



STERLING TOOLS LIMITED

Registered Office : UNIT NO. 515, DLF TOWER A, JASOLA DISTRICT CENTER, NEW DELHI-110025
CIN: L29222DL1979PLC009668, Website.: www.stlfasteners.com Ph.: 0129-2270621-25,
Email Id.: csec@stlfasteners.com

NOTICE OF THE 42nd ANNUAL GENERAL MEETING, E-VOTING INFORMATION AND BOOK CLOSURE

Annual General Meeting

Notice is hereby given that the 42nd Annual General Meeting (AGM) of the Members of the Company will be held on Tuesday, 21st September, 2021 at 10.00 A.M. Indian Standard Time (IST) through Video Conferencing ("VC")/Other Audio Visual Means ("OAVM") in accordance with all applicable provisions of the Companies Act, 2013 and Rules made thereunder read with General Circulars issued by the Ministry of Corporate Affairs i.e. Circular No. 14/2020 dated April 08, 2020, Circular No. 17/2020 dated April 13, 2020 and Circulars No. 20/2020 dated May 05, 2020 and Circular No. 02/2021 dated January 13, 2021 (collectively referred to as "MCA Circulars") and the Securities Exchange Board of India ("SEBI") (Listing Obligations and Disclosures Requirements) Regulations, 2015 ("Listing Regulations") read with Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 issued by SEBI dated May 12, 2020 and SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021 ("SEBI Circular") to transact the Businesses as set out in the AGM Notice dated 11th August, 2021 which forms part of the Annual Report for the Financial Year 2020-21 sent through e-mail only to Members in the electronic mode whose e-mail addresses are registered with the Company /RTA or Depository Participant and the same has been completed on 28th August, 2021. The Annual Report and AGM Notice are available on the Company's website at www.stlfasteners.com, website of Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com respectively, and on the website of National Securities Depository Limited ("NSDL") at www.evoting.nsd.com.

Instruction for Remote E-Voting and E-voting during AGM

In terms of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended from time to time, and Regulation 44 of Listing Regulations, the Company is pleased to provide "remote e-voting" facility to the Members before the AGM and e-voting facility during the AGM, who will be holding shares in physical or dematerialised form as on 14th September, 2021 (cut-off date). They may cast their votes electronically through e-voting services provided by NSDL. The instructions for remote e-voting including e-voting during the AGM have been provided in the notice of the AGM.

Members may access the NSDL e-voting system at the weblink: <https://www.evoting.nsd.com> under shareholders/members login. The same link is valid for joining/attending the AGM through VC/OAVM on the meeting day.

The instructions and manner for casting of vote through remote e-voting including e-voting during the AGM for those members who are holding shares in physical form or who have not registered email ids with the company are provided in the notice of the AGM.

Members are hereby informed that:

- a) Members holding shares either in physical form or in dematerialised form, as on the "Cut Off" date i.e. Tuesday, 14th September, 2021, may exercise their right to vote by remote e-voting before the AGM or e-voting during the AGM through VC/OAVM on any or all of the businesses specified in the Notice convening the AGM of the Company by electronic voting.
- b) The remote e-voting will commence on Friday, September 17, 2021 at 9.00 AM.
- c) The remote e-voting will end on Monday, September 20, 2021 at 5.00 P.M.
- d) The remote e-voting module shall be disabled by NSDL for voting thereafter and voting through remote e-voting shall not be allowed thereafter. Once the vote on a resolution is cast by a Member, the Member shall not be allowed to change it subsequently.
- e) Members who have acquired the shares of the Company after the dispatch of the Notice of the AGM electronically can generate their login and password as per instruction given in the notice under e-voting instructions on page no.3 of the Notice of the AGM. The facility of voting through e-voting system shall also be made available during the AGM through VC/OAVM. Only those members attending the AGM, through VC/OAVM who have not already cast vote through remote e-voting shall be able to exercise their e-voting right during the AGM.
- f) Members who have cast their vote through remote e-voting prior to the AGM will also be eligible to participate at the AGM through VC/OAVM but such members shall not be entitled to cast their vote again.
- g) Members are permitted to join the AGM through VC/OAVM, 30 minutes before the scheduled time of commencement of AGM and 15 minutes after the scheduled time of commencement of AGM through the facility provided by NSDL at <https://www.evoting.nsd.com> by using the login credentials and selecting the EVEN for the Company's AGM. Detailed procedure is provided in the notice of AGM.
- h) In case of any query or grievance pertaining to remote e-voting before the AGM, e-voting during the AGM and joining the AGM through VC/OAVM, Members may contact Mr. Amit Vishal, Asst. Vice President, NSDL, Trade World, A wing, 4th Floor, Kamala Mills Compound, Lower Parel, Mumbai - 400013. Email: atvoting@nsdl.co.in, Tel.: 1800 1020 990 and 1800 22 44 30. Further, Members may also contact with Mr. Deepanshu Rastogi, Asst. Manager, MAS Services Limited, RTA at info@masserv.com or on Telephone No.: 011-26387281/82/83.
- i) Any member who is not a Member as on the cut-off date should treat this Notice for information purposes only.
- j) Process for those shareholders who wish to obtain login credentials for e-voting for the resolutions proposed in this notice but whose email addresses are not registered with the Company/Depositories:
 - (i) In case shares are held in physical mode please send signed request letter with 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 info@masserv.com with subject line "user detail required for Sterling Tools Limited Annual General Meeting 2021 mention folio no.".
 - (ii) In case shares are held in demat mode, please update your email id with your depository participant and send scan copy of updated client master report to info@masserv.com with subject line "user detail required for Sterling Tools Limited Annual General Meeting 2021 mention dpid-clid". 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 and joining virtual meeting for Individual shareholders holding securities in demat mode.**
- k) Members are requested to carefully read the notice of the AGM and in particular, instructions for joining the AGM, manner of casting vote through remote e-voting or e-voting at the AGM.

Closure of Register of Members

Notice is further given pursuant to Section 91 of the Companies Act, 2013 read with Companies (Management & Administration) Rules, 2014, that the Register of Members and Share Transfer Books of the Company will remain closed from Wednesday, 15th September, 2021 to Tuesday, 21st September, 2021 (both days inclusive) for the purposes of ensuing AGM and for determining entitlement to dividend, if any.

The manner and procedure in which the members can give their mandate for receiving of dividends directly in their bank accounts through the National Automated Clearing House (NACH) or any other means are available in the notice of the AGM.

By order of the Board,
for **STERLING TOOLS LIMITED**
Sd/-

VAISHALI SINGH
Company Secretary

Place: Faridabad
Date: 28.08.2021