

## NOTICE TO THE MEMBERS FOR UPDATE OF E-MAIL ADDRESS AND OTHER INFORMATION

In view of the continuing of the COVID-19 pandemic, social distancing is a norm to be followed and pursuant to the Circular No. 14/2020 dated April 08, 2020, Circular No.17/2020 dated April 13, 2020 issued by the Ministry of Corporate Affairs followed by Circular No. 20/2020 dated May 05, 2020, Circular No. 02/2021 dated January 13, 2021, Circular No. 19/2021 dated December 08, 2021, Circular No. 21/2021 dated December 14, 2021 and Circular No. 2/2022 dated May 05, 2022 (collectively referred to as "MCA Circulars") and Securities and Exchange Board of India ("SEBI") vide its circular no. SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 13, 2022 (referred to as "SEBI Circular"), permitted the holding of the Annual General Meeting ("AGM") through Video Conferencing ("VC")/Other Audio Visual Means ("OAVM"), without the physical presence of the Members at the meeting. In compliance with the provisions of the Companies Act, 2013 ("Act"), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and MCA Circulars and SEBI Circular, the upcoming 37<sup>th</sup> AGM of the Company will be held on **Sunday, 25th September, 2022 at 11:00 A.M. - (IST) through VC/OAVM**, Hence, Members can join and participate in the AGM through VC/OAVM facility only.

Pursuant to the aforesaid MCA Circulars and SEBI Circular, the Notice of 37<sup>th</sup> AGM along with the Annual Report for FY 2021-2022 will be **sent through electronic mode only, to those Members whose E-mail addresses are registered** with the Company/Registrar and Share Transfer Agent ("RTA") or with Depository Participant ("DP")/ Depository. The Company is also providing e-voting during the AGM and remote e-voting facility to all its Members similar to earlier practices.

If your email address is already registered with the Company/RTA or DP/Depository, Notice of AGM along with annual report for FY 2021-2022 and login details for e-voting shall be sent to your registered email address. In case you have not registered your email address with the Company/RTA or DP/ Depository, please follow below instructions to register your email address for obtaining notice, annual report for FY 2021-2022 and login details for e-voting.

### **Registration/updation of e-mail addresses & bank account details:**

<b>Physical Holding</b>	Send a signed request letter to Registrar and Transfer Agents of the Company, MCS Share Transfer Agent Limited at admin@mcsregistrars.com in duly filed Form No. ISR 1, which can be downloaded from the website of the Company at <a href="http://www.avonmercantile.co.in">www.avonmercantile.co.in</a> under Investor Relation Tab.
<b>Demat Holding</b>	Please contact your DP and register your email address and bank account details as per the process advised by DP.

### **E-voting Information:**

The Company will provide its shareholders facility of remote e-voting through electronic voting services arranged by NSDL. Electronic voting shall also be made available to the shareholders participating in the AGM. Details regarding the same will be provided in the Notice of the AGM and will also be made available on the Company's website viz. [www.avonmercantile.co.in](http://www.avonmercantile.co.in).

The Notice of AGM and Annual Report for FY 2021-2022 will also be available on Company's website [www.avonmercantile.co.in](http://www.avonmercantile.co.in) and website of Bombay Stock Exchange Limited at [www.bseindia.com](http://www.bseindia.com) and Calcutta Stock Exchange Association Limited at [www.cse-india.com](http://www.cse-india.com). Members attending the meeting through VC/ OAVM shall be counted for the purpose of Quorum under Section 103 of the Companies Act, 2013.

In case of any query, the Members may contact or write RTA at address & E-mail ID as mentioned above under copy marked to the Company.

**For Avon Mercantile  
Limited**

**Place: Noida  
Date: 19.08.2022**

**sd/-  
Disha Soni  
Company Secretary**