

# GAYLORD COMMERCIAL COMPANY LIMITED

Regd. Off. : 1/1A, Biplabi Anukul Chandra Street, 5th Floor, Room No. 5G, Kolkata - 700 072

Tel. : (+91-33) 2212 6083 Fax : (+91-33) 3022 6083 Email : gaylordcom123@gmail.com

Website : www.gcclimited.in ; CIN : L17232WB1983PLC035978

Date: 04.09.2020

To,  
Head - Listing & Compliance,  
Metropolitan Stock Exchange of India Limited (MSEI)  
Vibgyor Towers, 4th floor,  
Plot No C 62, G - Block,  
Opp. Trident Hotel,  
Bandra Kurla Complex, Bandra (E),  
Mumbai - 400 098

**Symbol: GAYLORD**

**Sub.: Submission of Notice of 36th Annual General Meeting (AGM)**

Dear Sir/Madam,

Pursuant to Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose herewith a copy of notice dated on 26<sup>th</sup> August, 2020 convening the 36<sup>th</sup> Annual General Meeting (AGM) of the Company to be held at its Registered Office at 1/1A, Biplabi Anukul Chandra Street, 5<sup>th</sup> Floor, Room No. 5G, Kolkata - 700 072 on Monday, the 28<sup>th</sup> September, 2020 at 10:30 A.M.

You are requested to take the same on your record.

Yours faithfully,  
For Gaylord Commercial Company Limited

Rajshree Mundhra

Rajshree Mundhra  
(Company Secretary & Compliance officer)



Encl.: As above

# GAYLORD COMMERCIAL COMPANY LIMITED

Regd. Off. 1/1A, Biplabi Anukul Chandra Street, 5<sup>th</sup> Floor, Room No. 5G, Kolkata- 700072

Tel. No. : 033-22126083, Fax: 033-30226083, Email: gaylordcom123@gmail.com

Website: www.gcclimited.in, CIN: L17232WB1983PLC035978

---

## **NOTICE**

**NOTICE** is hereby given that the 36<sup>th</sup> Annual General Meeting of the Members of the **GAYLORD COMMERCIAL COMPANY LIMITED** will be held at 1/1A, Biplabi Anukul Chandra Street, 5<sup>th</sup> Floor, Room No. 5G, Kolkata – 700072 on Monday, the 28<sup>th</sup> day of September, 2020 at 10.30 A.M. to transact the following business:

### **AS ORDINARY BUSINESS:**

1. To receive, consider and adopt the Audited Financial Statements of the Company for the financial year ended 31<sup>st</sup> March, 2020, together with the Reports of the Board of Directors and Auditors thereon.
2. To appoint a Director in place of Mr. Vivek Kantilal Shah (DIN - 03279184), who retires by rotation and being eligible offers himself for re-appointment.

### **AS SPECIAL BUSINESS:**

3. To consider and if thought fit, to pass, with or without modification(s), the following resolution as a **Special Resolution:**

“**RESOLVED THAT** subject to the provisions of Sections 149, 150, 152 read with Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or reenactment(s) thereof, for the time being in force) and Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Pursuant to the recommendation of Nomination and remuneration committee and approval of the Board of Directors of the Company, Ms. Pritha Sinha Pandey (DIN-07016238), who holds office up to 24<sup>th</sup> March, 2020 and being eligible for reappointment as an Independent director, be and is hereby re-appointed as an Non Executive Independent Director of the Company, not liable to retire by rotation, to hold office for a second term of five consecutive years commencing from 25<sup>th</sup> March, 2020, to 24<sup>th</sup> March, 2025.”

“**RESOLVED FURTHER THAT** the Board be and is hereby authorized to do all such acts, deeds and things and to take all such steps as may be necessary, proper or expedient to give effect to the aforesaid resolution.”

By order of the Board  
For **Gaylord Commercial Company Limited**

Rajshree Mundhra  
Company Secretary

### **Registered Office:**

1/1A, Biplabi Anukul Chandra Street,

5<sup>th</sup> Floor, Room No. 5G,

Kolkata – 700 072

Date: 26<sup>th</sup> August, 2020

## NOTES:

1. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY, TO ATTEND AND VOTE INSTEAD OF HIMSELF/HERSELF AND SUCH A PROXY NEED NOT BE A MEMBER OF THE COMPANY.**

2. Proxies in order to be effective, must be received by the Company, duly filled, stamped and signed, at its Registered Office not less than 48 hours before the commencement of the Meeting.

A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A member holding more than 10% of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.

3. Explanatory Statement in respect of special businesses to be transacted pursuant to Section 102 of the Companies Act, 2013 is annexed hereto.

4. Corporate members intending to send their authorized representatives to attend the meeting are requested to send the Company a certified copy of the Board Resolution authorizing their representative to attend and vote on their behalf at the meeting.

5. The Register of Members and Share Transfer books of the Company shall remain closed from 22<sup>nd</sup> September, 2020 to 28<sup>th</sup> September, 2020 (both days inclusive).

6. Members/proxies/authorized representatives are requested to bring the duly filled attendance slip to attend the Annual General Meeting along with their copy of Annual Report.

7. In case of joint holders attending the meeting, only such joint holder who is higher in the order of names will be entitled to vote at the meeting.

8. Members who are holding shares in the demat form are requested to bring their Depository ID Number and Client ID Number to facilitate easier identification for attendance at the meeting.

9. Securities and Exchange Board of India has mandated that securities of listed companies can be transferred only in dematerialized form with effect from 1st April, 2019. Accordingly the Company has stopped accepting any fresh lodgment of transfer of shares in physical form. Members holding shares in physical form are advised to avail of the facility of dematerialization.

10. Members desirous of asking any questions at the Annual General Meeting and desiring any information as regards the Accounts are requested to write to the Company at least ten days before the date of Annual General Meeting so as to enable the Management to keep the information ready.

11. Keeping in view the “Green Initiative in Corporate Governance” of Ministry of Corporate Affairs and in continuation to the practice adopted in previous years, the Company proposes to continue to send notices / documents including annual reports, etc. to the members in electronic form. Members who have still not registered their email addresses are requested to register their email addresses, in respect of electronic holdings with the Depository through the concerned Depository Participants and in respect of physical holdings with the Company’s Registrar and Share Transfer Agents, Niche Technologies Pvt. Ltd., 7th Floor, Room, No. 7A & 7B, 3A, Auckland Rd, Elgin, Kolkata, West Bengal 700017. Further, the documents served through email are available on the Company’s website [www.gcclimited.in](http://www.gcclimited.in).

12. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) and Bank particulars by every participant in the securities market. Shareholders holding shares in electronic form are therefore requested to submit their PAN and Bank details to their Depository Participant and shareholders holding shares in physical form are requested to submit their PAN and Bank details to the Company’s Registrar and Share Transfer Agents, Niche Technologies Pvt. Ltd., 7th Floor, Room, No. 7A & 7B, 3A, Auckland Rd, Elgin, Kolkata, West Bengal 700017. Those shareholders who has already updated/provided the above said details need not require sending the same again.

13. The Financial Statements of the Company for the financial year ended 31st March 2020 and reports of the Board of Directors and the Auditors' Report thereon and all other documents required by law to be annexed or attached to the Financial Statements shall be available for inspection at the Registered Office of the Company on all working days during business hours between 11.00 a.m. and 2.00 p.m. up to the date of ensuing date of Annual General Meeting.

**14. Voting Through Electronic Means**

I. In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the Securities And Exchange Board Of India (Listing Obligations And Disclosure Requirements) Regulations, 2015, the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at the 36<sup>th</sup> Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM (“remote e-voting”) will be provided by Central Depository Services (India) Limited (CDSL).

II. The facility for voting through ballot paper 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 ballot paper. 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.

**III. The process and manner for remote e-voting are as under:**

- i. The remote e-voting period commences on Friday, 25<sup>th</sup> September, 2020 at (9.00 A.M) and end on Sunday 27<sup>th</sup> September, 2020 at (5.00 P.M.). During this period members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 21<sup>st</sup> September, 2020, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by CDSL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.
- ii. The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com) during the voting period.
- iii. Click on “Shareholders” tab.
- iv. 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. Members holding shares in Physical Form should enter Folio Number registered with the Company, excluding the special characters.
- v. Next enter the Image Verification as displayed and Click on Login.
- vi. 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 voting of any company, then your existing password is to be used.
- vii. However, if you are a first time user, please follow the steps given below:

PAN	For Members holding shares in Demat Form and Physical Form
	<p>Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)</p> <ul style="list-style-type: none"> <li>• Members who have not updated their PAN with the Company / Depository Participant are requested to use the sequence number in the PAN field which is printed on the address sticker.</li> </ul>

Dividend Bank details or Date of Birth (DOB)	<p>Enter the dividend bank details or date of birth (in dd/mm/yyyy) as recorded in your demat account or in the company records in order to login.</p> <ul style="list-style-type: none"> <li>• If both the details are not recorded with the Company/ Depository Participant, please enter the DP ID and Client ID/ Folio No. in the dividend bank details field as mentioned in instruction (iv).</li> </ul>
--	--

- viii. After entering these details appropriately, click on “SUBMIT” tab.
- ix. Members holding shares in physical form will then directly reach the Company selection screen. However, members 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.
- x. For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- xi. Click on the EVSN for the relevant Company Name i.e. “GAYLORD COMMERCIAL COMPANY LIMITED” on which you choose to vote.
- xii. 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.
- xiii. Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- xiv. 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.
- xv. Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- xvi. You can also take out print of the voting done by you by clicking on “Click here to print” option on the Voting page.
- xvii. If Demat account holder has forgotten the same password then enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- xviii. Members can also cast their vote using CDSL’s mobile app m-Voting. The m-Voting app can be downloaded from Google Play Store, Apple Store and Windows Store. Please follow the instructions as prompted by the mobile app while voting on your mobile.
- xix. Note for Non-Individual Shareholders and Custodians:
- i. Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to <https://www.evotingindia.com> and register themselves as Corporates.
  - ii. 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).
  - iii. After receiving the login details, User would be able to link the account(s) for which they wish to vote on.
  - iv. The list of accounts linked in the login should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
  - v. 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.

- xx. In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com) under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or contact them at 1800 200 5533.

## 15. General Guidelines for shareholders

- i. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/ JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies), who are authorized to vote, to the Scrutinizer by e-mail to [jagannathcs@hotmail.com](mailto:jagannathcs@hotmail.com) with a copy marked to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - ii. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the “Forgot User Details/Password?” or “Physical User Reset Password?” option available on [www.evotingindia.com](http://www.evotingindia.com) to reset the password.
  - iii. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section [www.evotingindia.com](http://www.evotingindia.com) or or send a request at [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - iv. The voting rights of the members shall be in proportion to their share in the paid up equity share capital of the Company as on the Cut-off date i.e. Monday, 21<sup>st</sup> September, 2020.
16. Any person who acquires shares of the Company and becomes member of the Company after dispatch of the Notice and holding shares as on the cut-off date i.e. Monday, 21<sup>st</sup> September, 2020, may obtain the login Id and password by sending a request at [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) .
17. However, if you are already registered with CDSL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forgot your password, you can reset your password by using “Forgot User Details/ Password” option available on [www.evotingindia.com](http://www.evotingindia.com) or contact CDSL at [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
18. The Company has appointed CS Jagannath Kar, Practicing Company Secretary (Membership No. 20600; CP No: 7591), to act as the Scrutinizer for conducting the remote e-voting process as well as the voting at the AGM, in a fair and transparent manner.
19. The Chairman shall, at the 36<sup>th</sup> Annual General Meeting, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of “Ballot Paper” for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.
20. The Scrutinizer shall, after the conclusion of voting at the general meeting, first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than 48 hours 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.
21. The Results declared alongwith the report of the Scrutinizer shall be placed on the website of the Company [www.gcclimited.in](http://www.gcclimited.in) and on the website of CDSL [www.cdslindia.com](http://www.cdslindia.com) 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 Metropolitan Stock exchange of India Limited, Mumbai, and the Calcutta Stock Exchange Ltd., Kolkata, where the shares of the Company are listed.

22. 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 under Section 189 of Companies Act, 2013, will be available for inspection at the Annual General Meeting.

23. Details of Directors seeking appointment / re-appointment in the Annual General Meeting:

<b>Name of the Director</b>	<b>Mr. Vivek Kantilal Shah DIN : 03279184)</b>
<b>Date of Birth</b>	<b>11<sup>th</sup> September, 1979</b>
<b>Date of Appointment</b>	<b>29<sup>th</sup> May, 2019</b>
<b>Qualification</b>	<b>B.Com</b>
<b>Expertise in Specific Functional areas</b>	<b>Accounts and Finance</b>
<b>Directorship held in listed Companies</b>	<b>NIL</b>
<b>Committee Membership in other listed Companies</b>	<b>NIL</b>
<b>Shareholding in the Company</b>	<b>NIL</b>

<b>Name of the Director</b>	<b>Ms. Pritha Sinha Pandey (DIN : 07016238)</b>
<b>Date of Birth</b>	<b>25<sup>th</sup> July, 1980</b>
<b>Date of Appointment</b>	<b>25<sup>th</sup> March, 2015</b>
<b>Qualification</b>	<b>LL.B; ACS</b>
<b>Expertise in Specific Functional areas</b>	<b>Over Eight years experience inter alia in the field of legal and corporate law matters.</b>
<b>Directorship held in listed Companies</b>	<b>Mathew Easow Research Securities Limited</b>
<b>Committee Membership in other listed Companies</b>	<b>NIL</b>
<b>Shareholding in the Company</b>	<b>NIL</b>

### **EXPLANATORY STATEMENT PURSUANT TO SECTIONS 102 OF THE COMPANIES ACT, 2013**

#### **Item No. – 3**

Ms. Pritha Sinha Pandey (DIN - 07016238) was appointed as Independent Non-Executive Director of the company on 25<sup>th</sup> March, 2015 for a period of five consecutive years till 24<sup>th</sup> March, 2020. As per the provision of section 149 of the Companies Act, 2013 and the rules made there under, an Independent Director can be reappointed for a second term of maximum 5 (five) years by obtaining approval of the shareholders by a way of special resolution. Schedule IV of the companies Act, 2013 provides for performance evaluation by the Board extending the term of Independent Director.

Members are requested to note that the contribution made by Ms. Pritha Sinha Pandey during her tenure especially in her role as Chairman of Audit Committee and her commitment towards her responsibility as an Independent director of the Board of Directors which is also evident from the fact that she has maintained an excellent track record of attendance of Board/Committee meetings. The Board is of view that continued association of Ms. Pritha Sinha Pandey would benefit the Company, considering the knowledge experience and expertise of various nuances of the Company's business and the regulatory framework. It is desirable to continue to avail service of Ms. Pritha Sinha Pandey,

The Company has received consent in writing from Ms. Pritha Sinha Pandey to act as a Non Executive Independent Director of the Company. Ms. Pritha Sinha Pandey has given declaration to the Board that she meets the criteria of independence as provided under section 149(6) of the Companies act, 2013, and Regulation 16(1)(b) of the Listing Regulations and intimation in form DIR-8 in terms of Companies (Appointment & Qualification of Director) Rules 2014, to the effect that she is not disqualified under the sub section (2) of section 164 of the Companies Act, 2013.

Accordingly, the Board recommends the resolution in relation to the re-appointment of Ms. Pritha Sinha Pandey as a Non Executive Independent Director for the approval by the shareholders of the Company by way of Special Resolution.

None of the Directors or Key Managerial Personnel of the Company or their relatives are in anyway concerned or interested financially or otherwise in this Resolution except Ms. Pritha Sinha Pandey.

Your Directors recommend the passing of the Resolution in Item No. 3 of the Notice as a Special Resolution.

By order of the Board  
For **Gaylord Commercial Company Limited**

Rajshree Mundhra  
**Company Secretary**

**Registered Office:**

1/1A, Biplabi Anukul Chandra Street,  
5<sup>th</sup> Floor, Room No. 5G,  
Kolkata – 700 072  
Date: 26<sup>th</sup> August, 2020



# GAYLORD COMMERCIAL COMPANY LIMITED

Regd. Off. 1/1A, Biplabi Anukul Chandra Street, 5<sup>th</sup> Floor, Room No. 5G, Kolkata- 700072  
Tel. No. : 033-22126083, Fax: 033-30226083, Email: gaylordcom123@gmail.com  
Website: www.gcclimited.in, CIN: L17232WB1983PLC035978

## ATTENDANCE SLIP

(36<sup>th</sup> ANNUAL GENERAL MEETING, 28<sup>TH</sup> SEPTEMBER, 2020 AT 10.30 A.M.)

Registered Folio/ DP & Client ID No.	
Name and Address of the Shareholder(s)	

I/We hereby record my/our presence at the 36<sup>th</sup> Annual General Meeting of the Company held on Monday, 28<sup>th</sup> September, 2020 at 10.30 A.M. at 1/1A, Biplabi Anukul Chandra Street, 5<sup>th</sup> Floor, Room No. 5G, Kolkata – 700 072.

Member's Folio/ Dp ID/ Client ID No.      Member's / Proxy's name in Block Letters      Member's / Proxy's Signature

Note: Please complete the Folio/DP ID & Client ID No. and name, sign this attendance slip and hand it over at the Attendance verification Counter at the entrance of the Meeting Hall.

.....\*\*tear here\*\*.....

FORM NO. MGT-11

### **PROXY FORM**

[Pursuant To Section 105(6) of the Companies Act, 2013 and rule 19(3) of the Companies (Management and Administration) Rules, 2014]

CIN : L17232WB1983PLC035978  
Name of the Company : Gaylord Commercial Company Limited  
Registered Office : 1/1A, Biplabi Anukul Chandra Street, 5<sup>th</sup> Floor, Room No. 5G, Kolkata – 700 072

Name of the Member(s): Registered Address: E-mail ID: Folio No/ Client ID: DP ID:
---

I / We, being the member(s) of ..... shares of the above named Company, hereby appoint

- Name: .....  
Address: .....  
E-mail ID: ..... Signature: .....or failing him/her,
- Name: .....  
Address: .....  
E-mail ID: ..... Signature: .....or failing him/her,
- Name: .....  
Address: .....  
E-mail ID: ..... Signature: .....

As my/our proxy to attend and vote (on a poll) for me/ us on my/ our behalf at the 36<sup>th</sup> Annual General Meeting of the Company, to be held on the Monday, 28<sup>th</sup> Day of September, 2020 at 10.30 a.m. at 1/1A, Biplabi Anukul Chandra Street, 5<sup>th</sup> Floor, Room No. 5G, Kolkata – 700 072 and at any adjournment thereof in respect of such resolution(s) as are indicated below:

Resolution No.	Resolution Proposed	For	Against
1.	Adoption of Audited Financial Statements for the year ended 31st March, 2020.		
2.	Approval to re-appoint Mr. Vivek Kantilal Shah (DIN-03279184), Director retires by rotation.		
3.	Re-Appointment of Ms. Pritha Sinha Pandey as an Independent Director of the Company.		

Signed this ..... day of ..... 2020

Signature of the Shareholder(s) ..... Signature of Proxy (s).....

Affix Revenue Stamp
---------------------------

**Note: The form of Proxy in order to be effective should be duly completed and deposited at the registered office of the Company, not less than 48 hours before the commencement of the meeting.**

# GAYLORD COMMERCIAL COMPANY LIMITED

Regd. Off. 1/1A, Biplabi Anukul Chandra Street, 5<sup>th</sup> Floor, Room No. 5G, Kolkata- 700072

Tel. No. : 033-22126083, Fax: 033-30226083, Email: gaylordcom123@gmail.com

Website: www.gcclimited.in, CIN: L17232WB1983PLC035978

## (ANNEXURE TO THE NOTICE FOR THE 36<sup>TH</sup> ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD ON MONDAY, THE 28<sup>TH</sup> DAY OF SEPTEMBER, 2020 AT 10.30 A.M)

Name & Registered Address  
of Sole/First named Member :

Joint Holders Name (If any) :

Folio No. / DP ID & Client ID :

No. of Equity Shares Held :

Dear Shareholder,

### **Subject: Process and manner for availing E-voting facility:**

Pursuant to Provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the Securities And Exchange Board Of India (Listing Obligations And Disclosure Requirements) Regulations, 2015, the Company is pleased to provide E-voting facility to the members to cast their votes electronically on all resolutions proposed to be considered at the 36<sup>th</sup> Annual General Meeting (AGM) to be held at 1/1A, Biplabi Anukul Chandra Street, 5th Floor, Room No. 5G, Kolkata – 700 072 on Monday, the 28<sup>th</sup> September, 2020 at 10.30 A.M and at any adjournment thereof.

The Company has engaged the services of Central Depository Services (India) Limited (CDSL) to provide the e-voting facility. The e-voting facility is available at the link <https://www.evotingindia.com>.

The Electronic Voting Particulars are set out below:

EVS (Electronic Voting Sequence Number)	User ID	PAN / Sequence No.

The E-voting facility will be available during the following voting period:

Remote e-Voting Start On	Remote e-Voting End On
25th September, 2020 at 9:00 A.M.	27th September, 2020 at 5:00 P.M.

Please read the instructions mentioned in the Notice of the AGM before exercising your vote.

By Order of the Board  
For **Gaylord Commercial Company Limited**

**Rajshree Mundhra**  
Company Secretary

Place: Kolkata  
Date : 26/08/2020