

# RAW JUTE TRADING & INDUSTRIES LIMITED

Regd. Office: 90/31, Diamond Harbour Road, Kolkata-700038,

CIN - L17119WB1964PLC026154

Off: 91-33-2398-3475/3289

Email: official@rawjute.in

Website: www.rawjute.in

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## NOTICE TO THE SHAREHOLDERS

NOTICE is hereby given that the 57<sup>th</sup> Annual General Meeting of the Members of **RAW JUTE TRADING & INDUSTRIES LIMITED** will be held at the Registered Office of the Company at 90/31, Diamond Harbour Road, Kolkata – 700038 on Thursday, the 30<sup>th</sup> September, 2021 at 12.30 P.M. to transact the following business.

1. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended 31st March, 2021 together with the Reports of the Board of Directors and Auditors thereon and in this regard, to consider and if thought fit, to pass with and without modification(s), the following resolution as an Ordinary Resolution:

**"RESOLVED THAT** the Audited Financial Statements of the company for the financial year ended 31st March, 2021 together with the Reports of Board of Directors and Auditors thereon laid before this meeting be and are hereby received, considered and adopted."

2. To appoint Mr. Ashok Kumar (DIN-00170051), who retires by rotation and being eligible, offers herself for re-appointment as a director and in this regard, to consider and if thought fit, to pass with and without modification(s), the following resolution as an Ordinary Resolution

**"RESOLVED THAT** pursuant to the Provisions of Section 152 and other applicable provisions of the Companies Act, 2013, Mr. Ashok Kumar (DIN-00170051), who retires by rotation at this meeting be and is hereby re-appointed as a Director of the Company, liable to retire by rotation.

## **SPECIAL BUSINESS**

3. 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 provisions of the Companies Act, 2013, Mr. Deepak Tiwari (DIN: - 08839075), who was appointed by the Board as an Additional Director of the company w.e.f 1<sup>st</sup> March, 2021 pursuant to section 161 of the Companies Act, 2013 and whose term of office expires at this Annual General Meeting be and is hereby appointed as Director whose period of office will be liable to determination by retirement of director by rotation.

By Order of the Board

Registered Office:  
90/31, Diamond Harbour Road  
Kolkata – 700038  
8<sup>th</sup> September, 2021

**Ashok Kumar**  
**(DIN 00170051)**  
**Director**

## NOTES

- 1) Explanatory Statement setting out the material facts concerning each item of special Business (es) to be transacted at the “General Meeting” pursuant to section 102 of the Companies Act, 2013 is annexed hereto and forms part of the Notice, the relevant details pursuant to applicable regulation of the SEBI LODR and Secretarial Standard on General Meeting issued by institute of Company Secretaries of India, in respect of Director(s) seeking appointment / Re-appointment at this A.G.M are also annexed.
- 2) A Member entitled to attend and vote at the A.G.M. (the Meeting) may also appoint a proxy to attend and vote on the poll instead of himself and the Proxy need not be a Shareholder/ 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.
- 3) A person can act as proxy on behalf of shareholders/Members not exceeding and holding in the aggregate not more than 10% (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 proxy for any other person, shareholder / member.
- 4) Brief resumes of Directors including those proposed to be appointed / re-appointed, nature of their expertise in specific functional area, name of the companies in which they hold directorship as stipulated under Regulation 27(2) of SEBI (Listing Obligation and Disclosure Requirements) Regulations 2015 as annexed hereto.
- 5) The Register of Members and Share Transfer books of the Company shall remain Closed from 23<sup>rd</sup> September, 2021 to 30<sup>th</sup> September, 2021 (both days inclusive)
- 6) Members are requested to notify immediately any change in their addresses to the Company.
- 7) Equity shares are listed on Calcutta Stock Exchange.
- 8) **Voting through Electronic Means-**
  - Pursuant to provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management & Administration) Rules 2014, the company is pleased to provide shareholders/Members facility to exercise their right to vote by electronic means. As alternative to vote physically at the AGM and the business may transacted through e-voting services provided by NSDL.
  - The voting period begins on Monday, 27<sup>th</sup> September, 2021 at 9 A.M and ends on Wednesday, 29<sup>th</sup> September, 2021 during this period the shareholders/Members of the company holding shares either in physical or in Dematerialized form as on cut-off date (record date) of Thursday, 23<sup>rd</sup> September, 2021 may cast their vote electronically (E-Voting). The e-voting mode shall be disabled by NSDL for voting thereafter. The E-voting instruction is enclosed to this notice as Annexure -1

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

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

#### **Step 1: Access to NSDL e-Voting system**

A) Login method for e-Voting for Individual shareholders holding securities in demat mode  
In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

Login method for Individual shareholders holding securities in demat mode is given below:

Type of shareholders	Login Method
<p>Individual Shareholders holding securities in demat mode with NSDL.</p>	<ol style="list-style-type: none"> <li data-bbox="591 128 1411 758">1. If you are already registered for <b>NSDL IDeAS facility</b>, please visit the e-Services website of NSDL. Open web browser by typing the following URL: <a href="https://eservices.nSDL.com/">https://eservices.nSDL.com/</a> either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the “<b>Beneficial Owner</b>” icon under “Login” which is available under “<b>IDeAS</b>” section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on “Access to e-Voting” under e-Voting services and you will be able to see e-Voting page. Click on options available against company name or <b>e-Voting service provider - NSDL</b> and you will be re-directed to NSDL e-Voting website for casting your vote during the remote e-Voting period.</li> <li data-bbox="591 789 1411 953">2. If the user is not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nSDL.com/">https://eservices.nSDL.com/</a>. Select “<b>Register Online for IDeAS</b>” Portal or click at <a href="https://eservices.nSDL.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nSDL.com/SecureWeb/IdeasDirectReg.jsp</a></li> <li data-bbox="591 993 1411 1648">3. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nSDL.com/">https://www.evoting.nSDL.com/</a> either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on options available against company name or <b>e-Voting service provider - NSDL</b> and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</li> </ol>
<p>Individual Shareholders holding securities in demat mode with CDSL</p>	<ol style="list-style-type: none"> <li data-bbox="591 1648 1411 1898">1. Existing users who have opted for Easi / Easiest, they can login through their user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on New System Myeasi.</li> <li data-bbox="591 1934 1411 2051">2. After successful login of Easi/Easiest the user will be also able to see the E Voting Menu. The Menu will have links of <b>e-Voting service provider i.e. NSDL</b>. Click on <b>NSDL</b></li> </ol>

	<p>to cast your vote.</p> <p>3. If the user is not registered for Easi/Easiest, option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></p> <p>4. Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a link in <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the demat Account. After successful authentication, user will be provided links for the respective ESP i.e. <b>NSDL</b> where the e-Voting is in progress.</p>
Individual Shareholders (holding securities in demat mode) login through their depository participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. Once login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on options available against company name or <b>e-Voting service provider-NSDL</b> and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL.

<b>Login type</b>	<b>Helpdesk details</b>
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at toll free no.: 1800 1020 990 and 1800 22 44 30
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at 022-23058738 or 022-23058542-43

**B) Login Method for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.**

**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 ‘Shareholder/Member’ section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.  
*Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.*
4. Your User ID details are given below :

<b>Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical</b>	<b>Your User ID is:</b>
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 118177 then user ID is 118177001***

5. Password details for shareholders other than Individual shareholders are given below:
  - a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
  - b) 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.
  - c) How to retrieve your ‘initial password’?
    - (i) 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’.
    - (ii) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered**

6. If you are unable to retrieve or have not received the “ Initial password” or have forgotten your password:
  - a) 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](http://www.evoting.nsdl.com).
  - b) [Physical User Reset Password?](#)” (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - c) If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
  - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to “Terms and Conditions” by selecting on the check box.
8. Now, you will have to click on “Login” button.
9. After you click on the “Login” button, Home page of e-Voting will open.

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

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

1. After successful login at Step 1, you will be able to see all the companies “EVEN” in which you are holding shares and whose voting cycle.
2. Select “EVEN” of company for which you wish to cast your vote during the remote e-Voting period.
3. Now you are ready for e-Voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on “Submit” and also “Confirm” when prompted.
5. Upon confirmation, the message “Vote cast successfully” will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

### **General Guidelines for shareholders**

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to [csalokpurohit@gmail.com](mailto:csalokpurohit@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto: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](http://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](http://www.evoting.nsdl.com) or call on toll free no.: 1800 1020 990 and 1800 22 44 30 or send a request to Vikram Jha at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)

**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 **official@rawjute.in**
2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) to **official@rawjute.in**. If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A)** i.e. Login method for e-Voting for Individual shareholders holding securities in demat mode.
3. Alternatively shareholder/members may send a request to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) for procuring user id and password for e-voting by providing above mentioned documents.
4. In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.

\*\*\*\*\*END OF THE INSTRUCTION\*\*\*\*\*

**EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013**

**ITEM -3**

Mr. Deepak Tiwari (DIN: - 08839075), who was appointed as an Additional Director of the Company w.e.f 1<sup>st</sup> March, 2021 by Board of Directors in accordance with provision of the Companies Act, 2013

Mr. Deepak Tiwari (DIN: - 08839075) to be appointed as Director at the ensuing AGM liable to retire by rotation. Mr. Deepak Tiwari (DIN: - 08839075), if appointed will hold office appointed as Director whose period of office will be liable to determination by retirement of director by rotation.

He is a Chartered Accountant by profession and he possesses requisite knowledge, experience and skill for the position of Director as per required criteria under the Act and rules & regulation made thereunder.

None of the Director, Key Managerial Personnel of the Company and their relatives thereof are interested or concerned or interested financially or otherwise in the proposed resolution.

**Additional Information:**

**Information in respect of Director seeking re-appointment** Pursuant to Regulation 26(4) & Regulation 36(3) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Para 1.2.5 of Secretarial Standard – 2 are as under:

<b>Name</b>	Mr. Ashok Kumar	Mr. Deepak Tiwari
<b>Designation</b>	Director	Director
<b>Date of Birth</b>	19/12/1946	12/10/1991
<b>Qualifications</b>	Graduates	Graduate
<b>Experience</b>	30 years	5 years
<b>Terms and Conditions of Appointment</b>	As per appointment letter	As per appointment letter
<b>Remuneration</b>	Nil	Nil
<b>Date of First Appointment on the Board</b>	21/07/1984	01/03/2021
<b>Directorship in other Indian Companies</b>	1. Eastern General Industries Ltd 2. Xponent Healthcare Pvt. Ltd 3. Marcopolo Products Pvt. Ltd 4. Shiv Niket Investment Pvt. Ltd 5. Genentech Engineering Products Pvt. Ltd 6. Ballygunge housing company Pvt. Ltd.	1. Norben Tea & Exports Ltd
<b>Number of shares held in the Company</b>		
<b>Relationship, if any, with other Directors, Manager and other Key Managerial Personnel</b>	-	
<b>Position in Committees constituted by the Board of Directors of the Company</b>		
<b>Shareholding of the Directors in the Company</b>		

## ATTENDANCE SLIP

(To be handed over at the entrance of the Meeting Hall)

Folio No.: \_\_\_\_\_ DP-ID No.: \_\_\_\_\_ Client-ID No. \_\_\_\_\_

Name of Member(s): \_\_\_\_\_

Name of the Proxy holder: \_\_\_\_\_

Registered Address: \_\_\_\_\_ Number of Shares Held: \_\_\_\_\_

I hereby record my presence of the ANNUAL GENERAL MEETING of the Company

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Signature of the Member / Representative / Proxy Holder\*

\* Strike out whichever is not applicable

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

## FORM OF PROXY

Folio No.: \_\_\_\_\_ DPID No.: \_\_\_\_\_ Client ID No.: \_\_\_\_\_

Name of the Member(s): \_\_\_\_\_ Email Id: \_\_\_\_\_

Registered Address: \_\_\_\_\_

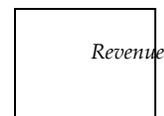
I/We, being a member(s) of \_\_\_\_\_ shares of the above company, hereby appoint:

Name: \_\_\_\_\_ E-mail Id \_\_\_\_\_

Address: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

Signature of Member  
Stamp



Signature of Proxy holder(s):

**ANNEXURE TO THE NOTICE FOR THE ANNUAL GENERAL MEETING OF THE  
COMPANY TO BE HELD ON 30<sup>th</sup> DAY OF SEPTEMBER, 2021**

Name & Registered Address of Sole/First named Member  
Joint Holders Name (If any):

Folio No. / DP ID & Client ID  
No. of Equity Shares Held

Dear Shareholder

**Subject: Process and manner for availing E-voting facility:**

Pursuant to Provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the SEBI(Listing Obligations and Disclosures Requirements) Regulations 2015, the Company is pleased to provide E-voting facility to the members to cast their votes electronically on all resolutions proposed to be considered at the Annual General Meeting (AGM) to be held on Thursday the 30 September, 2021 at the registered office of the company at 90/31, Diamond Harbour Road, Kolkata-700031 and at any adjournment thereof. The Company has engaged the services of National Securities Depository Limited (NSDL) to provide the e-voting facility. The e-voting facility is available at the link <https://www.evoting.nsdl.com>.

**The Electronic Voting Particulars are set out below:**

<b>EVEN (Electronic Voting Event Number)</b>	<b>USER - ID</b>	<b>PASSWORD</b>
<b>118177</b>		

The E-voting facility will be available during the following voting period:

<b>Remote e-Voting start on</b>	<b>Remote e-Voting end on</b>
27 <sup>th</sup> September, 2021 at 9:00 A.M. (IST)	29 <sup>th</sup> September, 2021 at 5:00 P.M. (IST)

Date: 08.09.2021

By Order of the Board  
For Raw Jute Trading & Industries Ltd

Sd/-  
Ashok Kumar  
Director  
(DIN: 00170051)