



PEE CEE COSMA SOPE LIMITED

NOTICE TO THE 34TH ANNUAL GENERAL MEETING

Notice is hereby given that the 34th Annual General Meeting of the Members of Pee Cee Cosma Sope Limited will be held on Thursday, 30th September, 2021 at 3.30 P.M. by way of Video Conferencing (VC)/ Other Audio Visual Means ("OAVM") to transact the following businesses :

ORDINARY BUSINESS :

1. To receive, consider and adopt the Audited Financial Statements of the Company for the Financial Year ended 31st March, 2021 and the reports of the Board of Directors and Auditors thereon.
2. To declare a final dividend of 30% (Rs. 3.00 per equity share) for the year ended 31st March, 2021.
3. To appoint a Director in place of Shri Ankur Jain (DIN: 00172356), who retires by rotation and being eligible, offers himself for re-appointment. To be passed as **Special Resolution**.

SPECIAL BUSINESS :

4. To appoint Shri Ankit Jain (DIN: 05343684) as a Director of the Company and in this regard to consider and if thought fit, to pass, with or without modification(s), the following resolution as an **Ordinary Resolution** :
"Resolved that Shri Ankit Jain (DIN: 05343684) who was appointed as an Additional director of the company to hold the office till the date of conclusion of Annual General Meeting be and is hereby appointed as an ordinary Director of the Company whose office shall be liable for determination through retirement by rotation."

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

Appointment of Shri Ankit Jain as Whole Time Director

"Resolved that pursuant to the provisions of sections 196, 197, 198 and 203 read with schedule V of the Companies Act, 2013 and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), Regulation 17(6)(e) of SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015, Shri Ankit Jain be and is hereby appointed as the Whole Time Director of the Company w.e.f.20th October, 2020 for a period of 5 years on the

following remuneration:

Terms and Conditions :

1. Salary at the rate of Rs. 2,20,000 per month. Annual increment in salary, not exceeding Rs. 15,000/- per month as may be sanctioned by the Board will be effective from 1st April each year.
2. In addition to salary the Whole Time Director shall also be entitled to the following perquisites and allowances :
 - (i) **Gas, Electricity, Water and Furnishings** : The expenditure incurred by the company on Gas, electricity, water and furnishings shall be valued as per the Income Tax Rules, 1962.
 - (ii) **Medical Reimbursement** : Expenses incurred for self and his family.
 - (iii) **Leave Travel Concession** : Leave as per rules of the company. Leave Travel Concession for self and family once in a year incurred in accordance with the rules of the company.
 - (iv) **Club Fees** : Fees of clubs subject to a maximum of two clubs.
 - (v) **Medical Insurance** : Medical Insurance for self and his family.
3. For the purpose of calculating the above ceiling perquisites will be evaluated as per Income Tax Rules, 1962, wherever applicable. In the absence of any such rules, perquisites shall be evaluated at actual cost.
4. The Whole Time Director shall also be entitled for the following benefits :
 - (i) **Car** : Provision for use of Car for Company's business purposes and partly for personal or private purposes.
 - (ii) **Telephone** : Provision of Mobile phone and telephone at residence will not be considered as a perquisite but the company shall bill personal long distance calls.
 - (iii) **Entertainment Expenses** : Reimbursement of entertainment expenses actually and properly incurred for the business of the company subject to a reasonable ceiling as may be fixed from time to time.
5. In addition to aforesaid remuneration the following perquisites shall be given to Shri Ankit Jain and will not be included in the aforesaid



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remuneration :

- (i) contribution to 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 (43 of 1961);
- (ii) gratuity payable at a rate not exceeding half a month's salary for each completed year of service; and
- (iii) encashment of leave at the end of the tenure.

Shri Ankit Jain shall not be entitled to sitting fees for attending meetings of the Board or any committee or committees thereof.

The terms and conditions of the said appointment and/or agreement may be altered and varied from time to time by the Board as it may, in its discretion, deem fit, maximum amount payable to Shri Ankit Jain as a Whole Time Director in accordance with Schedule V of the Companies Act, 2013 or any amendments made thereafter in this regard.

Resolved further that aforesaid remuneration is approved for the remaining period of his term of appointment in terms of the provisions of Schedule V of the Companies Act, 2013.

Resolved further that in the event of loss, absence or inadequacy of profits, the aforesaid remuneration shall be the minimum remuneration.

Resolved further that board of Directors of the Company (including any committee/sub-committee of the Board) be and is hereby authorized to take all necessary steps to give effect to the aforesaid resolution."

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

Appointment of Shri Mayank Jain as Executive Chairman

"Resolved that in partial modification to the resolution passed by the members in the annual general meeting held on 30th September, 2020 and pursuant to the provisions of the Companies Act, 2013 and rules made thereunder, provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015, provisions of the Articles of Association of the Company, Shri Mayank Jain be and is hereby appointed as Executive Chairman of the Company w.e.f.20th October, 2020.

Resolved further that except the aforesaid change in the designation the other terms and conditions remain same as approved by the members in the annual general meeting held on 30th September, 2020.

Resolved further that in addition to the already approved remuneration in the annual general meeting held on 30th September, 2020, the following perquisites be given to Shri Mayank Jain and will not be included in the already approved remuneration :

- (i) contribution to 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 (43 of 1961);
- (ii) gratuity payable at a rate not exceeding half a month's salary for each completed year of service; and
- (iii) encashment of leave at the end of the tenure.

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

Appointment of Shri Ankur Jain as Managing Director

"Resolved that in partial modification to the resolution passed by the members in the annual general meeting held on 30th September, 2019 and pursuant to the provisions of the Companies Act, 2013 and rules made thereunder, provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015, provisions of the Articles of Association of the Company, Shri Ankur Jain be and is hereby appointed as Managing Director of the Company w.e.f.20th October, 2020.

Resolved further that except the aforesaid change in the designation the other terms and conditions remain same as approved by the members in the annual general meeting held on 30th September, 2019 and 30th September, 2020.

Resolved further that in addition to the already approved remuneration in the annual general meeting held on 30th September, 2019, the following perquisites be given to Shri Ankur Jain and will not be included in the already approved remuneration :

- (i) contribution to provident fund,



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superannuation fund or annuity fund to the extent these either singly or put together are not taxable under the Income-tax Act, 1961 (43 of 1961);

- (ii) gratuity payable at a rate not exceeding half a month's salary for each completed year of service; and
- (iii) encashment of leave at the end of the tenure.
8. To consider and, if thought fit, to pass, with or without modification(s), the following resolution as an **Ordinary Resolution** :

Alteration in the Capital Clause of Memorandum of Association

"Resolved that pursuant to the provisions of Section 61 and 64 and other applicable provisions, if any, of the Companies Act, 2013 read with the rules made thereunder (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), the consent of the members of the Company be and is hereby accorded to reclassify the Authorized Share Capital of the Company from existing Rs. 10,00,00,000 (Rupees Ten Crore) divided into 27,50,000 (Twenty Seven Lac Fifty Thousand) equity shares of Rs. 10 each aggregating Rs. 2,75,00,000 (Rupees Two Crore Seventy Five Lac) and 7,25,000 (Seven Lac Twenty Five Thousand) Preference Shares of Rs. 100 each aggregating Rs. 7,25,00,000 (Rupees Seven Crore Twenty Five Lac) to Rs. 10,00,00,000 (Rupees Ten Crore) divided into 75,00,000 (Seventy Five Lac) equity shares of Rs. 10 each aggregating Rs. 7,50,00,000 (Rupees Seven Crore Fifty Lac) and 2,50,000 (Two Lac Fifty Thousand) Preference Shares of Rs. 100 each aggregating Rs. 2,50,00,000 (Rupees Two Crore Fifty Lac).

Resolved further that Clause V of the Memorandum of Association of the Company be substituted with the following new clause :

- V. The Authorised Share Capital of the Company is Rs. 10,00,00,000 (Rupees Ten Crore) divided into 75,00,000 (Seventy Five Lac) equity shares of Rs. 10 each aggregating Rs. 7,50,00,000 (Rupees Seven Crore Fifty Lac) and 2,50,000 (Two Lac Fifty Thousand) Preference Shares of Rs. 100 each aggregating Rs. 2,50,00,000 (Rupees Two Crore Fifty Lac).

Resolved further that Board of Directors of the Company be and are hereby authorized to take all necessary steps that may be required to give effect to the aforesaid resolution."

Regd. Office:

G-10/8, Padam-Deep
Sanjay Place,
Agra-282002
Uttar Pradesh

By order of the board
**For Pee Cee Cosma
Sope Ltd.**

Mayank Jain
DIN : 00112947
Executive Chairman

Add: 119, Jaipur House
Agra- 282 010, U.P.

Date : 11.08.2021

Place : Agra

NOTES :

1. The relative Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 ("Act") relating to the Special Business to be transacted at the Annual General Meeting, is annexed hereto.
2. In view of the continuing COVID-19 pandemic, the Ministry of Corporate Affairs ("MCA") has vide its circular nos. 14/2020 and 17/2020 dated April 8, 2020 and April 13, 2020 respectively, in relation to "Clarification on passing of ordinary and special resolutions by companies under the Companies Act, 2013 and the rules made thereunder on account of the threat posed by Covid-19", circular no. 20/2020 dated May 5, 2020 in relation to "Clarification on holding of annual general meeting (AGM) through video conferencing (VC) or other audio visual means (OAVM)" and Circular no. 02/2021 dated January 13, 2021 in relation to "Clarification on holding of annual general meeting (AGM) through video conferencing (VC) or other audio visual means (OAVM)" (collectively referred to as "MCA Circulars") and Securities and Exchange Board of India ("SEBI") vide its circular no. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 in relation to "Additional relaxation in relation to compliance with certain provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 – Covid-19 pandemic" and circular no. SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021 in relation to "Relaxation from compliance with certain provisions of the SEBI (Listing Obligations and Disclosure Requirements)



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Regulations, 2015 due to the CoVID -19 pandemic” (collectively referred to as “SEBI Circulars”) permitted the holding of the Annual General Meeting (“AGM”) through VC / OAVM, without the physical presence of the Members at a common venue. In compliance with the MCA Circulars and SEBI Circulars, the AGM of the members of the Company is being held through VC / OAVM. **The registered office of the Company shall be deemed to be the venue for the AGM.**

3. Pursuant to the provisions of the Companies Act, 2013 (“Act”) a Member entitled to attend and vote at the AGM 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 AGM is being held pursuant to the MCA Circulars and SEBI Circulars through VC / OAVM, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence the Proxy Form, Attendance Slip and route map of the AGM are not annexed to this Notice.
4. The Company has fixed Thursday, 23rd September, 2021 as the ‘Record Date’ for determining entitlement of members to final dividend for the Financial year ended March 31, 2021, if approved at the AGM.
5. Institutional / Corporate shareholders (i.e. other than individuals, HUF, NRI, etc.) are required to send a scanned copy (PDF / JPG Format) of their respective Board or governing body Resolution / Authorization etc., authorizing their representative to attend the AGM through VC / OAVM on their behalf and to vote through remote e-Voting. The said Resolution / Authorization shall be sent to the Scrutinizer by e-mail on its registered e-mail address to **rndregular@gmail.com** with a copy marked to **evoting@nsdl.co.in**
If the final dividend, as recommended by the Board of Directors, is approved at the AGM, payment of such dividend subject to deduction of tax at source will be made within 30 days of declaration of dividend, to shareholders as under:
 - i. To all Beneficial Owners in respect of shares held in dematerialized form as per the data as may be made available by the National Securities Depository Limited (“NSDL”) and the Central Depository Services (India) Limited (“CDSL”), collectively

“Depositories”, as of end of day on Thursday, 23rd September 2021;

- ii. To all Members in respect of shares held in physical form after giving effect to valid transmission or transposition requests lodged with the Company as of the close of business hours Thursday, 23rd September 2021.
6. The 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 Notice. The facility of participation at the AGM through VC/OAVM will be made available for 1000 members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more share holding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the AGM without restriction on account of first come first served basis.
7. 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 Companies Act, 2013.
8. Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (as amended), and the Circulars issued by the Ministry of Corporate Affairs dated April 08, 2020, April 13, 2020 and May 05, 2020 the Company is providing facility of remote e-voting to its Members in respect of the business to be transacted at the AGM. For this purpose, the Company has entered into an agreement with National Securities Depository Limited (NSDL) for facilitating voting through electronic means, as the authorized agency. The facility of casting votes by a member using remote e-voting system as well as venue voting on the date of the AGM will be provided by NSDL.
9. In line with the Ministry of Corporate Affairs (MCA) Circular, the Notice calling the AGM along with Annual Report 2020-21 has been uploaded on the website of the Company at **www.doctorsoap.com** The Notice can also be



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accessed from the websites of the Stock Exchange i.e. BSE Limited at www.bseindia.com and the AGM Notice is also available on the website of NSDL (agency for providing the Remote e-Voting facility) i.e. www.evoting.nsdl.com Shareholders are requested to follow the process as guided below to enable the Company 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 :

Physical Holding: Member may send an e-mail request to the Company at pccsmalisting@doctorsoap.com its RTA - Skyline Financial Services Pvt Ltd. at info@skylinerta.com along with

- scanned copy of the signed request letter mentioning your Name, Folio Number, Scanned copies of share certificates(both sides), complete address, email address and mobile number, and
- scanned copy of self-attested PAN card and Aadhar card

Demat Holding : Members holding shares in dematerialized mode are requested to register / update their email addresses with their relevant Depository Participant.

Alternatively, (for temporary registration for forthcoming 34th AGM only) member may follow the process mentioned above under- Physical Holding and send 16 digit DPID & Client ID in place of Folio No. along with scanned copy of self-attested Client Master copy or consolidated Demat Account Statement.

In case of any queries / difficulties in registering the e-mail address, Members may write to pccosmalisting@doctorsoap.com or info@skylinerta.com.

10. The Register of Members and Share Transfer Books of the Company will remain closed from Thursday, 23rd September 2021 to Thursday, 30th September 2021 (both days inclusive).
11. A. Members holding shares in physical form are requested to notify/send the following to the Registrar & Transfer Agent (RTA) of the Company M/s Skyline Financial Services Pvt Ltd., D-153/A, 1st Floor, Okhla Industrial Area, Phase-I, New Delhi- 110 020; Phone No. 011-26812682-83:-
 - i) **Their bank account details** in order to receive payment of dividend through electronic mode,

Name	Bank Name	Bank A/c No	Branch Address	IFSC Code
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- ii) **Their email id**, in case the same have not been sent earlier, for the purpose of receiving the communication electronically,
 - iii) **Any change in their address/e-mail id/ECS mandate/ bank details, share certificate(s)**, held in multiple accounts in identical names or joint accounts in the same order of names, for consolidation of such shareholding into one account.
- B. Members holding shares in dematerialized form are requested to notify to their Depository Participant :
- i) **Their email id.**
 - ii) All changes with respect to their address, email id, ECS mandate and bank details.
- C. Kindly note that as per SEBI Circular CIR/MRD/DP/10/2013 dated March 21, 2013 it is mandatory for the company to print the bank account details of the investors in dividend payment instrument. Hence, you are requested to register/ update **your correct bank account details with the Company/RTA/Depository Participant, as the case may be.**
12. The Securities and Exchange Board of India has notified that the shareholders/ transferee of shares (including joint holders) holding shares in physical form are required to furnish a certified copy of their Income Tax Permanent Account Number (PAN) card to the Company / RTA while transacting in the securities market including transfer, transmission or any other corporate action. Accordingly, all the shareholders/ transferee of shares (including joint holders) in physical form are requested to furnish a certified copy of their PAN Card to the company/ RTA while transacting in the securities market including transfer, transmission or any other corporate action.
 13. All dividends remaining unclaimed and unpaid for a period of seven years from the date it is lying in the unpaid dividend account, is required to be transferred to the Investor Education and Protection Fund (IEPF) of the Central Government. Members may please note that no claim shall lie against the Company in respect of dividend which remain unclaimed and unpaid for a period of seven years from the date it is lying in the unpaid dividend account. However, this amount can be claimed from IEPF Authorities



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only after complying with the procedure specified for it. Further, the information regarding unclaimed dividend in respect of dividends declared up to the financial year 2019-20 and updated upto the date of 33rd AGM held on 30th September 2020 has been uploaded on the website of the Company www.doctorsoap.com under 'Investor' section. The said information was also filed with MCA which is available on their website at www.iepf.gov.in. Further, as per the requirement of Section 124(2) of the Act, the Company has uploaded the details of unclaimed dividend in respect of dividend declared during the financial year 2019-20, on the website of the Company. Shareholders may kindly check the said information and if any dividend amount is appearing as unpaid against their name, they may lodge their claim, duly supported by relevant documents to the Company. Also, in terms of Section 124(6) of the Act, read with Rule 6 of the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, (as amended from time to time) **shares** on which dividend has not been paid or claimed by a shareholder for a period of seven consecutive years or more are required to be credited to the Demat Account of Investor Education and Protection Fund Authority (IEPFA) within a period of thirty days of such shares becoming due to be so transferred. Accordingly, equity shares which were/ are due to be so transferred, have been/ shall be transferred by the Company to the Demat Account of IEPFA. Upon transfer of such shares, all benefits (like bonus, etc.), if any, accruing on such shares shall also be credited to the Demat Account of IEPFA and the voting rights on such shares shall remain frozen till the rightful owner claims the shares. Shares which are transferred to the Demat Account of IEPFA can be claimed back by the shareholder from IEPFA by following the procedure prescribed under the aforesaid rules. Details of shares transferred to the Demat Account of IEPFA have been uploaded by the company on its website at www.doctorsoap.com. Shareholders may kindly check the same and claim back their shares. **Therefore, it is in the interest of shareholders to regularly claim the dividends declared by the Company.**

- Members may note that the Income-tax Act, 1961, ("the IT Act") as amended by the Finance

Act, 2020, mandates that dividends paid or distributed by a company after April 1, 2020 shall be taxable in the hands of members. The Company shall therefore be required to deduct tax at source ("TDS") at the time of making the payment of final dividend. In order to enable us to determine the appropriate TDS rate as applicable, members are requested to submit relevant documents, as specified in the below paragraphs, in accordance with the provisions of the IT Act.

For Resident Shareholders, Taxes will be deducted at source under section 194 of IT Act, as follows:

Members having valid Permanent Account Number ("PAN")	10% or as notified by the Government of India
Members not having PAN/valid Permanent Account Number ("PAN")	20% or as notified by the Government of India

However, no tax shall be deducted on the dividend payable to a resident individual if the total dividend to be received by them during fiscal 2022 does not exceed ₹ 5,000 and also in cases where members provide Form 15G / Form 15H (Form 15H is applicable to individuals aged 60 years or more) subject to conditions specified in the IT Act. Resident shareholders may also submit any other document as prescribed under the IT Act to claim a lower / nil withholding tax. PAN is mandatory for members providing Form 15G / 15H or any other document as mentioned above.

For non-resident shareholders, taxes are required to be withheld in accordance with the provisions of Section 195 and other applicable sections of the IT Act, at the rates in force. The withholding tax shall be at the rate of 20% (plus applicable surcharge and cess) or as notified by the Government of India on the amount of dividend payable. However, as per Section 90 of the IT Act, non-resident shareholders have the option to be governed by the provisions of the Double Tax Avoidance Agreement ("DTAA"), read with Multilateral Instrument ("MLI") between India and the country of tax residence of the member, if they are more beneficial to them. For this purpose, i.e. to avail the benefits under the DTAA read with MLI, non-resident shareholders will have to provide the following:

- Copy of the PAN card allotted by the Indian income tax authorities duly attested by the member or details as prescribed under rule 37BC



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of Income-tax Rules, 1962

- Copy of Tax Residency Certificate for fiscal 2022 obtained from the revenue authorities of the country of tax residence, duly attested by member
- Self-declaration in Form 10F
- Self-declaration by the member of having no permanent establishment in India in accordance with the applicable tax treaty
- Self-declaration of beneficial ownership by the non-resident shareholder
- Any other documents as prescribed under the IT Act for lower withholding of taxes if applicable, duly attested by the member

In case of Foreign Institutional Investors / Foreign Portfolio Investors, tax will be deducted under Section 196D of the IT Act @ 20% (plus applicable surcharge and cess) or the rate provided in relevant DTAA, read with MLI, whichever is more beneficial, subject to the submission of the above documents.

The aforementioned documents are required to be sent to the company at **pccosmalisting@doctorsoap.com** on or before 30th September, 2021. No communication would be accepted from members after 30th September, 2021 regarding tax withholding matters. Shareholders may write to **pccosmalisting@doctorsoap.com** for any clarifications on this subject.

15. Members holding share certificate(s) in multiple accounts in identical names or joint accounts in the same order of names, are requested to apply to Company's RTA- for consolidation of such shareholding into one account.
16. The shares of the Company are under compulsory Demat trading. Also, as per Listing Regulations, securities of listed companies can only be transferred in dematerialized form w.e.f. 1st April, 2019 except in case of transmission or transposition of securities. Therefore, Members holding shares in physical form are advised to convert their shares into dematerialized form in their own interest and convenience purpose.
17. All the documents referred to in the accompanying notice shall be available for inspection from the date of circulation of this notice up to the date of AGM. These documents along with the extracts from Register of Directors and Key Managerial Personnel & their shareholding and the Register of Contracts & Arrangements in which directors are interested shall be available for inspection in electronic

mode during the meeting to any person having right to attend the meeting.

18. In case you have any query relating to the Annual Accounts you are requested to send the same to the Company Secretary at **pccosmalisting@doctorsoap.com** at least 10 days before the date of AGM so as to enable the management to keep the information ready for replying at the meeting.
19. The relevant details, pursuant to Regulations 26(4) and 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India, in respect of Director seeking re-appointment at this AGM are also annexed to this Notice.
20. Directors seeking reappointment have furnished requisite declarations under section 164(2) and other applicable provisions of the Act, including rules framed there under and the Listing Regulations.
21. Members holding shares in physical form and desirous of making a nomination or cancellation/ variation in nomination already made in respect of their shareholding in the Company, as permitted under Section 72 of the Act, are requested to submit to the RTA of the Company the prescribed Form SH.13 for nomination and Form SH.14 for cancellation/ variation, as the case may be. The Forms can be downloaded from Company's website **www.doctorsoap.com**. Members holding shares in demat mode may contact their respective Depository Participant for availing this facility.
22. **Voting through electronic means :**
 - i) Pursuant to the provisions of Section 108 of the Act read with the Companies (Management and Administration) Rules, 2014, applicable Secretarial Standards and the Listing Regulations a member of the Company holding shares either in physical form or in dematerialized form, shall exercise his/her right to vote by electronic means (e-voting) in respect of the resolution(s) contained in this notice.
 - ii) The Company is providing e-voting facility to its members to enable them to cast their votes electronically. The Company has engaged the services of National Securities



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Depository Limited as the Authorised Agency to provide remote e-voting facility (i.e. the facility of casting votes by a member by using an electronic voting system from a place other than the venue of a general meeting).

- iii) Further, facility for e-voting shall also be made available at the AGM (through insta poll) and members attending the meeting who have not already cast their vote by remote e-voting shall be able to exercise their right to vote at the meeting through insta poll.
- iv) The members who have cast their vote by remote e-voting prior to the meeting may also attend the meeting but shall not be entitled to cast their vote again. In case vote is cast by both the modes, then vote cast by remote e-voting prior to the meeting shall prevail.
- v) The Board of Directors have appointed CS Debabrata Deb Nath, Company Secretary in Practice (Certificate of practice No. 8612 and Managing Partner of R & D Company Secretaries) as the Scrutinizer, for conducting the e-voting (insta poll) and remote e-voting process in a fair and transparent manner.
- vi) Members are requested to carefully read the instructions for e-voting before casting their vote.
- vii) The e-voting facility will be available during the following voting period after which the portal will be blocked and shall not be available for e-voting :

Commencement of e-voting	From 9.00 a.m. (IST) on Monday, 27th September, 2021
End of e-voting	Upto 5.00 p.m. (IST) on Wednesday, 29th September, 2021

The cut-off date (i.e. the record date) for the purpose of e-voting is Thursday ,23rd September 2021.

- 23. The voting rights of the Members shall be in proportion to the paid-up value of their shares in the equity capital of the Company as on the cut-off date being Thursday ,23rd September 2021.
- 24. The Scrutinizer shall after the conclusion of voting at AGM, first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and will make, not later than 48 hours of the conclusion of AGM, a consolidated

Scrutinizer's Report of the total votes cast in favour or against, if any, forthwith to the Chairman of the Company, who shall countersign the Scrutinizer's Report and shall declare the result forthwith.

- 25. The Scrutinizer's decision on the validity of the vote shall be final and binding.
- 26. The result declared along with the Scrutinizer's report shall be placed on the website of the Company (**www.doctorsoap.com**) within 48 hours of passing of the resolutions at the AGM and communicated to the Stock Exchanges where the Company shares are listed.
- 27. The recorded transcript of the AGM shall be maintained by the Company and also be made available on the website of the Company **www.doctorsoap.com** in the 'Investor' Section, at the earliest soon after the conclusion of the Meeting.
- 28. The resolutions will be deemed to be passed on the AGM date subject to receipt of requisite number of votes in favour of the resolutions.
- 29. The procedure and instructions for e-voting and attending AGM through VC/other Audio Visual means are given separately with this Annual Report.

Explanatory Statement

Item No.4 : Shri Ankit Jain was co-opted on the Board of Directors of the Company as an Additional Director to hold office until the date of ensuing annual general meeting. The Board is proposing to appoint him as ordinary director in the ensuing AGM. Accordingly, the resolution is placed before the members for their consideration and approval. The Board recommends the proposed resolution for adoption in the larger interest of the Company.

None of the Directors and Key Managerial Personnel (including relatives of directors or key managerial personnel) of the Company except Shri Ankit Jain and his relative are concerned or interested, financially or otherwise, in this resolution.

Item No.5 : Shri Ashok Kumar Jain who was one of the founder and Executive Chairman of the Company has left the Company due to his sudden demise. His son Shri Ankit Jain was co-opted by the Board w.e.f.20th October, 2020 in order to give his services towards the growth of the Company.

Shri Ankit Jain is highly educated and have good experience in soap and detergent business and other FMCG sector business. Keeping in view his vast knowledge and experience board has appointed him as Whole Time Director of the Company w.e.f.20th October, 2020 for a period of 5 years.



PEE CEE COSMA SOPE LIMITED

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The necessary information required under Schedule V is as mentioned below:

I. GENERAL INFORMATION

(1)	Nature of Industry	Pee Cee Cosma Sope Ltd is engaged in the business of manufacturing, sale, purchase of detergent cake, cleaning preparation, soap chips, detergent powder and various toiletry and other products.
(2)	Date or expected date of commencement of commercial production	The Company is already in existence and is in operation since its inception in 1986
(3)	In case of new companies, expected date of commencement of activities as per project approved by financial institutions appearing in the prospectus	Not Applicable

(4) Financial Performance of the Company for last 2 years is given below:

(Amount in Rs lakh)

Particulars	Financial Year ended	
	31st March, 2021	31st March, 2020
Net Revenue from Operation	8225.43	7395.62
Other Income	58.46	31.67
Total Income	8283.89	7427.29
Total Expenditure	7639.70	7139.92
Profit before tax	644.18	287.37
Provision for tax	167.55	76.83
Profit after tax	476.64	210.54
Paid-up Share Capital	264.62	264.62
Reserves and Surplus (excluding revaluation reserve)	2461.11	1984.47

(5)	Export performance and net foreign exchange collaborations	The Company is not in exports.
(6)	Foreign investments or collaborators, if any	There was no Foreign investments of foreign collaborations.

II. INFORMATION ABOUT THE APPOINTEE

(1)	Background details	Shri Ankit Jain is highly educated and running sister concern of the Company in the same line of business and real estate business of the group. He has vast experience in soap and detergent business and other FMCG sector business.
(2)	Past remuneration	<p>Monthly Salary : Rs.2,20,000 only whether paid as Salary, allowance(s) etc. Annual increment in salary, not exceeding Rs. 15,000/- per month as may be sanctioned by the Board will be effective from 1st April each year.</p> <p>Perquisites:</p> <p>a) Gas, Electricity, Water and Furnishings: The expenditure incurred by the company on Gas, electricity, water and furnishings shall be valued as per the Income Tax Rules, 1962.</p> <p>b) Medical Reimbursement: Expenses incurred for self and his family.</p> <p>c) Leave Travel Concession: Leave as per rules of the company. Leave Travel Concession for self and family once in a year incurred in accordance with the rules of the company.</p> <p>d) Club Fees: Fees of clubs subject to a maximum of two clubs.</p> <p>e) Medical Insurance: Medical Insurance for self and his family.</p>



PEE CEE COSMA SOPE LIMITED

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		<p>Provided that the following perquisites will not be included in the aforesaid remuneration :</p> <p>a) Contribution to 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;</p> <p>b) Gratuity payable at a rate not exceeding half a month's salary for each completed year of service; and</p> <p>Additional Benefits</p> <p>a) Car: Provision for use of Car for Company's business purposes and partly for personal or private purposes.</p> <p>b) Telephone: Provision of Mobile phone and telephone at residence will not be considered as a perquisite but the company shall bill personal long distance calls.</p> <p>c) Entertainment Expenses: Re-imbursment of entertainment expenses actually and properly incurred for the business of the company subject to a reasonable ceiling as may be fixed from time to time.</p> <p>In the event of loss, absence or inadequacy of profits, the aforesaid remuneration shall be the minimum remuneration.</p>
(3)	Recognition or awards	Shri Ankit Jain is a man of rich experience in Soap and detergent industry.
(4)	Job profile and his suitability	Shri Ankit Jain, being the Whole Time Director of the Company is entrusted with substantial powers in relation to normal business matters. He is having rich experience in FMCG sector.
(5)	Remuneration proposed	<p>Monthly Salary : Rs.2,20,000 only whether paid as Salary, allowance(s) etc. Annual increment in salary, not exceeding Rs. 15,000/- per month as may be sanctioned by the Board will be effective from 1st April each year.</p> <p>Perquisites:</p> <p>a) Gas, Electricity, Water and Furnishings: The expenditure incurred by the company on Gas, electricity, water and furnishings shall be valued as per the Income Tax Rules, 1962.</p> <p>b) Medical Reimbursement: Expenses incurred for self and his family.</p> <p>c) Leave Travel Concession: Leave as per rules of the company. Leave Travel Concession for self and family once in a year incurred in accordance with the rules of the company.</p> <p>d) Club Fees: Fees of clubs subject to a maximum of two clubs.</p> <p>e) Medical Insurance: Medical Insurance for self and his family.</p> <p>f) In addition to aforesaid remuneration the following perquisites shall be given to Shri Ankit Jain and will not be included in the aforesaid remuneration:</p> <ul style="list-style-type: none">• contribution to 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 (43 of 1961);• gratuity payable at a rate not exceeding half a month's salary for each completed year of service; and• encashment of leave at the end of the tenure. <p>Additional Benefits</p> <p>a) Car: Provision for use of Car for Company's business purposes and partly for personal or private purposes.</p> <p>b) Telephone: Provision of Mobile phone and telephone at residence will not be considered as a perquisite but the company shall bill personal long distance calls.</p>



PEE CEE COSMA SOPE LIMITED

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		c) Entertainment Expenses: Re-imbusement of entertainment expenses actually and properly incurred for the business of the company subject to a reasonable ceiling as may be fixed from time to time. In the event of loss, absence or inadequacy of profits, the aforesaid remuneration shall be the minimum remuneration.
(6)	Comparative remuneration profile with respect to industry, size of the company, profile of the position and person (in case of expatriates the relevant details would be w.r.t. the country of his origin)	The exact figures are not readily available. However, the proposed remuneration is reasonably justified in comparison with the general market trends and remuneration package of top-level managerial persons having comparative qualifications and experience.
(7)	Pecuniary relationship directly or indirectly with the company, or relationship with the managerial personnel, if any	The appointee is the main promoter of the Company. Save as the managerial remuneration he does not have any other material pecuniary relationship with the Company.

III. OTHER INFORMATION

(1)	Reasons for loss or inadequate profits	The Company is in profit. However fixed remuneration is proposed to be paid as minimum remuneration in the event of loss/absence/inadequacy of profits due to unavoidable circumstances.
(2)	Steps taken or proposed to be taken for improvement	The Company is taking cost cutting measures and exploring new avenues of business to improve profitability
(3)	Expected increase in productivity and profits in measurable terms	The Company is expected to have improved sales and profitability figures in the next financial years.

Aforesaid appointment and payment of remuneration to Shri Ankit Jain as Whole Time Director of the Company is subject to the approval of the Members of the Company. Your approval is solicited to the resolution at item no. 5 of the notice.

None of the Directors and Key Managerial Personnel (including relatives of directors or key managerial personnel) of the Company except Shri Ankit Jain and his relative are concerned and interested, financially or otherwise, in this resolution.

Item No.6 : Shri Mayank Jain who was appointed as Whole Time Director of the Company w.e.f. 1st April, 2020. In the meeting of the Board of Directors held on 20th October, 2020, he was appointed as Executive Chairman of the Company. In addition to the remuneration approved by the members of the Company, the board also recommends for granting additional perquisites which shall not be included in the computation of the ceiling on remuneration specified in Schedule V of the Companies Act, 2013.

Aforesaid appointment of Shri Mayank Jain as Executive Chairman is subject to the approval of the Members of the Company. Your approval is solicited to the resolution at item no. 6 of the notice.

None of the Directors and Key Managerial Personnel (including relatives of directors or key managerial personnel) of the Company except Shri Mayank Jain and his relative are concerned and interested, financially or otherwise, in this resolution.



PEE CEE COSMA SOPE LIMITED

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Item No.7 : Shri Ankur Jain who was appointed as Whole Time Director of the Company w.e.f. 1st September, 2019. In the meeting of the Board of Directors held on 20th October, 2020, he was appointed as Managing Director of the Company. In addition to the remuneration approved by the members of the Company, the board also recommends for granting additional perquisites which shall not be included in the computation of the ceiling on remuneration specified in Schedule V of the Companies Act, 2013.

Aforesaid appointment of Shri Ankur Jain as Managing Director is subject to the approval of the Members of the Company. Your approval is solicited to the resolution at item no. 7 of the notice.

None of the Directors and Key Managerial Personnel (including relatives of directors or key managerial personnel) of the Company except Shri Ankur Jain and his relative are concerned and interested, financially or otherwise, in this resolution.

Item No.8 : As the members are aware that the current Authorized Share Capital of the Company is Rs. 10,00,00,000 (Rupees Ten Crore) divided into 27,50,000 (Twenty Seven Lac Fifty Thousand) equity shares of Rs. 10 each aggregating Rs. 2,75,00,000 (Rupees Two Crore Seventy Five Lac) and 7,25,000 (Seven Lac Twenty Five Thousand) Preference Shares of Rs. 100 each aggregating Rs. 7,25,00,000 (Rupees Seven Crore Twenty Five Lac).

As the members are also aware that the Company has modified its Authorized Share Capital in order to allot Redeemable Preference Shares in terms of the Scheme of Arrangement approved by the Hon'ble High Court of Allahabad. The Preference shares issued are already being redeemed on time to time during last few years. Presently, there is no issued preference shares in the Company.

Your Company has no plan to issue any kind of Preference Shares in the coming future. However, Company may issue equity shares by way of preferential allotment, rights issue, bonus issue, etc. Since, the present authorised equity share capital of the Company is not sufficient for the purpose of issuance of further equity shares by the Company, the same is required to be increased suitably. Accordingly, a part of the existing authorised preference share capital is proposed to be reclassified into equity share capital in order to fulfil the above said requirements. Further, as per the provisions of Section 61 of the Companies Act, 2013 ("Act") read with the Rules made thereunder, any reclassification in Authorised Share Capital of the Company requires approval of the Members by way of passing an Ordinary Resolution.

In order to reflect the reclassification in the Authorized Share Capital of the Company and in order to conform to the requirements of the Act, Clause V of the Memorandum of Association of the Company i.e. Capital Clause, is also required to be amended. Further, as per the provisions of Section 13 of the Act, the alteration of the Memorandum of Association of the Company requires approval of the Members by way of passing an Ordinary Resolution.

Accordingly the consent of the members is being sought for reclassification of the Authorized Share Capital of the Company and alteration of the Memorandum of Association, in the manner as mentioned in Item No. 8, respectively of the Notice.

None of the Directors of the Company and their relatives are, in any way, concerned or interested, financially or otherwise, except to the extent of their shareholding, if any in the Company and / or PBL, in the resolutions as set out at Item No.8 of the Notice.

The Board recommends the resolution as set out at Item No. 8 of this notice for the approval of the members of the Company by way of an Ordinary Resolution.

Regd. Office:

G-10/8, Padam-Deep
Sanjay Place,
Agra-282002
Uttar Pradesh

By order of the board
**For Pee Cee Cosma
Sope Ltd.**

Mayank Jain
DIN : 00112947
Executive Chairman
Add: 119, Jaipur House
Agra- 282 010, U.P.

Date : 11.08.2021

Place : Agra



PEE CEE COSMA SOPE LIMITED

NOTICE TO THE 34TH ANNUAL GENERAL MEETING

DISCLOSURE REGARDING APPOINTMENT & RE-APPOINTMENT OF DIRECTORS IN THE ENSUING AGM
Brief particulars of Directors who are appointed/re-appointed in this AGM are as follows :

Particulars	Ankur Jain	Ankit Jain	Mayank Jain
DIN	00172356	05343684	00112947
Father's Name	Late Shri Pramod Kumar Jain	Late Shri Ashok Kumar Jain	Sh. Mahendra Kumar Jain
Date of Birth	30.09.1979	26.01.1986	13.11.1976
Address	42, Surya Nagar, Agra 282002, Uttar Pradesh	120, Jaipur House, Agra Uttar Pradesh	119, Jaipur House, Agra Uttar Pradesh
Designation	Managing Director	Wholetime Director	Executive Chairman
Education	M.B.A	M.B.A	M.B.A
Experience	More than 17 years of experience	More than 10 years of experience	More than 16 years of experience
Other Companies in which holds Directorship*	1) Suraj Bhan Agencies Ltd 2) Udharv Builders Pvt Ltd 3) Shree Riddhi Siddhi Realtech Pvt Ltd 4) Shree Riddhi Siddhi Edutech Pvt Ltd 5) Shree Riddhi Siddhi Buildwell Ltd	1) Anaysha Health Solutions Pvt Ltd. 2) Abhaya Ingredients Pvt Ltd. 3) Suraj Bhan Agencies Ltd. 4) Ambika Buildtech Pvt Ltd. 5) Asa Ram Developers Private Ltd 6) Maya Infracon Private Ltd. 7) Jai Gopal Investment and Trading Co. Pvt Ltd 8) Pee Cee Raj Developers Private Ltd 9) Pee Cee Realty Builders Private Ltd. 10) Maya Realtech LLP 11) Abhaya International LLP	1) Suraj Bhan Agencies Ltd 2) Pee Cee Raj Developers (P) Ltd. 3) M2 Reality Builders Private Limited 4) Pee Cee Realty Builders Private Limited 5) Ram Shyam Trading and Investment Co. Private Limited.
Companies in which holds membership of committees*	Nil	NIL	NIL
Shareholding in the Company (No. & %)	83,384 (3.15%)	249914 (9.44%)	65500 (2.48%)

*excludes Directorships in Associations, Foreign and Section 8 Companies.

Regd. Office:

G-10/8, Padam-Deep
Sanjay Place,
Agra-282002
Uttar Pradesh

By order of the board
**For Pee Cee Cosma
Sope Ltd.**

Mayank Jain
DIN : 00112947
Executive Chairman
Add: 119, Jaipur House
Agra- 282 010, U.P.

Date : 11.08.2021
Place : Agra



PEE CEE COSMA SOPE LIMITED

NOTICE TO THE 34TH ANNUAL GENERAL MEETING

THE INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING ARE AS UNDER :-

The remote e-voting period begins on **Monday, 27th September, 2021 at 9:00 A.M.** and ends on **Wednesday, 29th September, 2021 at 5:00 P.M.** The remote e-voting module shall be disabled by NSDL for voting thereafter.

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

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

Details on Step 1 is mentioned below:

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 'Shareholders' section.
3. A new screen will open. You will have to enter your User ID, your Password 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***

Your password details are given below:

If you are already registered for e-Voting, then you can use 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



PEE CEE COSMA SOPE LIMITED

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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.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address.

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.

Details on Step 2 is given below :

How to cast your vote electronically on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
2. After click on Active Voting Cycles, you will be able to see all the companies “EVEN” in which you are holding shares and whose voting cycle is in active status.
3. Select “EVEN” of company for which you wish to cast your vote.
4. Now you are ready for e-Voting as the Voting page opens.
5. 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.
6. Upon confirmation, the message “Vote cast successfully” will be displayed.
7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
8. 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 rndregular@gmail.com with a copy marked to evoting@nsdl.co.in
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 toll free no.: 1800-222-990 or send a request to or contact Ms. Pallavi Mhatre, Manager or Ms. Soni Singh, Asst. Manager, National Securities Depository Limited, Trade World, ‘A’ Wing, 4th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai – 400 013, at the designated email id – evoting@nsdl.co.in or pallavid@nsdl.co.in or SoniS@nsdl.co.in or at telephone nos.:- +91 22 24994545, +91 22 24994559, who will also address the grievances connected with the voting by electronic means.



PEE CEE COSMA SOPE LIMITED

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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 **pccosmalisting@doctorsoap.com**
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 **pccosmalisting@doctorsoap.com**.

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.

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 the same at **<https://www.evoting.nsdl.com>** under shareholders/members login by using the remote e-voting credentials. The link for VC/OAVM will be available in shareholder/members 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. Further members can also use the OTP based login for logging into the e-Voting system of NSDL.
2. The Skyline Financial Services Private Limited, Registrar and Share Transfer Agent, of the Company will be providing VC/OAVM Services.
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 questions during the meeting may register themselves as a speaker may send their request mentioning their name, demat account number/folio number, email id, mobile number at **pccosmalisting@doctorsoap.com** and **info@skylinerta.com** not later than 48 hours prior to the AGM.
7. 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 **pccosmalisting@doctorsoap.com** at least 10 days before the AGM. The same will be replied by the company suitably.
8. Those shareholders who have registered themselves as a speaker will only be allowed to express their views/ask questions during the meeting.