



VINATI ORGANICS LIMITED

(CIN: L24116MH1989PLC052224)

Regd. Office: B-12 & B-13/1, MIDC Industrial Area, Dist. Raigad,
Mahad – 402 309, Maharashtra, India

Email: shares@vinatiorganics.com, Website: www.vinatiorganics.com

Tel No.: 022-61240444/428, Fax No.: 022-61240438

NOTICE 31ST ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT the 31st Annual General Meeting ("AGM") of VINATI ORGANICS LIMITED will be held on Saturday, 26th September, 2020 at 11.00 A.M. IST through Video Conferencing (VC)/Other Audio-Visual Means (OAVM), in accordance with the General Circular No. 14/2020 dated April 8, 2020, General Circular No. 17/2020 dated April 13, 2020 and General Circular No. 20/2020 dated May 5, 2020 Issued by the Ministry of Corporate Affairs ("MCA") and other applicable circulars issued by Securities and Exchange Board of India ("SEBI") (collectively referred to as "Relevant Circulars") to transact business as detailed in the Notice dated 1st August 2020. Members will be able to attend the AGM through VC/OAVM. We have completed mailing of Notice to the Members individually together with the Audited Financial Statements for the year ended 31st March 2020, Auditors' Report and Directors' Report, on September 2, 2020 electronically, to those members who have registered their e-mail addresses with the Depositories/Company. These documents are also available on the Investor Section of Company's website at www.vinatiorganics.com and on the website of Stock Exchanges i.e. BSE Limited and the National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com respectively and on the website of the Company's Registrar and Transfer Agent, Sharex Dynamic India Pvt. Ltd. ("Sharex") at www.sharexindia.com.

Book Closure and Payment of Dividend

NOTICE IS ALSO HEREBY GIVEN pursuant to Section 91 of the Companies Act, 2013 and Regulation 42 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, that the Register of Members and the Share Transfer Books of the Company will remain closed from **Saturday, September 19, 2020 to September 26, 2020** (both days inclusive), to determine the Members entitled to receive the final dividend for the year ended 31st March, 2020 as well as for the purpose of AGM.

The final dividend @ 0.50/- Paise per share of Re. 1/- each, after declaration at the Annual General Meeting; will be paid to those Members whose names will appear in the Register of Members of the Company as on the close of Friday, September 18, 2020 and/or the Register of beneficial owners maintained by the Depositories as on the close of Friday, September 18, 2020.

Voting through Electronic Mode

In accordance with Section 108 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014, Secretarial Standard 2 on General Meetings and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the items of business to be transacted at the Meeting may be transacted through electronic means. The Company is pleased to provide E-Voting facility to all its Members to exercise their right to vote on the resolutions through E-Voting platform provided by National Securities Depositories Limited ("remote e-voting"). The members, whose names appear in the register of the Members / list of Beneficial Owners as on the **cut-off date i.e. Saturday, September 19, 2020** are entitled to avail the facility of remote e-voting. Eligible members who have acquired shares after the completion of mailing of the Annual Report 2020 and holding shares as on the **cut-off date i.e. Saturday, September 19, 2020** may approach the Company for issuance of the User ID and Password for exercising their right to vote by electronic means. The detailed procedure for obtaining User ID and Password is also provided in the Notice of the meeting and which is available on the Company's website. Members are requested to follow the instructions available in the AGM Notice dated August 1, 2020, which can also be downloaded from Investor Section of the Company's website at www.vinatiorganics.com.

The **remote e-voting period** commences on **Wednesday, September 23, 2020 at 9.00 A.M IST** and will end on **Friday, September 25, 2020 at 5.00 P.M. IST**. The Members will not be able to cast their vote through remote e-voting after the said date and time. In case of any query or grievance, you may refer to the Frequently Asked Questions (FAQ) for shareholders available on <https://www.evoting.nsdl.com> or send e-mail to the Company Secretary at shares@vinatiorganics.com.

The Members who have cast their votes through remote e-voting may also attend the Annual General Meeting but shall not be entitled to cast their vote again. The Members who have not cast their votes through remote e-voting will be able to vote at the meeting through Insta Poll facility provided by National Securities Depository Limited ("NSDL"). The facility for voting shall be made available at the AGM through electronic voting system.

Manner of registering/updating email addresses is as below:

Members can contact their Depository Participants in case of shares held in electronic form and Sharex in case the shares held in physical form for validating/updating their e-mail address and mobile nos. including address and bank details. Members who have not registered their e-mail address and in consequence the Annual Report, Notice of AGM could not be serviced, may get their email address and mobile number registered with Sharex, by clicking the link: https://sharexindia.com/Email_Register.html for sending the same. Members are requested to follow the process as guided to capture the email address and mobile number for sending the soft copy of the Notice and e-voting instructions along with the User ID and Password. Alternatively, Members may send an e-mail request at the email id support@sharexindia.com along with scanned copy of the signed request letter providing the email address, mobile number, self-attested PAN copy and Client Master copy in case of electronic folio and copy of share certificate in case of physical shareholding. In case of any queries, Members may write to support@sharexindia.com.

Change of address / Dividend mandate:

Members holding shares in physical mode are requested to inform about change of address/dividend mandate, if any, to the Company's Registrar & Share Transfer Agent - Sharex Dynamic (India) Pvt. Ltd. C-101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai - 400 083 latest by Friday, September 18, 2020. Members holding shares in Demat mode should Inform their Depository Participants (DP) about such changes well in time.

Scrutinizer:

The Company has appointed Mr. Vijay Kumar Mishra, Practicing Company Secretary, (Membership No. 5023, COP No.4279) to act as a scrutinizer for conducting the Insta Poll and remote e-voting process in fair and transparent manner.

Inspection:

The documents referred to in the Notice of the AGM are available electronically for inspection without any fee by the Members from the date of circulation of this Notice up to the date of AGM. Members seeking to inspect such documents can send an email to shares@vinatiorganics.com.

Contact Details:

Grievances connected with remote e-voting, if any, may be addressed to the Company Secretary at Vinati Organics Limited, Secretarial Department, Parinee Crescenzo, 11th floor, 1102, "G" Block, Plot no. C-38 & C-39, Bandra-Kurla Complex, Bandra (East) Mumbai -51, Maharashtra, India. Contact Details -Tel. No. +91 22 61240444/428 Fax No. 61240428 E-Mail : shares@vinatiorganics.com

For Vinati Organics Limited

Sd/-

Milind Wagh

Company Secretary

Place: Mumbai

Date : September 7, 2020