



WEST COAST PAPER MILLS LIMITED

Regd. Office: P B No 5, Bangur Nagar, Dandeli - 581 325, Uttara Kannada, Karnataka
CIN: L02101KA1955PLC001936, GSTN: 29AAACT4179N1ZO, Phone: (08284) 231391-395 (5 Lines),
Fax: (08284) 231225, E-mail: co.sec@westcoastpaper.com, Website: www.westcoastpaper.com

NOTICE

NOTICE is hereby given that the 67th Annual General Meeting of the Members of **WEST COAST PAPER MILLS LIMITED** will be held through Video Conferencing ("**VC**")/ Other Audio-Visual Means ("**OAVM**") on Wednesday, the 17th August, 2022, at 11.30 A.M. to transact the following business:

ORDINARY BUSINESS:

1. To consider and adopt the Audited Financial Statements (Standalone and Consolidated) for the year ended 31st March, 2022 including the Reports of the Directors and Auditors thereon.
2. To declare dividend on Equity Share for the financial year ended on 31st March, 2022.
3. To appoint a Director in place of Shri Rajendra Jain (DIN: 07250797), who retires by rotation under the Articles of Association of the Company and being eligible, offers himself for re-appointment.
4. To re-appoint Auditors & fix their remuneration and in this regard to consider and, if thought fit, to pass with or without modifications, the following resolution:

"RESOLVED THAT pursuant to the provisions of Section 139,142 and all other applicable provisions, if any, of the Companies Act, 2013 (the "Act") read with the Companies (Audit and Auditors) Rules, 2014, (including any statutory modification(s) or re-enactment thereof) and pursuant to the recommendations of the Audit Committee and the Board of Directors of the Company, M/s Singhi & Co., Chartered Accountants, Kolkata (Firm Reg. No.302049E), be and are hereby re-appointed as the Auditors of the Company to hold office from the conclusion of the Sixty Seventh Annual General Meeting till the conclusion of the Seventy Second Annual General Meeting of the Company (second term for a period of five years), at a remuneration, mutually agreed by the Board of Directors and the Auditors plus applicable service tax and reimbursement of travelling and out of pocket expenses incurred by them for the purpose of audit.

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to do all acts and take all such steps as may be necessary, proper or expedient to give effect of this Resolution."

SPECIAL BUSINESS:

5. **Appointment of Shri Umesh Kini(M.No.29159), Cost Accountant, Sirsi as Cost Auditor of the Company and ratification of Remuneration**

To consider and, if thought fit, to pass with or without modifications, the following as an **Ordinary Resolution**:

"RESOLVED THAT pursuant to Section 148(3) and all other applicable provisions of the Companies Act, 2013 and the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force), and pursuant to the recommendation of the Audit Committee, the remuneration of Rs. 1,20,000/- as approved by the Board of Directors of the Company be paid to Shri Umesh Kini (M.No.29159), Cost Auditor, Sirsi, to conduct the audit of the cost accounts maintained by the Company, for the financial year ending 31st March 2023, be and is hereby ratified."

"RESOLVED FURTHER THAT, the Board of Directors be and is hereby authorized to do all acts and take all such steps as may be necessary, proper or expedient to give effect to this Resolution."

6. **Appointment of Shri Vinod Balmukand Agarwala (DIN:01725158) as an Independent Director of the Company**

To consider and, if thought fit, to pass, with or without modifications, the following resolution as **Special Resolution**:

"RESOLVED THAT pursuant to the provisions of Section 149, 150, 152 read with Schedule IV and all other applicable provisions of the Companies Act, 2013 (the "Act") and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force) and Regulation 17 and 25 of SEBI(Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR"), Shri Vinod Balmukand Agarwala (DIN:01725158) was appointed as an Additional Director w.e.f., 26th May, 2022,

under the provisions of Section 161 of the Act, by the Board of Directors on the basis of recommendation of the Nomination and Remuneration Committee of the Board of Directors of the Company and qualifies for being appointed as an Independent Director and in respect of whom the Company has received a notice in writing under Section 160 of the Act, be and is hereby appointed as an Independent Director of the Company not liable to retire by rotation and to hold office for 3(three) consecutive years with effect from 26th May, 2022 to 25th May, 2025.”

“RESOLVED FURTHER THAT the Board of Directors and/or the Company Secretary, be and are hereby severally authorized to settle any question, difficulty or doubt, that may arise in giving effect to this resolution and to do all such acts, deeds and things as may be necessary, expedient and desirable for the purpose of giving effect to this resolution.”

By Order of the Board

Brajmohan Prasad

Company Secretary

M.No. F7492

Place: Dandeli

Date: 26th May, 2022

NOTES:

- 1 An Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 (“the Act”), in respect of businesses to be transacted at the Annual General Meeting (“AGM”) , as set out under Item No.5 and 6 above and the relevant details of the Directors as mentioned under Item No.3 and 6 above as required by Regulation 36(3) of the Securities and Exchange of India (Listing Obligations and Disclosure Requirement) Regulations, 2015 (“SEBI LODR”) and as required under Secretarial Standards-2 on General Meeting issued by the Institute of Company Secretaries of India, is at Annexure-I.
- 2 The members may note that the Ministry of Corporate Affairs (“MCA”) vide its General Circular nos. 20/2020 dated 05 May 2020, General Circular No. 02/2021 dated 13 January 2021, General Circular No. 19/2021 dated 08 December 2021, 21/2021 dated 14 December 2021 and General Circular No. 2/2022 dated 05 May 2022- (“MCA Circulars”), in relation to the extension of framework provided in the MCA Circulars up to 31 December, 2022 and Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79, dated 12 May, 2020, SEBI/HO/CFD/CMD2/CIR/P/2021/11, dated 15 January, 2021 and SEBI/HO/CFD/CMD2/CIR/P/2022/62, dated 13 May 2022 issued by Securities and Exchange Board of India in view of the current extraordinary circumstances due to outbreak of COVID-19 pandemic, has permitted the Companies:
 - (i) to send the annual reports to shareholders only on e-mail who have registered their e-mail ID with the Company/ Depositories;
 - (ii) to hold AGM through VC or OAVM during the year 2022.
- 3 In compliance with the provisions of Section 108 of the Act read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as substituted by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the SEBI LODR, the Company is pleased to offer its Members, facility to exercise their right to vote in respect of the businesses to be transacted through E-Voting Services.
- 4 The Company has entered into an agreement with Link Intime India Pvt. Ltd., (“LIPL”) for availing Electronic Voting facility in compliance with the provisions of Section 108 of the Act, read with Rule 20 of the Companies (Management and Administration) Rules, 2014. E-voting instructions, user ID & Password are being informed by LIPL, to those members who have registered their e-mail ID. Further members who are already in possession of user ID & Password may use the same.
- 5 The facility for voting through InstaMeet (VC/OAVM) shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote E-voting shall be able to exercise their right at the meeting through InstaMeet (VC/OAVM).
- 6 The Company will hold the AGM through VC/OAVM facility without physical presence of the members. The necessary details for joining the meeting are given at Annexure-II.
- 7 As the AGM shall be conducted through VC/OAVM, the facility for appointment of Proxy by the Members is not available for this AGM and hence the Proxy Form and Attendance Slip including Route Map are not annexed to this Notice.
- 8 The meeting shall be deemed to be conducted at the Registered office of the Company.

- 9 Remote e-Voting period will commence on **14th August, 2022 at 9.00 AM** and ends on **16th August, 2022 at 5.00 PM**. Thereafter e-voting module shall be disabled for voting by LIPL. voting right will be reckoned on the paid-up value of share registered in the name of members on **10th August, 2022(Cut Off Date)**.
- 10 Pursuant to Section 101 and Section 136 of the Act, read with relevant rules made there under, Annual Report and Notice of AGM is being sent through e-mail to members who have registered e-mail ID with the Company / Depositories. The members who have not registered their e-mail ID with the Company can access the Annual Report on the website of the Company www.westcoastpaper.com. Members who would like to obtain pdf copy on their e-mail ID may write an e-mail to co.sec@westcoastpaper.com. Pursuant to the Circulars mentioned above, the Company has not printed the Annual Reports and hence no hard copies of the Annual Report will be provided.
- 11 Members may note that the Notice of AGM and Annual Report for the financial year 2021-22 will also be available on the Company's website www.westcoastpaper.com, website of the Stock Exchanges i.e. www.nseindia.com and www.bseindia.com.
- 12 Pursuant to Section 113 of the Act, corporate members are requested to send a duly certified copy of the Board resolution authorizing their representative to attend and vote the AGM, by e-mail before e-voting/ attending AGM, to csnaman@ngjoshiandco.com / co.sec@westcoastpaper.com.
- 13 The members who are holding shares in physical form and who have not registered their e-mail ID with the Company, can write to evoting.investors@linkintime.co.in by providing their name and folio number and obtain default PAN (if PAN is not registered with the Company) for the purpose of e-voting and exercise their vote through remote e-voting or vote electronically during the AGM. The credentials will be provided to the members after verification of all details.
- 14 As per the provisions of Section 72 of the Act, and Rule 19(1) of the Companies (Share Capital and Debentures) Rules, 2014, members holding shares in physical form may file nomination in the prescribed form SH-13 with the Company's Registrar and Share Transfer Agent. In respect of shares held in demat form, the nomination form may be filed with the respective DP.
- 15 All documents referred to in the accompanying Notice are open for inspection at the Registered Office of the Company during office hours on all working days, except Saturdays and holidays, between 10:00 Hrs. and 12:00 Hrs. up to the date of the Annual General Meeting and these documents shall be uploaded on the platform of AGM with adequate security feature enabled so as to disallow members from taking copies of such documents
- 16 The Register of Members and the Share Transfer Books will remain closed from 11th August, 2022 to 17th August, 2022 (both the days inclusive).
- 17 The dividend on equity shares as recommended by the Board of Directors, if declared at the meeting, will be paid, on or after 22nd August, 2022 to those shareholders whose names appear in the Register of Members on 17th August, 2022. In respect of shares held in electronic form, the dividend will be paid on the basis of beneficial ownership at the close of business hours on 10th August, 2022, based on the details to be furnished by National Securities Depository Limited and Central Depository Services(India) Limited, for this purpose.

Payment of Dividend is subject to deduction of income tax at source in accordance with the provisions of Income Tax Act, 1961 and rules made there under w.e.f. 1st April, 2020. Shareholders who are not liable to pay income tax are requested to download the applicable Tax Exemption Forms from <https://www.linkintime.co.in/client-downloads.html> and upload the said Forms/documents duly completed and signed on URL: <https://linkintime.co.in/forms/reg/submission-of-form-15g-15h.html> or email at wcpdivtax@linkintime.co.in, if unable to upload/email send the hard copy to LIPL. (RTA of the Company) on or before 5th August, 2022.

- 18 In compliance with the SEBI circular, the Company has assigned all the work related to share registry in terms of both physical and electronic to –

Link Intime India Pvt. Ltd.
(Unit: West Coast Paper Mills Ltd.,)
C-101, 247 Park, LBS Marg, Vikhroli (West)
Mumbai - 400 083
Ph: (022) 49186000; Fax: (022) 49186060;
E-mail: rnthelpdesk@linkintime.co.in

All the members are requested to send/deliver their documents/correspondence relating to the Company's Share Transfer/Demat/Remat requests to the above Registrar and Share Transfer Agent. Members holding shares in physical form are requested to notify promptly any change in their address, to the Registrar and Share Transfer Agent.

- (i) Members holding shares in electronic form are requested to intimate immediately any change in their address or bank mandates to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form are requested to advise any change in their bank mandates immediately to the LIPL.
- (ii) With a view to provide protection against fraudulent encashment of dividend warrants, the members were requested in the past to provide their bank account number, name of the bank, IFSC code and address of the branch to enable the Company to incorporate the said details in the dividend warrants. Those members who are holding shares in physical form and who have not yet furnished such information are again requested to furnish these details quoting their folio numbers to reach the Registrar and Share Transfer Agent, at the address given above.
- (iii) Members holding shares in electronic form may give instructions regarding change/deletion in bank details to their Depository Participants only.
- (iv) Members are requested to register their Permanent Account Number (PAN), e-mail ID and Mobile number with their Depository Participants, in case shares are held in dematerialized form.
- Shareholders holding share in physical form are requested to register their Permanent Account Number(PAN), e-mail ID, Mobile Number and Bank Account details on Web portal Link https://web.linkintime.co.in/EmailReg/Email_Register.html or send the hard copy to LIPL .(RTA of the Company) before 5th August, 2022.
- (v) Members holdings shares in the same name under different Ledger Folios are requested to apply for consolidation of such Folios and send the relevant share certificates to the Share Transfer Agent.
- 19 Pursuant to the provisions of Section 124(6) of the Act, the amount of dividend remaining unclaimed for a period of seven years shall be transferred to the Investor Education and Protection Fund ("IEPF"). Thereafter, members shall not be able to register their claim in respect of their un-cashed dividends with the Company.
- There was no dividend/dividend warrants for the financial year ended on 31st March, 2015, hence there is no unclaimed dividend for the financial year ended on 31st March, 2015, transfer to the IEPF.
- 20 The details of the unpaid/unclaimed amounts lying in the Company as on 31st March, 2022 are available on the website of the Company www.westcoastpaper.com and on Ministry of Corporate Affairs website. The Shareholders whose dividends/shares as transferred to the IEPF Authority can now claim their dividends/shares from the Authority by following the Refund Procedure as detailed on the website of IEPF Authority.
- 21 Once vote on a resolution is cast through remote e-voting/voting by e-mail by a member, the member shall not be allowed to subsequently change it. A member may participate in the AGM through VC/OAVM, even after exercising his right to vote through remote e-voting/voting by e-mail but shall not be allowed to vote again at the AGM.
- 22 Shri Naman Gurumurthi Joshi (Membership No.F8389), Company Secretaries, N.G.Joshi & Co., has been appointed as the Scrutinizer to scrutinize the e-voting/voting by e-mail process in a fair and transparent manner. The Scrutinizer shall after the conclusion of voting at the general meeting, will unblock the votes cast through remote e-voting/voting by e-mail in the presence of at least two witnesses not in the employment of the Company and shall make, not later than two days of the conclusion of the AGM, a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.
- 23 Instructions and other information relating to remote e-voting: Annexure-II appended herewith.
- 24 The results declared along with the report of the Scrutinizer shall be placed on the website of the Company www.westcoastpaper.com and on the website of LIPL., immediately after the declaration of results by the Chairman or a person authorized by him in writing. The results shall also be immediately forwarded to the BSE Limited and the National Stock Exchange of India Limited, Mumbai.
- 25 The brief profile of the Director retiring by rotation and being eligible, seeking re-appointment/appointment at the AGM pursuant to Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and applicable Secretarial Standards 2 issued by the Institute of Company Secretaries of India is provided as **'Exhibit A'**.

By Order of the Board

Brajmohan Prasad
Company Secretary
M.No. F7492

Place: Dandeli
Date: 26th May, 2022

ANNEXURE TO THE NOTICE**STATEMENT OF MATERIAL FACTS PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013****Item No. 4**

In terms of Section 139 of the Companies Act, 2013, read with the Companies (Audit and Auditors) Rules, 2014, Members of the Company in the 62nd Annual General Meeting held on 31st August, 2017, approved the appointment of M/s. Singhi & Co., Chartered Accountants (Firm Registration No. 302049E), as the Statutory Auditors of the Company for an initial term of five consecutive years. The Statutory Auditors have confirmed they are not disqualified from continuing as Auditors of the Company and has valid Peer Review Certificate.

The Board of Directors of the Company (the "**Board**"), on the recommendation of the Audit Committee, has approved in their Meeting held on 26th May, 2022, re-appointment of M/s Singhi & Co, Chartered Accountants, having registration no. 302049E as Statutory Auditors of the Company for 2nd term of five consecutive years from the conclusion of the Sixty Seventh (67th) Annual General Meeting till the conclusion of the Seventy Second (72nd) Annual General Meeting on such remuneration, mutually agreed by the Board of Directors and the Statutory Auditors of the Company.

Accordingly, consent of the Members is sought for passing an Ordinary Resolution as set out under Item No. 4 of the Notice for re-appointment of M/s Singhi & Co, Chartered Accountants, having registration no. 302049E as Statutory Auditors of the Company for 2nd term of five consecutive years from the conclusion of the Sixty Seventh (67th) Annual General Meeting till the conclusion of the Seventy Second (72nd) Annual General Meeting on such remuneration, mutually agreed by the Board of Directors and the Statutory Auditors of the Company.

None of the Directors, Key Managerial Personnel, and their relatives are concerned or interested, financially or otherwise, in the aforesaid Resolution. The Board recommends passing of the Resolution as set out under Item No. 4 of the Notice for approval by the Members of the Company.

Item No.5

On the recommendation of the Audit Committee, the Board of Directors of the Company at its meeting held on 26th May, 2022 have approved the appointment of Shri Umesh Kini (M.No.29159), Cost Accountant, Sirsi, as the Cost Auditor of the Company to conduct the audit of the cost accounts maintained by the Company, for the year ended on 31st March, 2023 at a remuneration of Rs. 1,20,000/- in terms of provisions of Section 148 of the Companies At, 2013 and Rule 14 of the Companies (Audit and Auditors) Rules, 2014, subject to ratification by the Members.

The Board has recommended the Resolution as set out at Item No.5 of this Notice for your approval.

None of the Directors, Key Managerial Personnel and their relatives are concerned or interested in the Resolution at Item No.5 of the Notice.

Item No.6

It is required under Section 149(4) of the Companies Act, 2013 (the "**Act**") to appoint Independent Directors and maximum tenure as per Section 149(10) of the Act is upto 5 consecutive years, Shri Vinod Balmukand Agarwala (DIN:01725158) is appointed as an Additional Director with effect from 26th May, 2022 under Section 161 of the Act.

It is proposed in view of vast professional experience to appoint Shri Vinod Balmukand Agarwala (DIN:01725158) as Independent Director under Section 149 of the Act to hold office for 3 consecutive years not liable to retire by rotation with effect from 26th May, 2022. The Company has received notice in writing from member proposing the candidature of Shri Vinod Balmukand Agarwala (DIN:01725158) for the office of Independent Director under the provisions of Section 160 of the Act.

The Company has received declaration from Shri Vinod Balmukand Agarwala (DIN:01725158), that he is not disqualified to become a director and also consented to hold the office as Director.

Your directors feel that, continued appointment /association of Shri Vinod Balmukand Agarwala (DIN:01725158), in view of his skill, vast experience and knowledge would be of immense benefit to the Company and it is desirable to avail his services as Independent Director.

In the opinion of the Board, Shri Vinod Balmukand Agarwala (DIN:01725158) fulfills the conditions specified in the Act and Rules made thereunder and the proposed director is Independent of the Management.

The brief profile of Shri Vinod Balmukand Agarwala (DIN:01725158), as required under Regulation 36(3) of SEBI LODR, is provided as 'Exhibit A' to this Notice.

Shri Vinod Balmukand Agarwala (DIN:01725158) is interested in the resolution set out at Item No.6 of the Notice with regard to his appointment, and his relatives may be deemed to be interested in the said resolution to the extent of their shareholdings, if any, in the Company.

Save and except the above, none of the other Directors or Key Managerial Personnel of the Company or Relatives of Director and Key Managerial Personnel are in any way concerned or interested in the said resolution.

Letter of appointment of Shri Vinod Balmukand Agarwala (DIN:01725158) setting out the terms and conditions is available for inspection by the members at the Registered Office of the Company.

The Board of Directors recommended the resolution as set out at Item No. 6 of this Notice for your approval.

“Exhibit A” (Regulation 36 (3) of SEBI LODR)

Sl. No.	Nature of Information	Item No. 3 of Notice	Item No.6 of Notice
1.	Name	Shri Rajendra Jain	Shri Vinod Balmukand Agarwala
2.	DIN	07250797	01725158
3.	Age	60 years	72 years
4.	Director of Company since	31 st July, 2015	26 th May, 2022
5.	Expertise in specific functional areas	Professional	Professional
6.	Qualifications	B.Com, FCA, ACS	B.Sc., LLB
7.	Terms and Conditions of appointment / re-appointment	Re-appointment by rotation	As per Item No.6 of the Explanatory Statement
8.	Relationships between Directors inter-se	None	None
9.	Directorship in other Listed entities	1) Andhra Paper Limited	1) GTL Infrastructure Ltd., 2) Technocraft Industries Ltd. 3) IRIS Business Services Ltd. 4) Supreme Infrastructure Ltd.
10.	Membership of Committee of the Board in other Listed entities	1) Andhra Paper Limited: i) Stakeholders Relationship Committee-Member ii) CSR Committee-Member	1) GTL Infrastructure Ltd: i) Audit Committee-Member ii) Stakeholders Relationship Committee-Member iii) Nomination and Remuneration Committee-Chairman iv) Risk Management Committee-Chairman 2) Technocraft Industries Ltd: i) Audit Committee-Chairman ii) Nomination and Remuneration Committee-Member 3) IRIS Business Services Ltd: i) Audit Committee-Member ii) Nomination and Remuneration Committee-Member 4) Supreme Infrastructure Ltd: i) Audit Committee-Member ii) Stakeholders Relationship Committee-Chairman iii) Nomination and Remuneration Committee-Chairman iv) CSR Committee-Member
11.	No. of shares held in the Company	Nil	Nil
12.	Listed entities in which the director has resigned in the past three years	Nil	Nil

Sl. No.	Nature of Information	Item No. 3 of Notice	Item No.6 of Notice
13.	Number of meetings of the Board attended during the Financial Year	Four meetings attended during Financial Year 2021-22	NA
14.	Brief resume/skills and capabilities	B.Com, FCA and ACS. He has hands on experience in general management as P&L Leader.	B.Sc., LL.B. and Advocate on Record, Supreme Court of India, Solicitor, High Court Bombay and Solicitor England and Wales. He has a vast legal experience. Presently acting as Arbitrator of Bombay Stock Exchange and as Director in various companies. He meets the required skills.

By Order of the Board

Brajmohan Prasad

Company Secretary

M.No. F7492

Place: Dandeli

Date: 26th May, 2022

Annexure-II

Remote e-Voting Instructions for shareholders

Pursuant to SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode can vote through their demat account maintained with Depositories and Depository Participants only.

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

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL	<ul style="list-style-type: none"> ● 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: https://eservices.nsd.com 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. ● If the user is not registered for IDeAS e-Services, option to register is available at https://eservices.nsd.com Select "Register Online for IDeAS" Portal or click at https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp ● Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsd.com/ 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.

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with CDSL	<ul style="list-style-type: none"> ● Existing user, 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 https://web.cdslindia.com/myeasi/home/login or www.cdslindia.com and click on New System Myeasi. ● After successful login of Easi / Easiest the user will be also able to see the E Voting Menu. The Menu will have links of e-Voting service provider i.e. NSDL, KARVY, LINK INTIME, CDSL. Click on e-Voting service provider name to cast your vote. ● If the user is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasi/Registration/EasiRegistration ● Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a link in www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the demat Account. After successful authentication, user will be provided links for the respective ESP where the E-voting is in progress.
Individual Shareholders (holding securities in demat mode) & login through their depository participants	<ul style="list-style-type: none"> ● 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 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 & voting during the meeting.
Individual Shareholders holding securities in Physical mode & evoting service Provider is LINKINTIME.	<ol style="list-style-type: none"> 1. Open the internet browser and launch the URL: https://instavote.linkintime.co.in <ul style="list-style-type: none"> ▶ Click on "Sign Up" under 'SHARE HOLDER' tab and register with your following details: - <ol style="list-style-type: none"> A. User ID: Shareholders/ members holding shares in physical form shall provide Event No + Folio Number registered with the Company. B. PAN: Enter your 10-digit Permanent Account Number (PAN) (Members who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable. C. DOB/DOI: Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP / Company - in DD/MM/YYYY format) D. Bank Account Number: Enter your Bank Account Number (last four digits), as recorded with your DP/Company. <ul style="list-style-type: none"> ● Shareholders/ members holding shares in physical form but have not recorded 'C' and 'D', shall provide their Folio number in 'D' above ▶ Set the password of your choice (The password should contain minimum 8 characters, at least one special Character (@!#\$%&*), at least one numeral, at least one alphabet and at least one capital letter). ▶ Click "confirm" (Your password is now generated). 2. Click on 'Login' under 'SHARE HOLDER' tab. 3. Enter your User ID, Password and Image Verification (CAPTCHA) Code and click on 'Submit'. 4. After successful login, you will be able to see the notification for e-voting. Select 'View' icon. 5. E-voting page will appear. 6. Refer the Resolution description and cast your vote by selecting your desired option 'Favour / Against' (If you wish to view the entire Resolution details, click on the 'View Resolution' file link). 7. After selecting the desired option i.e. Favour / Against, click on 'Submit'. A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote.

Institutional shareholders:

Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on the e-voting system of LIPL at <https://instavote.linkintime.co.in> and register themselves as 'Custodian / Mutual Fund / Corporate Body'. They are also required to upload a scanned certified true copy of the board resolution /authority letter/power of attorney etc. together with attested specimen signature of the duly authorized representative(s) in PDF format in the 'Custodian / Mutual Fund / Corporate Body' login for the Scrutinizer to verify the same, also can send the same to scrutinizer at email ID : csnaman@ngjoshiandco.com.

Individual Shareholders holding securities in Physical mode & have forgotten the password:

- o Click on 'Login' under 'SHARE HOLDER' tab and further Click 'forgot password?'
- o Enter User ID, select Mode and Enter Image Verification (CAPTCHA) Code and Click on 'Submit'.
- In case shareholders/ members is having valid email address, Password will be sent to his / her registered e-mail address.
- Shareholders/ members can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc. as mentioned above.
- The password should contain minimum 8 characters, at least one special character (@!#\$%&*), at least one numeral, at least one alphabet and at least one capital letter.

Individual Shareholders holding securities in demat mode with NSDL/ CDSL have forgotten the password:

- Shareholders/ members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned depository/ depository participants website.
 - It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
 - For shareholders/ members holding shares in physical form, the details can be used only for voting on the resolutions contained in this Notice.
 - During the voting period, shareholders/ members can login any number of time till they have voted on the resolution(s) for a particular "Event".

Helpdesk for Individual Shareholders holding securities in demat mode:

In case shareholders/ members holding securities in demat mode have any technical issues related to login through Depository i.e. NSDL/ CDSL, they may contact the respective helpdesk given below:

Login type	Helpdesk details
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 evoting@nsdl.co.in 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 helpdesk.evoting@cdslindia.com or contact at 022-23058738 or 22-23058542-43.

Helpdesk for Individual Shareholders holding securities in physical mode/ Institutional shareholders & e-voting service Provider is LINKINTIME.

In case shareholders/ members holding securities in physical mode/ Institutional shareholders have any queries regarding e-voting, they may refer the Frequently Asked Questions ('FAQs') and InstaVote e-Voting manual available at <https://instavote.linkintime.co.in>, under Help section or send an email to enotices@linkintime.co.in or contact on: - Tel: 022 -4918 6000.

InstaVote Support Desk

Link Intime India Private Limited

Instructions for Shareholders/Members to Attend the Annual General Meeting through InstaMeet :

Instructions for Shareholders/Members to attend the Annual General Meeting through InstaMeet (VC/OAVM) are as under :

- 1) Shareholders/Members are entitled to attend the Annual General Meeting through VC/OAVM provided by Link Intime by following the below mentioned process. Facility for joining the Annual General Meeting through VC/OAVM shall open 15 minutes before the time scheduled for the Annual General Meeting and will be available to the Members on first come first serve basis.
- 2) Shareholders/Members are requested to participate on first come first serve basis as participation through VC/OAVM is limited and will be closed on expiry of 15 (fifteen) minutes from the scheduled time of the Annual General Meeting. Shareholders/Members with >2% shareholding, Promoters, Institutional Investors, Directors, KMPs, Chair Persons of Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee and Auditors etc. may be allowed to the meeting without restrictions of first-come-first serve basis. Members can log in and join 15 (fifteen) minutes prior to the schedule time of the meeting and window for joining shall be kept open till the expiry of 15 (fifteen) minutes after the schedule time.
- 3) Shareholders/ Members will be provided with InstaMeet facility wherein Shareholders/ Member shall register their details and attend the Annual General Meeting as under:
 - A. Open the internet browser and launch the URL for InstaMeet<<<https://instameet.linkintime.co.in>>> and register with your following details:
 - a. DP ID / Client ID or Beneficiary ID or Folio No.: Enter your 16 digit DP ID / Client ID or Beneficiary ID or Folio Number registered with the Company
 - b. PAN: Enter your 10 digit Permanent Account Number (PAN)
 - c. Mobile No.
 - d. Email ID
 - B. Click "Go to Meeting"

Note:

Shareholders/ Members are encouraged to join the Meeting through Tablets/ Laptops connected through broadband for better experience.

Shareholders/ Members are required to use Internet with a good speed (preferably 2 MBPS download stream) to avoid any disturbance during the meeting.

Please note that Shareholders/Members connecting from Mobile Devices or Tablets or through Laptops connecting via Mobile Hotspot may experience Audio/Visual loss due to fluctuation in their network. It is therefore recommended to use stable Wi-Fi or LAN connection to mitigate any kind of aforesaid glitches.

In case the shareholders/members have any queries or issues regarding e-voting, you can write an email to instameet@linkintime.co.in or Call us: - Tel:(022-49186175)

InstaMeet Support Desk

Link Intime India Private Limited

Instructions for Shareholders/Members to register themselves as Speakers during Annual General Meeting :

Shareholders/ Members who would like to express their views/ask questions during the meeting may register themselves as a speaker by sending their request mentioning their name, demat account number/folio number, email id, mobile number to co.sec@westcoastpaper.com **from 14th August, 2022 to 16th August, 2022** (preferably one day or 24 hrs. prior to the date of AGM).

The first 30 Speakers on first come basis will only be allowed to express their views/ask questions during the meeting.

Shareholders/ Members, who would like to ask questions, may send their questions in advance mentioning their name demat account number/folio number, email id, mobile number to co.sec@westcoastpaper.com. The same will be replied by the company suitably.

Note:

Those shareholders/members who have registered themselves as a speaker will only be allowed to express their views/ask questions during the meeting. The Company reserves the right to restrict the number of speakers depending on the availability of time for the Annual General Meeting.

Shareholders/ Members should allow to use camera and are required to use Internet with a good speed (**preferably 2**

MBPS download stream) to avoid any disturbance during the meeting.

Instructions for Shareholders/Members to Vote during the Annual General Meeting through InstaMeet:

Once the electronic voting is activated by the scrutinizer during the meeting, shareholders/ members who have not exercised their vote through the remote e-voting can cast the vote as under:

1. On the Shareholders VC page, click on the link for e-Voting "Cast your vote".
2. Enter Demat Account No. / Folio No. and OTP (received on the registered mobile number/ registered email Id) received during registration for InstaMeet and click on 'Submit'.
3. After successful login, you will see "Resolution Description" and against the same the option "Favour/ Against" for voting.
4. Cast your vote by selecting appropriate option i.e. "Favour/Against" as desired.
Enter the number of shares (which represents no. of votes) as on the cut-off date under 'Favour/Against'.
5. After selecting the appropriate option i.e. Favour/Against as desired and you have decided to vote, click on "Save". A confirmation box will be displayed. If you wish to confirm your vote, click on "Confirm", else to change your vote, click on "Back" and accordingly modify your vote.
6. Once you confirm your vote on the resolution, you will not be allowed to modify or change your vote subsequently.

Note: Shareholders/ Members, who will be present in the Annual General Meeting through InstaMeet 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 facility during the meeting.

Shareholders/ Members who have voted through Remote e-Voting prior to the Annual General Meeting will be eligible to attend/participate in the Annual General Meeting through InstaMeet. However, they will not be eligible to vote again during the meeting.

In case the shareholders/members have any queries or issues regarding e-voting, you can write an email to instameet@linkintime.co.in or Call us: - Tel:(022-49186175)

Insta Meet Support Desk

Link Intime India Private Limited

