



# STERLING TOOLS LIMITED

CIN: L29222DL1979PLC009668

Regd. Office: Unit No. 515, DLF Tower A, Jasola District Centre, New Delhi-110025

Corporate Office: Plot No. 4, D L F Industrial Estate, Faridabad-121003

E-mail: csec@stlfasteners.com, Website: www.stlfasteners.com

Tel: 91 129 2270621-25 / Fax: 91 129 2277359

## Notice of 41<sup>st</sup> Annual General Meeting, Book Closure and Remote E-Voting information

NOTICE is hereby given that the 41<sup>st</sup> Annual General Meeting ('AGM') of the members of Sterling Tools Limited will be held through Video Conferencing ("VC") / Other Audio Visual means ("OAVM") on Friday, the 25<sup>th</sup> September, 2020 at 10.30 am to transact the Ordinary and Special Business(es), as set out in the Notice of AGM. The Notice of the Meeting, Annual Report for the financial year ended March 31, 2020 and remote e-voting details have been sent in electronic mode to all the members whose e-mail IDs are registered with the Company/RTA/Depository. The date of completion of email of the notices to the shareholders is September 2, 2020.

In case you have not registered your email ID with the Company/ Depository, please follow below instructions to register your email ID for obtaining annual report for FY 2019-20 and login details for e-voting.

**Physical Holding :** Send a request to Registrar and Transfer Agents of the Company, MAS Services Limited at info@masserv.com providing Folio number, Name of the 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) for registering email address.

Please send your bank detail with original cancelled cheque to our RTA (i.e. MAS Services Limited, T-34 2nd Floor, Okhla Industrial Area, Phase-II, New Delhi-110020) alongwith letter mentioning folio no. if not registered already.

**Demat Holding :** Please contact your Depository Participant (DP) and register your email address as per the process advised by DP. Please also update your bank detail with your DP for dividend payment by NACH if declare by company.

These documents are also available on Company's website www.stlfasteners.com for download by the members. Notice is hereby given in compliance with the provisions of Section 108 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014 as amended and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 that the Company has offered e-voting facility for transacting all the business by National Securities Depository Limited (NSDL) through their portal www.evoting.nsdcl.com to enable the members to cast their votes electronically.

The remote e-voting period commences on Monday, September 21, 2020 (09:00 am) and ends on Thursday, September 24, 2020 (05:00 pm). No e-voting shall be allowed beyond the said date and time. During this period members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of September 18, 2020, may cast their vote by remote e-voting. Any person, who acquires shares and becomes member of the Company after dispatch of the notice and holding shares as of the cut off date i.e. September 18, 2020 may obtain the login ID and password by sending a request at evoting@nsdl.co.in or RTA, MAS Services Limited at info@masserv.com. However, if the members are already registered with NSDL for remote e-voting then they can use their existing user ID and password for casting their vote. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently. The facility for voting through e-voting shall be made available at the AGM and the members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again. Shri A.K. Goyal, Practicing Company Secretary (Membership No. FCS 1565 & CP No. 7461) or failing him Shri Santosh Kumar Pradhan, Practicing Company Secretary (Membership No. FCS 6973 & CP No. 7647) has been appointed as Scrutinizer for the e-voting process. The detailed procedure for remote e-voting is contained in the letter sent with the Notice of the AGM. Any query/grievance relating to e-voting may be addressed to Vaishali Singh, Company Secretary and Compliance Officer, Sterling Tools Limited, 5A-DLF Industrial Estate, Faridabad Phone: 0129-2270622-25, Fax: 0129-2277359, Email: csec@stlfasteners.com is also hereby given pursuant to Section 91 of the Companies Act, 2013, Rule 10 of the Companies (Management & Administration) Rules, 2014 and Regulation 42 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 that the Register of the Members and Share Transfer Books of the Company will remain closed from Saturday, the September 19, 2020 to Friday, the September 25, 2020 (both days inclusive) in connection with the ensuing Annual General Meeting of the Company.

Securities and Exchange Board of India (SEBI) vide its circular No. CIR/MRD/DP/ 10/2013 dated March 21, 2013 has stipulated that all listed companies shall use approved electronic mode of payment viz., ECS, NACH, NEFT/RTGS etc., for the purpose of making payments to the shareholders. All the shareholders are requested to immediately update their Bank Account No. with 9-digit MICR Code (either Bank Account No. or 9-digit MICR No. or both), if the same has not been updated with the Company's share transfer agent or the depository participant, as the case may be. As per Circular No. NPCI / 2016-17/NACH 1203 dated December 08, 2016, NPCI has stipulated that for processing of electronic payment, account number should be minimum 10 digit and 9 digit in case of Indian Bank Account number with less than 10 digit, or 9 digit in case of Indian bank will be rejected. You are accordingly requested to please update your bank details as per NPCI rules for electronic payment of dividend in line with the above said circular.

By order of the Board  
For Sterling Tools Limited  
-Sd-

Vaishali Singh  
Company Secretary & Compliance Officer

Place: Faridabad

Date: 02<sup>nd</sup> September, 2020

Size 12x20 cm