the effect from 1st April, 2018 and to his receiving remuneration and benefits and amenities as Whole Time Director of the Company as set out in the Explanatory Statement annexed to the Notice of this Meeting

Place: Mumbai  
Date : 08.08.2018

**Registered Office:**

S1 & S2, Second Floor, 'B' Block,  
“Ameen Manors”  
No.138, Nungambakkam High Road,  
Nungambakkam, Chennai – 600 034.

**RESOLVED FURTHER THAT** in the event of continuation of inadequacy of profit or no profit , the remuneration and perquisites as set out in the explanatory statement shall be paid as minimum remuneration to Mr. Badrinath S Gandhi subject to the limit specified under Section II of Part II of Schedule V of the Companies Act, 2013 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force or any other applicable provisions for the time being in force.

**RESOLVED FURTHER THAT** the Board of Directors of the Company be and is hereby authorised to do all such acts, deeds, matters and things, as it may in its discretion deem necessary, expedient or proper to give effect to these resolution and to settle any questions , difficulties or doubts that may arise in this regard at any stage, without requiring the Board of Directors to secure any further consent or approval of the shareholders to this end and intent that they shall be deemed to have given approval thereto expressly by authority of this resolution.”

By order of the Board of Directors

**R.V. Ravikumar**  
Managing Director  
(DIN: 00336646)

Notes:

1. A member entitled to attend and vote at the Annual General Meeting (the "Meeting") is entitled to appoint a proxy to attend and vote on a poll instead of himself and the proxy need not be a member of the Company. The instrument appointing the proxy should, however, be deposited at the registered office of the Company not less than 48 (forty-eight) hours before the commencement of the Meeting.
2. A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A member holding more than ten percent of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.
3. Corporate members intending to send their authorised representatives to attend the Meeting are requested to send to the Company a certified copy of the Board Resolution authorising their representative to attend and vote on their behalf at the Meeting.
4. Brief resume of Directors including those proposed to be re-appointed, nature of their expertise in specific functional areas, names of companies in which they hold directorships and memberships / chairmanships of Board Committees, shareholding and relationships between directors inter-se as stipulated under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 are provided in the Corporate Governance Report forming part of the Annual Report.
5. Members are requested to bring their attendance slip along with their copy of Annual Report to the Meeting.
6. In case of joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote.
7. The Company has notified closure of Register of Members and Share Transfer Books from 18.09.2018 to 24.09.2018 (both days inclusive) for determining the names of members eligible for dividend on Equity Shares, if declared at the Meeting.
8. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN to the Company / M/s. Karvy Computershare Pvt. Ltd.
9. Members holding shares in single name and physical form are advised to make nomination in respect of their shareholding in the Company.
10. Members who hold shares in physical form in multiple folios in identical names or joint holding in the same order of names are requested to send the share certificates to M/s. Karvy Computershare Pvt. Ltd., for consolidation into a single folio.
11. Members who have not registered their e-mail addresses so far are requested to register their e-mail address for receiving all communication including Annual Report, Notices, Circulars, etc. from the Company electronically.

12. Members are requested to send their queries to the Company, if any on Accounts at least 10 days before the Meeting.

13. E-Voting:

The Company is pleased to provide E-voting facility through M/s. Karvy Computershare Private Limited as an alternative, for all members of the Company to enable them to cast their votes electronically on the resolutions mentioned in the notice of 25th Annual General Meeting of the Company dated 08.08.2018 (the AGM Notice). The Company has appointed Mr. Roy Jacob, Practicing Company Secretary, as the Scrutinizer for conducting the e-voting process in a fair and transparent manner. E-voting is optional. The E-voting rights of the shareholders/beneficial owners shall be reckoned on the equity shares held by them as on 17.09.2018 being the Cut-off date for the purpose. Shareholders of the Company holding shares either in physical or in dematerialized form, as on the Cut-off date, may cast their vote electronically.

The instructions for E-Voting are as under:

**PROCEDURE AND INSTRUCTIONS FOR E-VOTING**

The procedure and instructions for e-voting are as follows

- i) Open your web browser during the voting period and navigate to 'https://evoting.karvy.com'
- ii) Enter the login credentials (i.e., user-id & password) mentioned in the Cover Letter. Your folio/DP Client ID will be your User-ID.

<b>User – ID</b>	For Members holding shares in Demat Form:- a) For NSDL :- 8 Character DP ID followed by 8 Digits Client ID b) For CDSL :- 16 digits beneficiary ID For Members holding shares in Physical Form:- • Event no. followed by Folio Number registered with the company
<b>Password</b>	Your Unique password is printed on the cover letter / via email forwarded through the electronic notice
<b>Captcha</b>	Enter the Verification code i.e., please enter the alphabets and numbers in the exact way as they are displayed for security reasons.

- iii) Please contact our toll free No. 1-800-34-54-001 for any further clarifications.
- iv) **Members can cast their vote online from 21.09.2018 @ 9 A.M. to 23.09.2018 @ 6 P.M.**
- v) After entering these details appropriately, click on "LOGIN".
- vi) Members holding shares in Demat/Physical form will now reach Password Change menu wherein they are required to mandatorily change their login password in the new password field. The new password has to be minimum eight characters consisting of at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character. Kindly note that this password can be used by the Demat holders for voting for resolution of any other Company on which they are eligible to vote, provided that Company opts for e-voting through Karvy Computershare Private Limited e-Voting platform. System will prompt you to change

your password and update any contact details like mobile #, email ID etc on 1st login. You may also enter the Secret Question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

- vii) You need to login again with the new credentials.
- viii) On successful login, system will prompt to select the 'Event' i.e., 'Ravi Kumar Distilleries Limited'.
- ix) If you are holding shares in Demat form and had logged on to "https://evoting.karvy.com" and casted your vote earlier for any company, then your exiting login id and password are to be used.
- x) On the voting page, you will see Resolution Description and against the same the option 'FOR / AGAINST / ABSTAIN' for voting. Enter the number of shares (which represents number of votes) under 'FOR / AGAINST / ABSTAIN' or alternatively you may partially enter any

number in 'FOR' and partially in 'AGAINST', but the total number in 'FOR/AGAINST' taken together should not exceed your total shareholding. If the shareholder do not wants to cast, select 'ABSTAIN'

- xi) After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- xii) Once you 'CONFIRM' your vote on the resolution, you will not be allowed to modify your vote.

Corporate / Institutional Members (corporate / Fls / Flls / Trust / Mutual Funds / Banks, etc) are required to send scan (PDF format) of the relevant Board resolution to the Scrutinizer through e-mail to cs@ravikumardistilleries.com with copy to evoting@karvy.com and royjacobandco@gmail.com. The file scanned image of the Board Resolution should be in the naming format "Ravi Kumar Distilleries Limited Event no. \_\_\_\_".

## **EXPLANATORY STATEMENT PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013 AND RULE 22 OF THE COMPANIES (MANAGEMENT AND ADMINISTRATION) RULES, 2014:**

### **ITEM NO.4**

As the Corporate office, factory and majority of employees of the Company are located in and around Puducherry and in order to transform the Company into a cost-efficient business and to bring the Registered Office closer to administrative control, it is proposed to shift the registered office of the Company from the State of Tamil Nadu to the State of Puducherry. The Board of Directors is of the view that the proposed shifting of the registered office would improve the access to the Management and resources and facilitate carrying on the business of the Company more advantageously, efficiently, economically and conveniently.

The proposed shifting of registered office would also enable the Company to avail the expertise of the management, operational matters and availability of other means to enhance the operational efficiency of the Company.

The shifting of registered office and alteration of clause II of the Memorandum of Association as proposed is subject to passing Special resolution by the Members of the Company as per Provisions of Section 13 of the Companies Act, 2013 and subject confirmation of Regional Director, Ministry of Corporate Affairs, Southern Region, Head Quarters at Chennai having jurisdiction over the State of Tamil Nadu.

The Directors of the Company recommend this resolution to be passed as a Special Resolution.

None of the Directors of the Company are interested in the proposed resolution except to the extent of shares held in the Company.

### **ITEM NO.5**

The Board of Directors on the recommendation of Nomination and Remuneration Committee and based on the performance

of Mr. R.V Ravikumar , at its meeting held on 08th August, 2018 passed resolution for re-appointment of Mr. R.V Ravikumar as Managing Director of the Company for a period of 5 years ( not liable to retire by rotation) subject to approval of members at Annual General meeting.

The remuneration proposed to be paid to Mr. R.V Ravikumar and the perquisites proposed to be provided to him are set out below:

#### **Category-A**

- i. Basic Salary: 2,00,000/- per month (with annual increment not exceeding 20% of previous year basic salary).
- ii. Expenses on electricity, gas and water of the residential accommodation.
- iii. Reimbursement of medical expenses for self and family subject to a ceiling of one month's salary in a year.
- iv. Leave travel concession for self and family once in a year in accordance with the rules specified by the Company.
- v. Personnel accident insurance premium not to exceed Rs. 20,000/- per annum.

#### **Category-B**

- i. Contribution of Provident Fund, Superannuation fund or Annuity fund to the extent these either singly or put together are not taxable under the Income Tax Act, 1961.
- ii. Gratuity at half a month's salary for each completed year of service.
- iii. Encashment of leave at the end of the tenure.

#### **Others**

- i. Provision of car for use of Company's business and telephone at residence will not be considered as perquisites. Personal long distance calls on telephone and

use of car for private purpose shall be billed by the Company to the Managing Director.

- ii. The Managing Director shall be entitled to reimbursement of all actual expenses or charges including travel expenses incurred by him for and on behalf of Company, in furtherance of its business and objects.
- iii. For the purpose of calculating the value of perquisite hereinabove, the same shall be evaluated as per Income Tax Rules wherever applicable.

Annual increment of Remuneration of Mr. R.V Ravikumar will be determine on annual basis by the Board or the Committee as its sole discretion.

Except Mr. Badrinath S Gandhi and Mrs. S. Vijayalakshmi none of the other Directors/Key Managerial Personnel of the Company/their relatives are in any way, concerned or interested, financially or otherwise in the resolution except to the extent to their shareholding in the Company, if any.

The board recommended the resolution set forth in item no. 5 for the approval of members.

#### **ITEM NO.6**

The Board of Directors on the recommendation of Nomination and Remuneration Committee and based on the performance of Mr. Badrinath S Gandhi , at its meeting held on 08th August, 2018 passed resolution for re-appointment of Mr. Badrinath S Gandhi as Whole Time Director ( Designated as Executive Director) of the Company for a period of 5 years ( not liable to retire by rotation) subject to approval of members at Annual General meeting.

The remuneration proposed to be paid to Mr. Badrinath S Gandhi and the perquisites proposed to be provided to him are set out below:

#### **Category-A**

- vi. Basic Salary: 1,00,000/- per month (with annual increment not exceeding 20% of previous year basic salary).
- vii. Expenses on electricity, gas and water of the residential accommodation.

viii. Reimbursement of medical expenses for self and family subject to a ceiling of one month's salary in a year.

ix. Leave travel concession for self and family once in a year in accordance with the rules specified by the Company.

#### **Category –B**

- iv. Contribution of Provident Fund, Superannuation fund or Annuity fund to the extent these either singly or put together are not taxable under the Income Tax Act, 1961.
- v. Gratuity at half a month's salary for each completed year of service.
- vi. Encashment of leave at the end of the tenure.

#### **Others**

- iv. Provision of car for use of Company's business and telephone at residence will not be considered as perquisites. Personal long distance calls on telephone and use of car for private purpose shall be billed by the Company to the Executive Director.
- v. The Executive Director shall be entitled to reimbursement of all actual expenses or charges including travel expenses incurred by him for and on behalf of Company, in furtherance of its business and objects.
- vi. For the purpose of calculating the value of perquisite hereinabove, the same shall be evaluated as per Income Tax Rules wherever applicable.

Annual increment of Remuneration of Mr. Badrinath S Gandhi will be determine on annual basis by the Board or the Committee as its sole discretion.

Except Mr. R.V Ravikumar and Mrs. S. Vijayalakshmi none of the other Directors/Key Managerial Personnel of the Company/their relatives are in any way, concerned or interested, financially or otherwise in the resolution except to the extent to their shareholding in the Company, if any.

The board recommended the resolution set forth in item no. 6 for the approval of members.

## ANNEXURE TO NOTICE

DETAILS OF DIRECTOR SEEKING APPOINTMENT / REAPPOINTMENT IN ANNUAL GENERAL MEETING FIXED ON 24th SEPTEMBER, 2018

Name of the director	<b>Mr. R.V Ravikumar</b>	<b>Mr. Badrinath S Gandhi</b>	<b>Mrs. S. Vijyalakshmi</b>
Date of Birth	17.12.1955	01.03.1961	02.11.1972
Educational Qualification	Matriculation	D.E., D.C.A., D.S.A. D.P.	B.Sc., (Chemistry)
Expertise in specific functional areas	Business - Manufacturing of Liquor	Industrial Management	Blending of Liquor
Directorship in other Indian Public Listed Companies as on 31.03.2018	Nil	Nil	Nil
Chairman/Member of the Committees of the Board of other Indian Public Limited Companies as on 31.03.2018	Nil	Nil	Nil
No. of Shares held in the Company	55,08,976 Shares	Nil	988 shares
Disclosure in terms of Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015	Except Mrs. Vijyalakshmi and Mr. Badrinath S Gandhi, none of the Directors & KMP or their relatives are related to Mr. R.V Ravikumar	Except Mr. R.V. Ravikumar and Mrs. S. Vijyalakshmi, none of the Directors & KMP or their relatives are related to Mr. Badrinath Gandhi	Except Mr. R.V Ravikumar and Mr. Badrinath S Gandhi, none of the Directors & KMP or their relatives are related to Mrs. Vijyalakshmi

Note: Pursuant to Regulation 23 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 for the purpose of determining the limit, chairpersonship and membership in Audit Committee and Stakeholder Relationship Committee has been considered.

By order of the Board of Director

Place: Mumbai  
Date : 08.08.2018

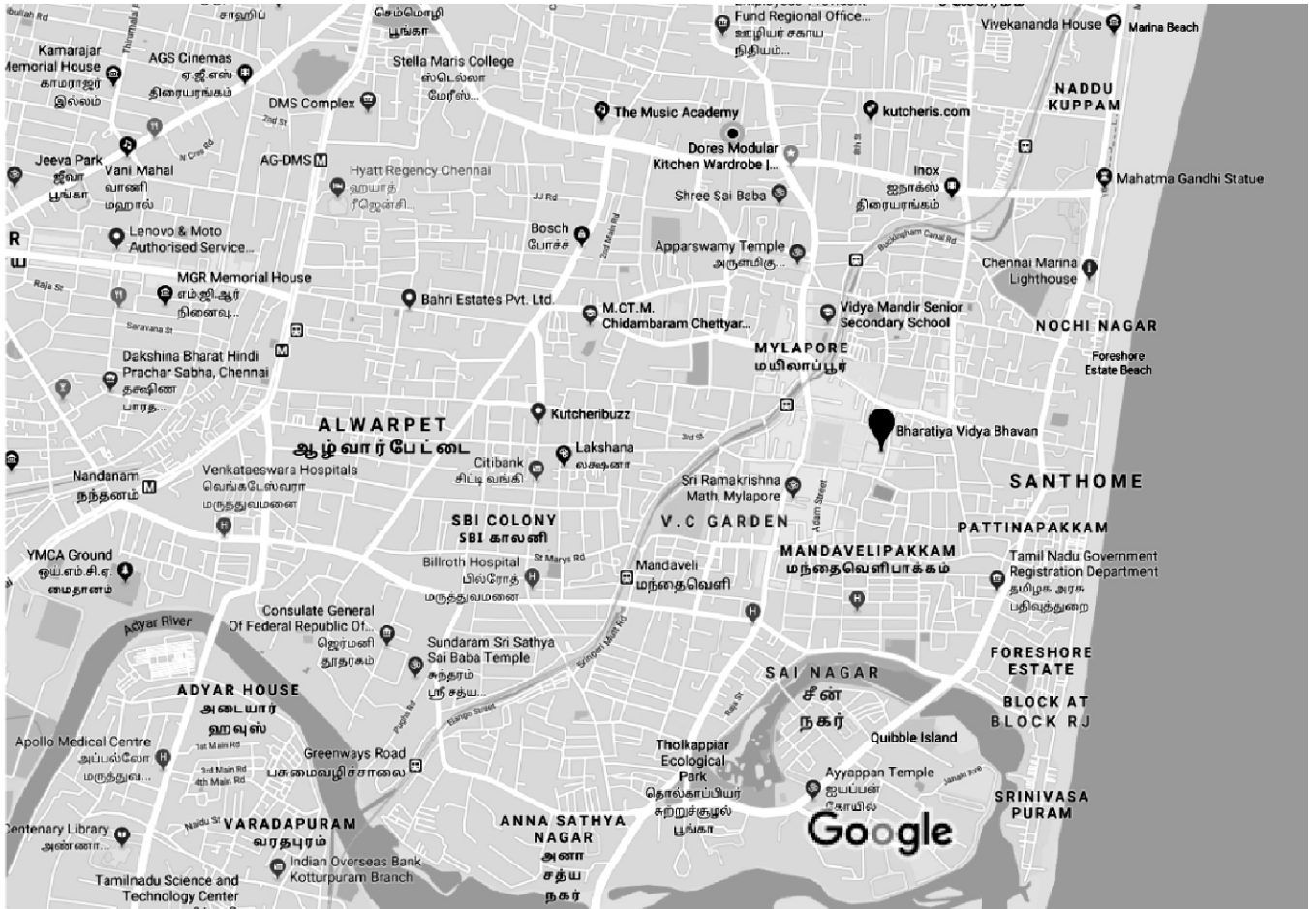
**R.V. Ravikumar**  
Managing Director  
(DIN: 00336646)

**Registered Office:**

S1 & S2, Second Floor, 'B' Block,  
"Ameen Manors"  
No.138, Nungambakkam High Road,  
Nungambakkam, Chennai – 600 034.



## ROUTE MAP TO THE VENUE OF THE TWENTY FIFTH ANNUAL GENERAL MEETING





# RAVI KUMAR DISTILLERIES LIMITED

(CIN: L51909TN1993PLC025981)

Regd. Office: S1 & S2, Second Floor, B Block, "Ameen Manors" No.138, Nungambakkam High Road  
Nungambakkam, Chennai – 600 034, India. Tel No: 044-28332087  
E-mail : cs@ravikumardistilleries.com Website : www.ravikumardistilleries.com

## ATTENDANCE SLIP

(To be presented at the entrance)

Name of Shareholders \_\_\_\_\_ DP ID\* : \_\_\_\_\_  
Registered Address \_\_\_\_\_ CLIENT ID\* : \_\_\_\_\_  
\_\_\_\_\_ FOLIO NO : \_\_\_\_\_  
\_\_\_\_\_ NO.OF SHARES : \_\_\_\_\_

I hereby record my presence at the 25th Annual General Meeting of the Company at Bharathiya Vidya Bhavan, 8/12, East Mada Street, Mylapore, Chennai – 600 004 on Monday 24th September, 2018 at 3 p.m.

**Note: Please fill up this attendance slip and hand it over at the entrance of the meeting hall. Members are requested to bring their copies of Annual Report to the meeting.**

\*Applicable for investors holding shares in electronic form.

Signature of the Shareholder /  
Proxy



# RAVI KUMAR DISTILLERIES LIMITED

(CIN: L51909TN1993PLC025981)

Regd. Office: S1 & S2, Second Floor, B Block, "Ameen Manors" No.138, Nungambakkam High Road  
Nungambakkam, Chennai – 600 034, India. Tel No: 044-28332087  
E-mail : cs@ravikumardistilleries.com Website : www.ravikumardistilleries.com

## PROXY FORM

(Pursuant to Section 105 (6) of the Companies Act, 2013 read with Rule 19 (3) of the Companies  
(Management and Administration) Rules, 2014)

Name of the Member(s):
Registered address:
E-mail Id:
Folio No. / Client ID: DP ID:

I/We being the member(s) of \_\_\_\_\_ shares of the above named Company hereby appoint:

- (1) Name : .....  
Address : .....  
E-mail Id : ..... or failing him;
- (2) Name : .....  
Address : .....  
E-mail Id : ..... or failing him;
- (3) Name : .....  
Address : .....  
E-mail Id : .....

And whose signature(s) are appended below as my /our proxy to attend and vote (on poll) for me /us/on my/our behalf at the **25TH ANNUAL GENERAL MEETING** of the Company to be held on Monday, 24th September 2018 at 3 p.m. at Bharathiya Vidya Bhavan, 8/12, East Mada Street, Mylapore, Chennai – 600 004 and at any adjournment thereof in respect of such resolutions as are indicated below:

\*\* I wish my above Proxy to vote in the manner as indicated in the box below:

Signed this ..... day of ..... 2018.

Signature of the Shareholder .....

Affix Re.1 Revenue Stamp Shareholder
--

Signature of first proxy holder

Signature of second proxy holder

Signature of third proxy holder



Resolution No.	Resolutions	For	Against
	<b>Ordinary Business</b>		
1.	Consider and adopt Audited Financial Statement, Reports of the Board of Directors and Auditors.		
2.	Re-appointment of Mrs. S. Vijayalakshmi who retires by rotation.		
3.	Appointment of Statutory Auditors and fixing their remuneration.		
	<b>Special Business</b>		
4.	Shifting of Registered Office from Chennai to Puducherry.		
5.	Re-appointment of Mr. R.V Ravikumar as Managing Director.		
6.	Re-appointment of Mr. Badrinath S Gandhi as Whole Time Director.		

**Notes:**

- (1) This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company not less than 48 hours before the commencement of the meeting.
- (2) A Proxy need not be a member of the Company.
- (3) A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than 10% of the total share capital of the Company carrying voting rights. A member holding more than 10% of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.
- (4) This is only optional. Please put a 'X' in the appropriate column against the resolutions indicated in the Box. If you leave the 'For' or 'Against' column blank against any or all the resolutions, your Proxy will be entitled to vote in the manner as he/she thinks appropriate.
- (5) Appointing a proxy does not prevent a member from attending the meeting in person if he/she so wishes.
- (6) In the case of joint holders, the signature of any one holder will be sufficient, but names of all the joint holders should be stated.

Signed this ..... day of ..... 2018.

Signature of the Shareholder .....

Signature of first proxy holder

Signature of second proxy holder

Signature of third proxy holder

\*Applicable for investors holding shares in electronic form.

Signature of the Shareholder /  
Proxy

## Form No. MGT-12

### Polling Paper

[Pursuant to section 109(5) of the Companies Act, 2013 and rule 21(1)(c) of the Companies (Management and Administration) Rules, 2014]

### RAVI KUMAR DISTILLERIES LIMITED

(CIN No: L51909TN1993PLC025981)

**Registered Office:** "Ameen Manors", S1 & S2, Second Floor, B Block, No.138, Nungambakkam High Road, Nungambakkam, Chennai 600 034, India. Phone: 044-28332087

Email: cs@ravikumardistilleries.com ; Website: www.ravikumardistilleries.com

## BALLOT PAPER

Sl. No	Particulars	Details
1.	Name of the First Named Shareholder (In block letters)	
2.	Postal address	
3.	Registered folio No. / *Client ID No. (*Applicable to investors holding shares indematerialized form)	
4.	No. of Shares	

I hereby exercise my/our vote in respect of resolutions enumerated below by recording my/our assent or dissent to the said resolution in the following manner:

No.	Item No.	No. of Shares Held by me	I assent to the resolution (For)	I dissent from the resolution (Against)
1.	Consider and adopt the Audited Financial Statement, Reports of the Board of Directors and Auditors for the financial year ended 31st March 2018 thereon.			
2.	Re-appointment of Mrs. S Vijayalakshmi who retires by rotation.			
3.	Appointment of Auditors M/s. Ramanand & Associates and to fix their remuneration.			
	<b>Special Business:</b>			
4.	Shifting of Registered Office from Chennai to Puducherry.			
5.	Re-Appointment of Mr. R.V. Ravikumar, Managing Director			
6.	Re-Appointment of Mr. Badrinath S Gandhi as Wholetime Director.			



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E-mail : cs@ravikumardistilleries.com Website : www.ravikumardistilleries.com

Sl.No

Name & Registered Address :  
of the Sole / First named Member

Name(s) of the Joint Member(s) if any :

Registered Folio No. / DP & Client ID No. :

Number of Shares held

Dear Shareholder(s)

Please find enclosed the Notice convening the **25th Annual General Meeting (AGM)** of the Members of (the Company) to be held on **Monday, the 24th September 2018 at 3 p.m.** at Bharathiya Vidya Bhavan, 8/12, East Mada Street, Mylapore, Chennai – 600 004. The Company is offering e-voting facility to its Members enabling them to cast their votes electronically. The Company has appointed Karvy Computershare Private Limited ('KCPL' 'Karvy' or 'Service Provider') for facilitating e-voting to enable the Members to cast their votes electronically pursuant to Section 108 of the Companies Act, 2013 and Rule 20 of Companies (Management and Administration) Rules, 2014 and as per Listing Agreement with the Stock Exchanges.

**In this regard, please turn over for detailed process and manner for e-voting:**

## ELECTRONIC VOTING PARTICULARS

EVEN (E Voting Event Number)	User ID	Password /PIN

Enter the verification code i.e., please enter the alphabets and numbers in the exact way as they are displayed for security reasons.

**The instructions for e-voting are as under:**

- (A) In case a Member receiving an email of the AGM Notice from Karvy [for Members whose email IDs are registered with the Company/ Depository Participant(s)]:
- i) Launch internet browser by typing the URL: <https://evoting.karvy.com>.
  - ii) Enter the login credentials (i.e., User ID and password mentioned below). Event No. followed by Folio No. / DP ID-Client ID will be your User ID. However, if you are already registered with Karvy for e-voting, you can use your existing User ID and password for casting your vote.
  - iii) After entering these details appropriately, Click on "LOGIN".
  - iv) You will now reach password change Menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character (@, #, \$, etc.). The system will prompt you to change your password and update your contact details like mobile number, email ID, etc. on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential.
  - v) You need to login again with the new credentials.
  - vi) On successful login, the system will prompt you to select the "EVENT" i.e., Ravi Kumar Distilleries Limited .
  - vii) On the voting page, enter the number of shares (which represents the number of votes) as on the Cut Off Date under "FOR/AGAINST" or alternatively, you may partially enter any number in "FOR" and partially in "AGAINST" but the total number in "FOR/AGAINST" taken together should not exceed your total shareholding as mentioned therein. You may also choose the option ABSTAIN. If the shareholder does not indicate either "FOR" or "AGAINST" it will be treated as "ABSTAIN" and the shares held will not be counted under either head.
  - viii) Shareholders holding multiple folios/demat accounts shall choose the voting process separately for each folios/demat accounts.
  - ix) Voting has to be done for each item of the Notice separately. In case you do not desire to cast your vote on any specific item it will be treated as abstained.
  - x) You may then cast your vote by selecting an appropriate option and click on "Submit".
  - xi) A confirmation box will be displayed. Click "OK" to confirm else "CANCEL" to modify. Once you confirm, you will not be allowed to modify your vote. During the voting period, Members can login any numbers of times till they have voted on the Resolution(s).
  - xii) Corporate/Institutional Members (i.e. other than Individuals, HUF, NRI, etc.) are also required to send scanned certified true copy (PDF Format) of the Board Resolution/Authority Letter, etc. together with attested specimen signature(s) of the duly authorized representative(s), to the Scrutinizer at e-mail ID [royjacobandco@gmail.com](mailto:royjacobandco@gmail.com) with a copy marked to [evoting@karvy.com](mailto:evoting@karvy.com). The scanned image of the above mentioned documents should be in the naming format "Corporate Name\_EVENT NO."
  - xiii) In case a person has become the Member of the Company after the dispatch of AGM Notice but on or before the cut-off date i.e. **17th September 2018**, may write to the Karvy on the email Id: [evoting@karvy.com](mailto:evoting@karvy.com) or to Ms. C. Shobha Anand, Contact No. 040-67162222 at [Unit: Ravi Kumar Distilleries Limited] Karvy Computershare Private Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032, requesting for the User ID and Password. After receipt of the above credentials, please follow all the steps from Sr. No.(i) to (xii) as mentioned in (A) above, to cast the vote.
- B. In case of Members receiving physical copy of the AGM Notice by Post [for Members whose email IDs are not registered with the Company/Depository Participant(s)]:
- i). **User ID and initial password as provided below.**
  - ii). Please follow all steps from Sr. No. (i) to (xiii) as mentioned in (A) above, to cast your vote.
- C. The e-voting period commences on **Friday, the 21st September, 2018 at 9:00 A.M. and ends on Sunday, the 23rd September, 2018 at 6.00 P.M.** During this period, the Members of the Company holding shares in physical form or in dematerialized form, as on the cut-off date being **Monday, 17th September, 2018**, may cast their vote by electronic means in the manner and process set out hereinabove. The e-voting module shall be disabled for voting thereafter. Once the vote on a resolution is cast by the Member, the Member shall not be allowed to change it subsequently. Further, the Members who have casted their vote electronically shall not vote by way of poll, if held at the Meeting.
- D. In case of any query pertaining to e-voting, please visit Help & FAQ's section of <https://evoting.karvy.com>. (Karvy's website).
- E. The voting rights of the Members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date being **Monday, 17th September, 2018**.
- F. The Company has appointed Mr. Roy Jacob, Practicing Company Secretary (Membership No.18815) as a **Scrutinizer** to scrutinize the e-voting process in a fair and transparent manner.
- G. The Scrutinizer shall, immediately after the conclusion of the voting at the AGM, first count the votes cast at the meeting, thereafter unblock the votes cast through e-voting in the presence of at least two (2) witnesses not in the employment of the Company and make, not later than 3 days of conclusion of the meeting, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Managing Director of the Company.
- H. The Results on resolutions shall be declared on or after the Annual General Meeting of the Company and the resolution(s) will be deemed to be passed on the Annual General Meeting date subject to receipt of the requisite number of votes in favour of the Resolution(s).
- I. The Results declared along with the Scrutinizer's Report(s) will be available on the website of the Company(website) and Service Provider's website (<https://evoting.karvy.com>) and the communication will be sent to the BSE Limited and the National Stock Exchange of India Limited.

