



ADM Agro Industries Kota & Akola Private Limited

CIN : U15493HR1991PTC086016

Vatika Professional Point, 3rd Floor, Golf Course

Extension Road, Sector-66, Gurgaon – 122018,

Haryana, India

Ph. +91 124 4937800, Fax +91 124 4937889

NOTICE OF THE 33RD ANNUAL GENERAL MEETING

SHORTER NOTICE IS HEREBY GIVEN THAT THE 33RD ANNUAL GENERAL MEETING OF THE MEMBERS OF ADM AGRO INDUSTRIES KOTA & AKOLA PRIVATE LIMITED (“COMPANY”) WILL BE HELD ON FRIDAY, 27TH DAY OF SEPTEMBER, 2024 AT 12:00 NOON THROUGH OTHER AUDIO VISUAL MEANS (OAVM) AT VATIKA PROFESSIONAL POINT, 3RD FLOOR, GOLF COURSE EXTENSION ROAD, SECTOR 66, GURGAON - 122018 TO TRANSACT THE FOLLOWING BUSINESS:

ORDINARY BUSINESS:

- 1. To receive, consider, and adopt the Audited Financial Statements of the Company as of March 31, 2024, and the Reports of Directors and Auditors thereon.**

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

“**RESOLVED THAT** the Audited Financial Statements of the Company for the financial year ended March 31, 2024, and the Reports of the Auditors and Directors thereon be and are hereby received, considered and adopted.”

**By order of the Board of Directors
For ADM Agro Industries Kota & Akola Private Limited**

Kritika Singh

Company Secretary

Membership No. A30959

Address: Vatika Professional Point, 3rd Floor, Golf Course

Extension Road, Sector-66, Gurgaon — 122018,

Haryana, India

Date: 25.09.2024

Place: Gurugram



NOTES:

1. **THE MINISTRY OF CORPORATE AFFAIRS (“MCA”) VIDE ITS GENERAL CIRCULAR NO. 14/2020 DATED APRIL 08, 2020, GENERAL CIRCULAR NO.17/2020 DATED APRIL 13, 2020, GENERAL CIRCULAR NO.20/2020 DATED MAY 05, 2020, GENERAL CIRCULAR NO. 02/2022 DATED MAY 05, 2022, GENERAL CIRCULAR NO. 10/2022 DATED DECEMBER 28, 2022 AND CIRCULAR NO. 09/2023 DATED SEPTEMBER 25, 2023 (COLLECTIVELY REFERRED AS “MCA CIRCULARS”) PERMITTED THE HOLDING OF THE ANNUAL GENERAL MEETING (“AGM”) THROUGH VC / OAVM FACILITY ON OR BEFORE 30TH SEPTEMBER 2024, WITHOUT THE PHYSICAL PRESENCE OF THE MEMBERS AT A COMMON VENUE.** In Compliance with the provisions of the Companies Act, 2013 (“Act”) and MCA Circulars, this AGM of the Company is being held through Other Audio Visual Means (OAVM). The deemed venue for the AGM shall be the Registered Office of the Company in terms of provision of Act. The framework prescribed by MCA in said circulars would be available to the members for effective participation in following manner:
 - a. Company is convening its 33rd AGM through OAVM and no physical presence of members, directors, auditors and other eligible persons shall be required at a common venue.
 - b. In view of the relaxation provided by MCA vide MCA Circulars, Shorter Notice of the AGM along with Annual report for the financial year ended 31st March, 2024 consisting of Financial Statements including Board’s Report, Auditors’ Report and other documents required to be attached therewith (Collectively referred to as Notice) is being sent only through email to all members on their registered email id with the Company and no physical copy of the same would be dispatched.
 - c. The members who have not yet registered their e- mail ids with the Company or wishes to update their registered email id, may send request for the same by writing to the Company Secretary of the Company, Ms. Kritika Singh at Kritika.Singh@adm.com for any assistance.
 - d. Notice of the Annual General Meeting shall also be available on website of the Company at <https://www.adm.com/en-us/about-adm/locations/asia-pacific/>.
 - e. Members and Participants, to whom this notice is being circulated, are allowed to submit their questions in advance with regard to financial statements or any matter to be placed at the Annual General Meeting, from their registered email address to Ms. Kritika Singh at Kritika.Singh@adm.com. Further, queries or question may also be posed concurrently during the Annual General Meeting. Such questions by the participants shall be taken up during the meeting and replied by the Company suitably.
 - f. Members, Directors, Auditors and other eligible persons to whom this notice is being circulated may join the AGM 15 minutes before the scheduled time till the expiry of 15 minutes after the scheduled time.
 - g. Members shall cast their vote by show of hand at the Meeting. Further, if the poll is demanded at the AGM for voting, then the Chairperson may take the poll as may be demanded within 48 hours from the time when the poll is demanded.
 - h. In case poll is demanded, Members shall convey their vote by poll on the resolutions as set out in notice by sending email from their registered email id to Kritika.Singh@adm.com. In case voting is to be done by way of poll, then the Chairperson of the Meeting or any other person authorized by the Chairperson, shall appoint a scrutinizer for the purpose of scrutinizing the voting process in a fair and transparent manner, who shall submit his report to the Chairperson. In case voting is done by way of poll, the Chairperson may adjourn the Meeting and



call later to declare the results of the meeting after receipt of scrutinizer report.

- i. Members attending the Meeting through Video Conferencing are required to mark their attendance by mentioning their names during the AGM and by showing their identity proofs for ensuring the attendance.
 - j. In case any assistance is required, before or during the Meeting, with using the technology or in accessing the Meeting, the Members may write to Company Secretary of the Company, Ms. Kritika Singh at Kritika.Singh@adm.com.
2. **PURSUANT TO THE PROVISIONS OF THE ACT, A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT ANOTHER PERSON AS A PROXY TO ATTEND AND VOTE AT THE MEETING INSTEAD OF HIM/HERSELF AND SUCH PROXY NEED NOT BE A MEMBER OF THE COMPANY.** Since this AGM is being held through OAVM, pursuant to the MCA circulars, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for this AGM and hence the proxy form and attendance slips are not annexed to this notice.
3. Since, the AGM will be held through OAVM, the route map of the venue of the Meeting is not annexed hereto.
4. Corporate Members intending to send their authorized representatives to attend the meeting are requested to send a duly certified copy of the Board Resolution, pursuant to Section 113 of the Companies Act, 2013 along with any identity proof of its authorized representative to attend and vote at the AGM. The said Resolution shall be sent to the Company Secretary of the Company Ms. Kritika Singh by e-mail at Kritika.Singh@adm.com at least 2 days before the date of AGM.
5. Members attending the AGM through VC / OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.
6. 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 Directors are interested maintained under Section 189 of the Companies Act, 2013 along with all other documents referred to in this Notice, will be available for inspection electronically by the members on all working days during the business hours between 10:00 A.M. to 04:00 P.M upto the date of the Annual General Meeting and during the AGM. Members may request for the inspection by sending an email to the Company Secretary of the Company Ms. Kritika Singh by e-mail at Kritika.Singh@adm.com from their registered email addresses.
7. Instructions for Members for participating in the 33rd AGM through OAVM are as under:
 - (a) Participants will be able to attend the 33rd Annual General Meeting through OAVM facility by using the link that would be shared with all the participant at least two days before the Annual General Meeting at their registered email id. Click on the link and participant would be automatically directed to the Meeting. In case any assistance is required, before or during the Meeting, with using the technology or in accessing the Meeting, the Members may write to Company Secretary of the Company, Ms. Kritika Singh at Kritika.Singh@adm.com.
 - (b) Members may join the Meeting through laptops, smartphones, tablets and iPads for better experience. Further, Members are recommended to use stable internet (Wi-Fi or LAN) to avoid any disturbance during the Meeting.