

# TRANSFORMERS AND ELECTRICALS KERALA LIMITED

Registered Office:  
Angamally South P.O.  
Pin-683 573  
Ernakulam District  
Kerala, India



CIN: U31102KL1963SGC002043  
Phone : 0484 2510305  
Fax : 0484 2452873  
E Mail : cs@telk.com  
Website: www.telk.com

## NOTICE

**NOTICE IS HEREBY** given that the 57<sup>th</sup> Annual General Meeting of the Company will be held at the Registered Office of the Company at Angamally at 3.00 p.m. on Wednesday, the 30<sup>th</sup> day of December 2020 to transact the following business:

### **ORDINARY BUSINESS**

1. To fix the remuneration of Statutory Auditors of the Company for the year 2019-20 viz., M/s. George, John & Prabhu, Chartered Accountants, Ernakulam for the audit of the Company and in this regard to consider and if thought fit, to pass with or without modifications, the following resolution as an Ordinary Resolution:

“Resolved that audit fee at the rate of Rs.2,00,000/- plus travelling and other out of pocket expenses and GST be paid to the Statutory Auditors of the Company viz., M/s. George, John & Prabhu, Chartered Accountants, Ernakulam for the audit of the Company for the year 2019-20.”

By Order of the Board  
For Transformers and Electricals Kerala Limited  
Sd/-  
Company Secretary

Angamally  
02.12.2020

### **Regarding Adoption of Audited Financial Statements, Board's Report, Auditor's Report, etc:**

As per Sections 395 and 143 (6) of the Companies Act, 2013, comments of C&AG shall be sent by the Company to every person entitled to copies of Audited Financial Statements and also placed before the General Meeting. The Auditor's Report and Board's Report are to be placed at the Board Meeting of the Company along with the comments and company's replies to the comments. The same have to be placed before the General Meeting for adoption. Since the Annual Accounts for the Financial Year 2019-20 are under preparation, the meeting may be adjourned.

### **Notes:**

1. 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 proxy need not be a member. A person can act as proxy on behalf of members not exceeding fifty (50) and holding in the aggregate not more than ten percent of the total share capital of the Company. The instrument appointing proxies, in order to be effective, must be received by the Company at the Registered Office, not less than 48 hours before the scheduled time of the meeting. A blank proxy form is annexed to the Notice and can also be downloaded from the website of the Company.
2. Members are hereby informed that Dividends which remain unclaimed / unencashed over a period of 7 years have to be transferred by the Company to Investor Education & Protection Fund constituted by the Central Government under Section 205A and 205C of the Companies Act, 1956 (Section 124 of Companies Act, 2013) .
3. The Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Companies Act, 2013, will be available for inspection by the members at the AGM.
4. Corporate Members intending to send their authorized representatives to attend the Meeting are requested to send a certified copy of Board resolution authorizing their representative to attend and vote on their behalf at the Meeting.
5. Members desirous of getting any information about the accounts and operations of the Company are requested to submit their queries addressed to the Company Secretary at least 7 days in advance of the meeting so that the information called for can be made available at the meeting.
6. Members are requested to notify any change in address to their Depository Participants in respect of shares held in dematerialized form and to the Registrar and Share Transfer Agents of the Company in the following address:  
M/s. INTEGRATED REGISTRY MANAGEMENT SERVICES PRIVATE LTD., KENCES TOWERS, NO. 1, RAMAKRISHNA STREET, T NAGAR, CHENNAI – 600 017, PH: 044 – 28140801, E-Mail: kalyan@integratedindia.in
7. In compliance with the requirements of the MCA Circulars, electronic copy of the Notice have been sent only to those members whose e- mail ids are registered with the Company. The Notice has also been hosted on the website of the Company.
8. Members who have not yet registered their e-mail ids with the Company may contact [telksecretarial@gmail.com](mailto:telksecretarial@gmail.com) or 85899 77935 for registering their e- mail ids on or before 23.12.2020. The Company shall send the Notice to such members whose e-mail ids get registered within the aforesaid time.
9. If there is any change in the e-mail ID already registered with the Company, members are requested to immediately notify such change to the Company in respect of shares held.
10. A member may attend the meeting through Video Conferencing / Other Audio-Visual Means also. Those who are intending to attend the AGM through VC/OAVM are advised to contact Company Secretary in the following e-mail id: cs@telk.com; telephone: 0484 2510251. Details of login and the process of participation through VC/OAVM will be mailed separately to those members.
11. Members who would like to express their views or ask questions at the AGM through VC/OAVM may register themselves as a speaker by sending a request from their registered e mail address at least 7 days in advance of the meeting.

**ROUTE MAP TO THE VENUE OF THE ANNUAL GENERAL MEETING**



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**PROXY FORM**

*Form No. MGT-11*

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

Name of the member (s):
Registered address:
E-mail Id:
Folio No/ Client Id:
DP ID:

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

1. Name: .....  
 Address: .....  
 E-mail Id: .....  
 Signature: ....., or failing him

2. Name: .....  
 Address: .....  
 E-mail Id: .....  
 Signature: .....

as my / our proxy to attend and vote (on a poll) for me / us and on my / our behalf at the 57<sup>th</sup> Annual General Meeting of the Company, to be held on Wednesday, the 30<sup>th</sup> day of December 2020 at 3.00 p.m. at the Registered Office of the Company at Angamally and at any adjournment thereof in respect of such resolutions as are indicated below:

Sl. No.	Resolution	For	Against
<b>Ordinary Business</b>			
1	Fixation of remuneration of Statutory Auditors of the Company for the year 2019-20		

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

Signature of Shareholder: \_\_\_\_\_

Signature of Proxy holder(s) \_\_\_\_\_

Affix Re. 1/- Revenue Stamp
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**Notes:**

1. This 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.
2. Please put 'X' in the appropriate column against the resolutions indicated in the Box.

**TRANSFORMERS AND ELECTRICALS KERALA LIMITED**



**ATTENDANCE SLIP**

**PLEASE COMPLETE THIS ATTENDANCE SLIP AND HAND IT OVER AT THE ENTRANCE OF THE MEETING HALL**

I hereby record my presence at the 57<sup>th</sup> Annual General Meeting of the Company, convened on Wednesday, the 30<sup>th</sup> day of December 2020 at 3.00 p.m. at the Registered Office of the Company at Angamally.

Reg. Folio No: ..... DP ID No.: .....

Client ID No: .....No. of Shares: .....

Name and Address of Equity Shareholder (IN BLOCK LETTERS):

Name and Address of the Proxy (IN BLOCK LETTERS):

Signature of the Equity Shareholder / Proxy