

**NOTICE**

Notice is hereby given that Thirty Seventh (37<sup>th</sup>) Annual General Meeting (AGM) of the members of Mahaan Foods Limited will be held on Friday, September 27, 2024 at 02:00 P.M. (IST) through Video Conferencing (VC) and/or Other Audio-Visual Means (OAVM) to transact the following business:

**ORDINARY BUSINESS:****Item No.1:**

To receive, consider and adopt the Audited Financial Statements of the Company for the financial year ended March 31, 2024, together with Boards' Report and Auditors' Report thereon.

**Item No.2:**

To consider re-appointment of Mrs. Saloni Goyal (DIN: 00400832) as a director who retires by rotation and being eligible, offers herself for re-appointment."

By Order of the Board  
**For Mahaan Foods Limited**

Sd/-  
**(Shivam Sharma)**  
Company Secretary and Compliance Officer  
M. No.: A42083

Date: 13.08.2024

Place: New Delhi

**NOTES:**

- 1) Pursuant to the General Circular Nos. 14/2020 dated April 8, 2020 and 17/2020 dated April 13, 2020, in relation to "Clarification on passing of ordinary and special resolutions by companies under the Companies Act, 2013", General Circular Nos. 20/2020 dated May 5, 2020, 10/2022 dated December 28, 2022 and subsequent circulars issued in this regard, the latest being 09/2023 dated September 25, 2023 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") the Company is convening the 37th AGM through Video Conferencing ('VC')/Other Audio Visual Means ('OAVM'), without the physical presence of the Members at a common venue. Further, the Securities and Exchange Board of India ('SEBI'), vide its Circulars dated May 12, 2020, January 15, 2021, May 13, 2022, January 5, 2023 and October 7, 2023 ('SEBI Circulars') and other applicable circulars issued in this regard, has provided relaxations from compliance with certain provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (SEBI LODR Regulation). In compliance with the provisions of the Companies Act, 2013 ('the Act'), the SEBI LODR Regulations, 37<sup>th</sup> AGM of Mahaan Foods Limited is being held through VC or OAVM on Friday, September 27, 2024 at 02:00 P.M.(IST). The deemed venue for the AGM will be the Registered Office of the Company.

- 2) The Notice of the AGM along with the Annual Report for FY 2023-24 is being sent by electronic mode to those Members whose e-mail addresses are registered with the Company, National Securities Depository Limited (“NSDL”) and the Central Depository Services (India) Limited (“CDSL”) (collectively “Depositories”). If your e-mail address is not registered with the Company/ Depositories, you may send request to the Company on [csmf1@mahaanfoods.com](mailto:csmf1@mahaanfoods.com), to receive this Notice of the AGM and the Annual Report for FY 2023-24 by completing the process for registration of e-mail address.
- 3) Normally, a member is entitled to attend and vote at the AGM and is entitled/ eligible to appoint a proxy, to attend and vote on his/her behalf at the AGM, and such proxy need not be a member of the Company. Since the AGM is being held pursuant to MCA 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 attendance slip, a proxy form and map of AGM venue is not annexed to this notice.
- 4) As per Section 103 of the Companies Act, 2013 (Act), participation of members through VC/OAVM will be considered for ascertaining the quorum at the AGM.
- 5) The necessary disclosures required to be made under the provisions of SEBI LODR Regulation and the Act, in respect of Director who is proposed to be appointed or re/appointed at the forthcoming AGM of the Company, are appearing in **Annexure A** to the Notice.
- 6) Members holding shares in physical form are requested to promptly notify the change in their respective address and/or their NECS/ bank details to the Registrar and Transfer Agent of the Company.
- 7) Members holding shares in electronic/dematerialized mode are requested to notify the change, if any, in their respective address and/ or their NECS / bank details, to their respective Depository Participant (DP) and not to the company or RTA.
- 8) To prevent fraudulent transactions, members are advised to exercise due diligence and notify the Company of any change in address or demise of any member as soon as possible. Members are also advised to not leave their demat account(s) dormant for long. Periodic statement of holdings should be obtained from the concerned Depository Participant and holdings should be verified from time to time.
- 9) Members are requested to note that the equity shares of the company are compulsorily traded in dematerialized form. Members are therefore advised to immediately dematerialize their shareholding to avoid any inconvenience in future. Members may also kindly note that the SEBI vide amendment in the Regulation 40 of SEBI LODR Regulations, 2015, has mandated that the transfer of securities would be carried out in dematerialized form only with effect from 1<sup>st</sup> April, 2019.
- 10) SEBI vide Circular Nos. SEBI/HO/OIAE/OIAE\_IAD-1/P/ CIR/2023/131 dated July 31, 2023, and SEBI/HO/OIAE/ OIAE\_IAD-1/P/CIR/2023/135 dated August 4, 2023, read with Master Circular No. SEBI/HO/ OIAE/OIAE\_IAD- 1/P/ CIR/2023/145 dated July 31, 2023 (updated as on August 11, 2023), has established a common Online Dispute Resolution Portal (‘ODR Portal’) for resolution of disputes arising in the Indian Securities Market. Pursuant to above-mentioned circulars, post exhausting the option to resolve their grievances with the RTA / Company directly and through existing SCORES platform, the investors can initiate dispute resolution through the ODR Portal at <https://smartodr.in/login>.
- 11) Members may please note that SEBI vide its Circular No. SEBI/ HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated January 25, 2022 has mandated the Listed Companies to issue securities in demat form only while processing service requests viz. Issue of duplicate securities certificate; claim from Unclaimed Suspense Account; Renewal/ Exchange of securities certificate; Endorsement; Sub-division/ Splitting of securities certificate; Consolidation of securities certificates/ folios; Transmission and Transposition. Accordingly, Shareholders are requested to make service requests by submitting a duly filled and signed Form ISR-4, the format of which is available on the Company’s website at [www.mahaanfoods.com](http://www.mahaanfoods.com). It may be noted that any service request can be processed only after the folio is KYC compliant. SEBI vide its notification dated January 24, 2022 has mandated that all requests for transfer of securities including transmission and transposition requests

shall be processed only in dematerialized form. In view of the same and to eliminate all risks associated with physical shares and avail various benefits of dematerialization, members are advised to dematerialize the shares held by them in physical form. Members can contact the Company or Company's Registrar of Transfer Agent i.e. Alankit Assignments Limited (RTA/AAL) 4E/2, Alankit House, Jhandewalan Extension, New Delhi – 110055 Website: [www.alankit.com](http://www.alankit.com), E-mail: [rta@alankit.com](mailto:rta@alankit.com) Ph.: 011-42541234, 011-42541953, for assistance in this regard.

- 12) In order to render better and efficient service, we request you to consolidate the multiple folios existing in the same name and in identical order. Please note that consolidation of folios does not amount to transfer of shares and therefore, no stamp duty will be payable for the same. In case you wish to consolidate your folios, kindly forward your request along with the relevant share certificates to the company or its RTA.
- 13) The Securities and Exchange Board of India (SEBI) has mandated furnishing of PAN, KYC details (i.e., Postal Address with Pin Code, email address, mobile number, bank account details, etc.) and nomination details by holders of securities. Effective from 1<sup>st</sup> January 2022, any service requests or complaints received from the member, will not be processed by RTA till the aforesaid details/ documents are provided to RTA. On or after 1<sup>st</sup> April 2023, in case any of the above cited documents/ details are not available in the Folio(s), RTA may or shall be constrained to freeze such Folio(s). Relevant details and forms prescribed by SEBI in this regard are available on the website of the Company at [www.mahaanfoods.com](http://www.mahaanfoods.com). Members holding shares in electronic mode are, therefore, requested to submit / update these details with the Depository Participants with whom they are maintaining their demat accounts.
- 14) Electronic copy of the Annual Report for the year ended 31<sup>st</sup> March, 2024 along with necessary annexures and the Notice of the 37<sup>th</sup> AGM of the Company is being sent to all the members whose email IDs are registered with RTA/Depository Participants. Please be informed that as per the circular / notification issued by MCA / SEBI in this regard, this year also the companies are not required to send physical copy of the Annual Report for the financial year 2023-24 to the shareholders, unless specifically asked by a shareholder.
- 15) Members may further note that the Notice of 37<sup>th</sup> AGM and the Annual Report for the year ended 31<sup>st</sup> March, 2024 will also be available on the Company's website [www.mahaanfoods.com](http://www.mahaanfoods.com). These documents can also be accessed from the websites of the BSE Limited, [www.bseindia.com](http://www.bseindia.com) and from the website of CDSL (agency for providing Remote e-voting facility and e-voting facility during the AGM, at [www.evotingindia.com](http://www.evotingindia.com) for their download.)
- 16) Members are requested to send their queries, if any, on the financial statements/operations of the Company, by writing email to the Company Secretary at [csmfl@mahaanfoods.com](mailto:csmfl@mahaanfoods.com) at least 7 days before the AGM, so that the information can be compiled in advance.
- 17) Members must always mention their Folio or DP-ID & Client ID Number in all correspondence with the Company or the RTA.
- 18) **CDSL e-Voting System – For E-voting and Joining Virtual Meetings**
  1. As you are aware, in view of the situation arising due to COVID-19 global pandemic, the general meetings of the companies shall be conducted as per the guidelines issued by the Ministry of Corporate Affairs (MCA) vide Circular No. 14/2020 dated April 8, 2020, Circular No.17/2020 dated April 13, 2020, Circular No. 20/2020 dated May 05, 2020, Circular No. 02/2021 dated January 13, 2021, Circular No. 21/2021 dated December 14, 2021, Circular No. 02/2022 dated May 05, 2022, Circular No. 10/2022 dated December 28, 2022 and Circular No. 09/2023 dated September 25, 2023. The forthcoming AGM will thus be held through video conferencing (VC) or other audio-visual means (OAVM). Hence, Members can attend and participate in the ensuing AGM through VC/OAVM.
  2. 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 MCA Circulars dated April 08, 2020, April 13, 2020, May 05, 2020, January 13, 2021, December 14, 2021, May 05, 2022, December 28, 2022 and September 25, 2023, 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 Central Depository Services (India) Limited (CDSL) for facilitating voting through electronic means, as the authorized e-Voting's agency. The facility of casting votes by a member using remote e-voting as well as the e-voting system on the date of the AGM will be provided by CDSL.

3. 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 to atleast 1000 members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), 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.
4. Pursuant to MCA Circular No. 14/2020 dated April 08, 2020, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. However, in pursuance of Section 112 and Section 113 of the Companies Act, 2013, representatives of the members such as the President of India or the Governor of a State or body corporate can attend the AGM through VC/OAVM and cast their votes through e-voting.
5. In line with the Ministry of Corporate Affairs (MCA) Circular No. 17/2020 dated April 13, 2020, the Notice calling the AGM/EGM has been uploaded on the website of the Company at [www.mahaanfoods.com](http://www.mahaanfoods.com). The Notice of 37<sup>th</sup> AGM can also be accessed from the websites of the Stock Exchanges i.e. BSE Limited at [www.bseindia.com](http://www.bseindia.com) and website of Central Depository Services Limited (CDSL) (agency for providing the Remote e-Voting facility and e-voting system during the AGM) i.e. [www.evotingindia.com](http://www.evotingindia.com).
6. Members are requested to intimate changes, if any, pertaining to their name, postal address, e-mail address, telephone/mobile numbers, Permanent Account Number ('PAN'), mandates, nominations, power of attorney, bank details such as, name of the bank and branch details, bank account number, MICR code, IFSC code, etc.,
  - For shares held in electronic form: to their Depository Participant only and not to the Company's RTA. Changes intimated to the Depositor Participant will then be automatically reflected in the Company's records which will help the Company and its RTA provide efficient and better service to the Members.
  - For shares held in physical form: to the Company's RTA in prescribed Form ISR -1 and other forms pursuant to SEBI circular SEBI/HO/MIRSD/MIRSD\_RTAMB/P/ CIR/2021/655 dated November 3, 2021, as per instructions mentioned in the form. The said form can be downloaded from the Members' reference available on the Company's website under Investors [www.mahaanfoods.com](http://www.mahaanfoods.com) and is also available on the website of the RTA website.
7. Recorded transcript of the Meeting shall be uploaded on the website of the Company and the same shall also be maintained in safe custody of the Company. The registered office of the company shall be deemed to be the place of Meeting for the purpose of recording of the minutes of the proceedings of this AGM.
8. The Board of Directors has appointed M/s Deepak Bansal & Associates, Company Secretaries (FCS: 3736; CP: 7433) as the Scrutinizer for conducting the e-voting in a fair and transparent manner.
9. Institutional/Corporate Members intending to attend the Meeting are required to send a scan of certified copy of the Board Resolution (JPG/PDF format), pursuant to Section 113 of the Act, 2013, authorizing their representative to attend the Meeting through VC/OAVM on its behalf and vote through remote e-voting. The said Resolution/Authorization shall be sent to the Scrutinizer by email through its registered email: [deepakbansal.fcs@gmail.com](mailto:deepakbansal.fcs@gmail.com).
10. The remote e-voting facility will be available during the following period after which portal will be blocked and shall not be available for e-voting. Once the vote on resolution is cast by any member, he/she shall not be allowed to change it subsequently.

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|---------------------------------|----------------------------------------------------------------|
| Commencement of remote e-voting | From 09.00 a.m. (Server time) on September 24, 2024 (Tuesday)  |
| End of remote e-voting          | Up to 5.00 p.m. (Server time) on September 26, 2024 (Thursday) |

11. **The cut-off date for the purpose of e-voting is, Friday, September 20, 2024.** The voting rights of members shall be in proportion to their equity shareholding in the paid up equity share capital of the company as on cut-off date.
12. In case any shareholder have any query or issue relating to e-voting, may contact to Mr. Shivam Sharma, Company Secretary and Compliance officer, email to [csmlf@mahaanfoods.com](mailto:csmlf@mahaanfoods.com), Ph: 011-43107200 and may also contact to RTA, Alankit Assignments Limited, Alankit House, 4E/2 Jhandewalan Extension, New Delhi - 110055, Ph. 011-4254-1234, 011-42541953, email: , [rta@alamkit.com](mailto:rta@alamkit.com).
13. The results of remote e-voting and e-voting at the Annual General Meeting along with Scrutinizers' report shall be communicated within two working days of conclusion of the 37<sup>th</sup> AGM of the Company to the Stock Exchange (BSE Limited) [www.bseindia.com](http://www.bseindia.com) and shall also be played on the website on the company viz. [www.mahaanfoods.com](http://www.mahaanfoods.com).
14. The Register of Directors and Key Managerial Personnel and their shareholding, maintained under Section 170 of the Companies Act, 2013 and The Register of Contracts or Arrangements in which the Directors are interested, maintained under Section 189 of the Companies Act, 2013 will be available for inspection through electronic mode by the members at the AGM.

**THE INSTRUCTIONS FOR SHAREHOLDERS FOR REMOTE E-VOTING AND E-VOTING DURING AGM AND JOINING MEETING THROUGH VC/OAVM ARE AS UNDER:-**

**Step 1: Access through Depositories CDSL/NSDL e-Voting system in case of individual shareholders holding shares in demat mode.**

**Step 2: Access through CDSL e-Voting system in case of shareholders holding shares in physical mode and non-individual shareholders in demat mode.**

- (i) The voting period begins on Tuesday, September 24, 2024 at 09:00 a.m. and ends on Thursday, September 26, 2024 at 05:00 p.m. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of Friday, September 20, 2024, may cast their vote electronically. The remote E-voting module shall be disabled by CDSL for voting thereafter.
- (ii) The shareholders who have already voted prior to the meeting date, would not be entitled to remote e-vote i.e. e-voting at the AGM.
- (iii) Pursuant to SEBI Circular No. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015; listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders' / retail shareholders is at a negligible level.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.



In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to all the demat account holders, by way of a single login credential, through their demat accounts / websites of Depositories / Depository Participants. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

**Step 1: Access through Depositories CDSL/NSDL e-Voting system in case of individual shareholders holding shares in demat mode.**

- (iv) In terms of **SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 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.

Pursuant to abovesaid SEBI Circular, Login method for e-Voting and joining virtual meetings **for Individual shareholders holding securities in Demat mode CDSL/NSDL** is given below:

| Type of shareholders                                                          | Login Method                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Individual Shareholders holding securities in Demat mode with CDSL Depository | <ol style="list-style-type: none"> <li>1) Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login to Easi / Easiest are requested to visit cdsi website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login icon &amp; New System Myeasi Tab.</li> <li>2) After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly.</li> <li>3) If the user is not registered for Easi/Easiest, option to register is available at cdsi website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login &amp; New System Myeasi Tab and then click on registration option.</li> <li>4) Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on <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 able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</li> </ol> |

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| <p>Individual Shareholders holding securities in demat mode with <b>NSDL Depository</b></p>                               | <ol style="list-style-type: none"> <li>1) If you are already registered for NSDL IDeAS facility, 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 “Beneficial Owner” icon under “Login” which is available under ‘IDeAS’ 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 company name or e-Voting service provider name and you will be re-directed to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</li> <li>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 “Register Online for IDeAS “Portal or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a></li> <li>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 hold 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 company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</li> </ol> |
| <p>Individual Shareholders (holding securities in demat mode) login through their <b>Depository Participants (DP)</b></p> | <p>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful 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 company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

**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. CDSL and NSDL**

| Login type                                                                | Helpdesk details                                                                                                                                                                                                           |
|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Individual Shareholders holding securities in Demat mode with <b>CDSL</b> | 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 toll free no. 1800 210 9911 |
| Individual Shareholders holding securities in Demat mode with <b>NSDL</b> | 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.: 022-4886 7000 and 022-2499 7000         |

**Step 2: Access through CDSL e-Voting system in case of shareholders holding shares in physical mode and non-individual shareholders in demat mode.**

(v) Login method for e-Voting and joining virtual meetings for **Physical shareholders and shareholders other than individual holding in Demat form.**

- 1) The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
- 2) Click on “Shareholders” module.
- 3) Now enter your User ID
  - a. For CDSL: 16 digits beneficiary ID,
  - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - c. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
- 4) Next enter the Image Verification as displayed and Click on Login.
- 5) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier e-voting of any company, then your existing password is to be used.
- 6) If you are a first-time user follow the steps given below:

|                                                        | <b>For Physical shareholders and other than individual shareholders holding shares in Demat.</b>                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PAN                                                    | Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none"> <li>Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by Company/RTA or contact Company/RTA.</li> </ul> |
| Dividend Bank Details<br><b>OR</b> Date of Birth (DOB) | Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login. <ul style="list-style-type: none"> <li>If both the details are not recorded with the depository or company, please enter the member id / folio number in the Dividend Bank details field.</li> </ul>                 |

- (vi) After entering these details appropriately, click on “SUBMIT” tab.



- (vii) Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (viii) For shareholders holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (ix) Click on the EVSN of "Mahaan Foods Limited".
- (x) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xi) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (xii) After selecting the resolution, you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- (xiii) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xiv) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- (xv) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xvi) There is also an optional provision to upload BR/POA if any uploaded, which will be made available to scrutinizer for verification.
- (xvii) **Additional Facility for Non-Individual Shareholders and Custodians-For Remote Voting only.**
  - Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves in the "Corporates" module.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.

- The list of accounts linked in the login will be mapped automatically & can be delink in case of any wrong mapping.
- It is Mandatory that, a scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- Alternatively Non Individual shareholders are required mandatory to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer and to the Company at the email address viz; [deepakbansal.fcs@gmail.com](mailto:deepakbansal.fcs@gmail.com) & [csmf1@mahaanfoods.com](mailto:csmf1@mahaanfoods.com) respectively, if they have voted from individual tab & not uploaded same in the CDSL e-voting system for the scrutinizer to verify the same.

**INSTRUCTIONS FOR SHAREHOLDERS ATTENDING THE AGM THROUGH VC/OAVM & E-VOTING DURING MEETING ARE AS UNDER:**

1. The procedure for attending meeting & e-Voting on the day of the AGM is same as the instructions mentioned above for e-voting.
2. The link for VC/OAVM to attend meeting will be available where the EVSN of Company will be displayed after successful login as per the instructions mentioned above for e-voting.
3. Shareholders who have voted through Remote e-Voting will be eligible to attend the meeting. However, they will not be eligible to vote at the AGM.
4. Shareholders are encouraged to join the Meeting through Laptops / IPads for better experience.
5. Further shareholders will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
6. 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.
7. Shareholders who would like to express their views/ask questions during the meeting may register themselves as a speaker by sending their request in advance atleast **15 days prior to meeting** mentioning their name, demat account number/folio number, email id, mobile number at [csmf1@mahaanfoods.com](mailto:csmf1@mahaanfoods.com). The shareholders who do not wish to speak during the AGM but have queries may send their queries in advance **15 days prior to meeting** mentioning their name, demat account number/folio number, email id, mobile number at [csmf1@mahaanfoods.com](mailto:csmf1@mahaanfoods.com). These queries will be replied to by the company suitably by email.
8. Those shareholders who have registered themselves as a speaker will only be allowed to express their views/ask questions during the meeting.
9. Only those shareholders, who are 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 available during the AGM.
10. If any Votes are cast by the shareholders through the e-voting available during the AGM and if the same shareholders have not participated in the meeting through VC/OAVM facility,

then the votes cast by such shareholders may be considered invalid as the facility of e-voting during the meeting is available only to the shareholders attending the meeting.

**PROCESS FOR THOSE SHAREHOLDERS WHOSE EMAIL/MOBILE NO. ARE NOT REGISTERED WITH THE COMPANY/DEPOSITORIES.**

1. For Physical shareholders- please provide necessary details like 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 Company ([csmlfl@mahaanfoods.com](mailto:csmlfl@mahaanfoods.com)) /RTA email id ([rta@alankit.com](mailto:rta@alankit.com)).
2. For Demat shareholders -, Please update your email id & mobile no. with your respective **Depository Participant (DP)**
3. **For Individual Demat shareholders** – Please update your email id & mobile no. with your respective Depository Participant (DP) which is mandatory while e-Voting & joining virtual meetings through Depository.

If you have any queries or issues regarding attending AGM & e-Voting from the CDSL e-Voting System, you can write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or contact at toll free no. 1800 21 09911.

All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Sr. Manager (CDSL), Central Depository Services (India) Limited, A Wing, 25<sup>th</sup> floor, Marathon Futurex, Mafatlal Mill Compounds, NM Joshi Marg, Lower Parel (East), Mumbai-400013 for send an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or call toll free no. 1800 21 09911.

Any person, who acquires equity shares of the Company and become member of the Company after dispatch of the notice and holding shares as on the cut-off date i.e. Friday, September 20, 2024, may follow the same instructions as mentioned above for e-voting.

The Scrutinizer shall, immediately after the conclusion of voting at the AGM, unblock the votes cast through remote e-voting (votes cast during the AGM and votes cast through remote e-voting) and will submit a Scrutinizer's Report in specified format of the total votes cast in favour or against, if any, to the Chairman of the company or a person authorized by him in writing, who shall countersign the same. The results will be announced within the time stipulated under the applicable laws. The result declared along with the Scrutinizer's Report shall be placed on the Company's website [www.mahaanfoods.com](http://www.mahaanfoods.com) and on the website of CDSL [www.evotingindia.com](http://www.evotingindia.com) immediately. The Company shall simultaneously forward the results to BSE Limited within stipulated time, where the shares of the Company are listed.

By Order of the Board  
**For Mahaan Foods Limited**  
Sd/-

(Shivam Sharma)  
Company Secretary and Compliance Officer  
M. No.: A42083

Date: 13.08.2024  
Place: New Delhi

**ANNEXURE -A**

**Information of Director to be re-appointed at the forthcoming Annual General Meeting pursuant to Regulation 36(3) of the SEBI Listing Regulations and in accordance with provisions of Act read with the Secretarial Standard 2 issued by the Institute of Company Secretaries of India.**

|                                                                                                                       |                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Name of the Director                                                                                                  | Mrs. Saloni Goyal                                                                                                  |
| DIN                                                                                                                   | 00400832                                                                                                           |
| Designation                                                                                                           | Non-Executive Director                                                                                             |
| Date of Birth (Age in years)                                                                                          | December 04, 1965 (58 years)                                                                                       |
| Date of appointment                                                                                                   | September 27, 2014                                                                                                 |
| Qualifications                                                                                                        | Post Graduate in International Trade                                                                               |
| Experience and expertise in specific functional area                                                                  | Mrs. Saloni Goyal is having rich corporate experience of around 23 years in the field of legal and administration. |
| Detail of the Remuneration sought to be paid                                                                          | Nil                                                                                                                |
| Details of remuneration last drawn                                                                                    | Nil                                                                                                                |
| No. of Board meetings attended during the year 2023-24                                                                | 5 (Five)                                                                                                           |
| Terms and conditions of re-appointment                                                                                | She is liable to retire by rotation and being eligible has offered herself for re-appointment.                     |
| Relationship with other Directors or KMPs of the Company                                                              | Spouse of Mr. Sanjeev Goyal, Managing Director of the Company                                                      |
| Directorships held in other companies as on March 31, 2024                                                            | Everbright Estates Private Limited                                                                                 |
| Membership of Committees of other Listed Entities or from which, if any, she has resigned as Director in past 3 years | None                                                                                                               |
| Membership/Chairmanship of committees of other Companies                                                              | NIL                                                                                                                |
| Number of equity share held in the Company                                                                            | 5,16,715 (14.76%) Equity Shares of Rs. 10/- each                                                                   |

By Order of the Board  
**For Mahaan Foods Limited**

Sd/-  
**(Shivam Sharma)**  
Company Secretary and Compliance Officer  
M. No.: A42083

Date: 13.08.2024

Place: New Delhi

**INFORMATION AT A GLANCE**

| <b>Particulars</b>                                              | <b>Details</b>                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Company                                             | Mahaan Foods Limited                                                                                                                                                                                                                                                                                                                  |
| ISIN                                                            | INE734D01010                                                                                                                                                                                                                                                                                                                          |
| Contact Details                                                 | Office No.406, 4 <sup>th</sup> Floor, Worldmark 2, Asset No.8,<br>Aerocity Hospitality District, New Delhi-11003<br>E-mail: <a href="mailto:csmf1@mahaanfoods.com">csmf1@mahaanfoods.com</a> , Ph.: 011- 42107200                                                                                                                     |
| Type of Meeting                                                 | 37 <sup>th</sup> Annual General Meeting                                                                                                                                                                                                                                                                                               |
| EVSIN for 37 <sup>th</sup> AGM                                  | 240820039                                                                                                                                                                                                                                                                                                                             |
| Day, Date & Time of AGM                                         | Friday, September 27, 2024 at 02.00 P.M. (IST)                                                                                                                                                                                                                                                                                        |
| Cut-off date                                                    | Friday, September 20, 2024                                                                                                                                                                                                                                                                                                            |
| E-voting starting Day, Date and Time                            | Tuesday, September 24, 2024 at 09.00 A.M. (IST)                                                                                                                                                                                                                                                                                       |
| E-voting starting Day, Date and Time                            | Thursday, September 26, 2024 at 05.00 P.M. (IST)                                                                                                                                                                                                                                                                                      |
| Authorized for conducting E-voting, E-voting at AGM and VC/OVAM | CDSL                                                                                                                                                                                                                                                                                                                                  |
| Website Link for participation through VC/OVAM                  | <a href="http://www.evotingindia.com">www.evotingindia.com</a>                                                                                                                                                                                                                                                                        |
| Speaker Registration                                            | At least 15 days prior to AGM                                                                                                                                                                                                                                                                                                         |
| E-mail for Speaker Registration                                 | <a href="mailto:csmf1@mahaanfoods.com">csmf1@mahaanfoods.com</a>                                                                                                                                                                                                                                                                      |
| Registrar and Share Transfer Agent                              | Alankit Assignments Limited<br>4E/2, Alankit House, Jhandewalan Extension, New Delhi – 110055<br>Website: <a href="http://www.alankit.com">www.alankit.com</a> ,<br>E-mail: <a href="mailto:rta@alamkit.com">rta@alamkit.com</a> or <a href="mailto:vijayps1@alankit.com">vijayps1@alankit.com</a><br>PH.: 011-42541234, 011-42541953 |