



THE INDIAN WOOD PRODUCTS COMPANY LTD

CIN : L20101WB1919PLC003557

Regd Off : 9 Brabourne Road, 7th Floor, Kolkata – 700 001

Tel No.: +91 8232023820; Fax No.: +91 33 22426799; Email ID: iwpho@iwpkatha.co.in

Website : www.iwpkatha.com

NOTICE

NOTICE is hereby given that the Ninety-Ninth Annual General Meeting of the Members of the Company will be held at Bharatiya Bhasha Parishad, 36-A, Shakespeare Sarani, 4th floor, Kolkata – 700017, on Tuesday, 17th day of September, 2019 at 3.30 P.M. to transact the following businesses:

ORDINARY BUSINESS

- To receive, consider and adopt
 - The Audited Standalone Financial Statements of the Company for the financial year ended March 31, 2019 together with the Reports of the Board of Directors and the Auditors thereon.
 - The Audited Consolidated Financial Statements of the Company for the financial year ended March 31, 2019 together with the Reports of the Auditors thereon.
- To declare final dividend of Re.0.20 per equity share for the year ended March 31, 2019.
- To appoint a Director in place of Mr. Rajendra Prasad Chetani (DIN: 00392215), who retires by rotation and, being eligible, offers himself for re-appointment.

SPECIAL BUSINESS

- Reappointment of Mr. Sanjay Kumar Maheswary (DIN: 00497335) as an Independent Director

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

“RESOLVED THAT pursuant to the provisions of Section 149, 152 and other applicable provisions of the Companies Act, 2013 (the Act) and the Companies (Appointment and Qualifications of Directors) Rules, 2014, read with Schedule IV of the Act and Regulation 16(1)(b) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, including any Statutory

modification(s) or re-enactment thereof, for the time being in force, Mr. Sanjay Kumar Maheswary (DIN: 00497335), who has submitted a declaration that he meets the criteria for Independence as provided in Section 149(6) of the Companies Act, 2013 and in respect of whom the Company has received notice under Section 160 of the Companies Act, 2013, from a member proposing his candidature for the office of Director, be and is hereby reappointed as an Independent Director of the Company, not liable to retire by rotation, for a Second Term of 5 (Five) years from September 17, 2019 till September 16, 2024 and that the pursuant to Regulation 17(1A) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, the consent of the members of the Company be and is hereby also accorded for the continuation of directorship of Mr. Sanjay Kumar Maheswary (DIN: 00497335), as Independent Director of the Company during his term from September 17, 2019 till September 16, 2024 even on attainment of the age of 75 years.”

- Reappointment of Mr. Vinod Kumar Maheshwary (DIN: 02659320) as an Independent Director

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

“RESOLVED THAT pursuant to the provisions of Section 149, 152 and other applicable provisions of the Companies Act, 2013 (the Act) and the Companies (Appointment and Qualifications of Directors) Rules, 2014, read with Schedule IV of the Act and Regulation 16(1)(b) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, including any Statutory modification(s) or re-enactment thereof, for the time being in force, Mr. Vinod Kumar Maheshwary (DIN: 02659320), who has submitted a declaration that he meets the criteria for Independence as provided in Section 149(6) of the Companies Act, 2013 and in



respect of whom the Company has received notice under Section 160 of the Companies Act, 2013, from a member proposing his candidature for the office of Director, be and is hereby reappointed as an Independent Director of the Company, not liable to retire by rotation, for a Second Term of 5 (Five) years from September 17, 2019 till September 16, 2024 and that the pursuant to Regulation 17(1A) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, the consent of the members of the Company be and is hereby also accorded for the continuation of directorship of Mr. Vinod Kumar Maheshwary (DIN: 02659320), as

Independent Director of the Company during his term from September 17, 2019 till September 16, 2024 even on attainment of the age of 75 years.”

**Registered Office:
Bombay Mutual Building
9, Brabourne Road
Kolkata – 700 001**

**By Order of the Board
For The Indian Wood Products Co Ltd
Anup Gupta
Company Secretary**

Dated: 24th May, 2019 Membership No.: A36061

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 a proxy need not be a member of the Company.
2. The Proxy form should be deposited at the Registered Office of the Company not less than FORTY-EIGHT HOURS before the time of the meeting.
3. 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. Members holding more than ten percent of the total share capital of the Company can appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.
4. The Register of Member of the Company will remain closed from 11th September, 2019 to 17th September, 2019 (both days inclusive)
5. Dividend declared, will be paid to those shareholders whose names will appear in the Register of Shareholders / Beneficiary Owners Position List provided by the Depositories as at close of business on 10th September 2019.
6. As per Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), as amended, securities of listed companies can be transferred only in dematerialized form with effect from April 1, 2019, except in case of request received for transmission or transposition of securities. In view of this and to eliminate all risks associated with physical shares and for ease of portfolio management, members holding shares in physical form are requested to consider converting their holdings to dematerialized form. Members can contact the Company or Company's Registrars and Transfer Agents, M/s. Niche Technologies Pvt Ltd, 3A, Auckland Place, Room No. 7A & 7B, 7th Floor, Kolkata – 700 017 (“RTA”) for assistance in this regard.
7. Instruction for e-voting, along with the attendance Slip and Proxy Form is annexed to this Notice of 99th Annual General Meeting for the convenience of Shareholders.
8. Members / Proxies / Authorized Representative are requested to bring their attendance slip along with their copy of Annual Report to the meeting.
9. 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.
10. As a measure to save our natural resources, we request Members to registered their e-mail addresses in respect of electronic holdings with the Depository through their concerned Depository Participants. Members who hold shares in physical form are requested to register their e-mail address with M/s. Niche Technologies Pvt Ltd, 3A, Auckland Place, Room No. 7A & 7B, 7th Floor, Kolkata – 700 017 the Registrar & Share Transfer Agent of the Company.



11. It is observed that a sizable number of Notices, Annual Report & Dividend warrants have returned undelivered with the remark as Left, Not known etc for the last few years. Members are therefore requested to furnish their Bank particulars, change of address if any to the Registrar and Share Transfer Agent as mentioned above for timely payment of Dividend and for proper communication.
12. Mandatory updation of PAN and Bank details – Pursuant to SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018, shareholders whose ledger folios do not have / or have incomplete details with respect to PAN and Bank Account particulars are mandatorily required to furnish these details to the Company / RTA for registration in their folios. Accordingly, Company is taking necessary steps & issuing mandate form to the Shareholders to update their Pan /Bank details as required. Members are therefore requested to update their records as per format attached as Annexure A.
13. Members seeking any information with regard to accounts are requested to write to the Company Secretary at least ten days in advance of Annual General Meeting, to enable the Company to keep the information ready.
14. The notice of the 99th AGM and instructions for e-voting along with the attendance slip and proxy form is being sent by electronic mode to all members whose email addresses are registered with the Company / Depository Participant(s) unless a member has requested for a hard copy of the same. For members who have not registered their email addresses, physical copies of the documents are being sent by the permitted mode.
15. The Company is offering voting facility through electronic means (remote e-voting) to the members to cast their votes electronically on the Resolutions proposed at this AGM and for which purpose the Company has engaged the services of National Securities Depository Limited. The facility for voting through ballot paper will also be made available at the AGM and members attending the AGM, who have not already cast their votes by remote e-voting shall be able to exercise their right at the AGM through ballot paper. Members who have cast their votes by remote e-voting prior to the AGM may attend the AGM but shall not be entitled to cast their votes again. The instructions for e-voting are annexed to the Notice. The detailed instructions for e-voting are given as a separate attachment to this notice.
16. Pursuant to Section 72 of the Companies Act, 2013, members are entitled to make a nomination in respect of shares held by them. Members desirous of making a nomination or cancelling/varying nomination are requested to send their requests in Form No. SH-13 / SH-14, to the Registrar and Transfer Agent of the Company. These forms will be made available on request.
17. All documents referred to in the Notice will be available for inspection at the Company's Registered Office during normal business hours on working days up to the date of the AGM.
18. Members are requested to note that, dividends if not encashed for a consecutive period of 7 years from the date of transfer to Unpaid Dividend Account of the Company, are liable to be transferred to the Investor Education and Protection Fund ("IEPF"). The shares in respect of such unclaimed dividends are also liable to be transferred to the demat account of the IEPF Authority. In view of this, Members/ Claimants are requested to claim their dividends from the Company, within the stipulated timeline. The Members, whose unclaimed dividends/shares have been transferred to IEPF, may claim the same by making an application to the IEPF Authority, in Form No. IEPF-5 available on www.iepf.gov.in. The Members/Claimants can file only one consolidated claim in a financial year as per the IEPF Rules. For details, please refer to corporate governance report which is a part of this Annual Report.
19. A route map to the AGM venue is appended to the Notice for reference of the members.
20. Additional Information pursuant to Regulation 36 of Listing Regulations on Director seeking re-appointment at this AGM is furnished here under. The director has furnished consent for their re-appointment as required under the Companies Act, 2013 and the Rules thereunder.

**EXPLANATORY STATEMENT PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013****Item No. 4**

Mr. Sanjay Kumar Maheswary (DIN No. 00497335) was appointed by the shareholders through Postal Ballot on March 28, 2015 as Independent Director of the Company in term of Section 149 and other applicable provisions of the Companies Act, 2013 for a period of 5 year to hold office as such upto the conclusion of the 99th Annual General Meeting (AGM).

Mr. Sanjay Kumar Maheswary is the Chairperson of the Audit Committee, Nomination and Remuneration Committee and the member of the Stakeholder Relationship Committee. He is also the lead Independent Director of the Company.

As per Section 149(10) of the Companies Act, 2013, an Independent Director shall hold office for a term of five consecutive years on the Board of a Company, but shall be eligible for re-appointment as an Independent Director on passing of a special resolution by the Company for another term of five years.

The present term of Mr. Maheswary will come to an end on the conclusion of the 99th AGM. Considering his expertise, experience and his contribution in the Boards process, it is considered that Mr. Maheswary shall be reappointed as an Independent Director for a second term of five years.

Mr. Sanjay Kumar Maheswary aged 73 years, is a Practicing Chartered Accountant by profession. He is having experience of more than 35 years in accounting, taxation and investment.

Accordingly, based on the recommendation of the Nomination and Remuneration Committee and in terms of the provisions of Sections 149, 150, 152, Schedule IV and any other applicable provisions of the Companies Act, 2013 and the SEBI (LODR) Regulations, 2015, the Board of Directors of the Company recommend the reappointment of Mr. Maheswary, being eligible for re-appointment as an Independent Director and has offered himself for re-appointment, as an Independent Director for a Second Term of 5 (Five) years from September 17, 2019 till September 16, 2024 for approval by the shareholders. He shall not be liable to retire by rotation.

The Company has received (i) Intimation in form DIR-

8 pursuant to rule 14 of the Companies (Appointment and Qualification of Directors) Rules, 2014, from Mr. Sanjay Kumar Maheswary to the effect that he is not disqualified in accordance with Section 164(2) of the Companies Act, 2013; (ii) declaration that he meets the criteria of independence as provided in section 149 of the Companies Act 2013; and (iii) a notice in writing from a member under section 160 of the Act proposing the candidature of Mr. Sanjay Kumar Maheswary as director of the Company.

In the opinion of the Board of Directors, Mr. Sanjay Kumar Maheswary who is proposed to be reappointed as an Independent Director for a second term of 5 years, fulfills the conditions specified in the Act and Rules made thereunder.

Further as per Regulation 17(1A) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, no listed entity shall appoint a person or continue the directorship of any person as a non-executive director who has attained the age of seventy five years unless a special resolution is passed to that effect. Mr. Sanjay Kumar Maheswary will attain the age of 75 years during the proposed term of his reappointment. Thus, the consent of the members of the Company through special resolution shall also be considered for continuation of directorship of Mr. Sanjay Kumar Maheswary as Independent Director of the Company during his term from September 17, 2019 till September 16, 2024 even on attainment of the age of 75 years.

The Board considers that Mr. Sanjay Kumar Maheswary's association as an Independent Director would be of immense benefit to the Company and it is desirable to avail his services as an Independent Director.

A copy of the draft letter of reappointment, setting out the terms and conditions of appointment of Mr. Sanjay Kumar Maheswary, is available for inspection, without any fee, by the members at the Company's registered office during business hours on all working days up to the date of the AGM.

Except Mr. Sanjay Kumar Maheswary, none of the other directors or key managerial personnel of the Company are concerned or interested, financially or otherwise, in the resolution set out in item no. 4 of the notice



The Board recommended the resolution set forth in item no. 4 of the notice for approval of the members.

Item No. 5

Mr. Vinod Kumar Maheshwary (DIN: 02659320) was appointed by the shareholders through Postal Ballot on March 28, 2015 as Independent Director of the Company in term of Section 149 and other applicable provisions of the Companies Act, 2013 for a period of 5 year to hold office as such upto the conclusion of the 99th Annual General Meeting (AGM).

Mr. Vinod Kumar Maheshwary (DIN: 02659320) is the member of the Audit Committee, Nomination and Remuneration Committee and Stakeholder Relationship Committee. He is also the lead Independent Director of the Company.

As per Section 149(10) of the Companies Act, 2013, an Independent Director shall hold office for a term of five consecutive years on the Board of a Company, but shall be eligible for re-appointment as an Independent Director on passing of a special resolution by the Company for another term of five years.

The present term of Mr. Maheshwary will come to an end on the conclusion of the 99th AGM. Considering his expertise, experience and his contribution in the Boards process, it is considered that Mr. Maheshwary shall be reappointed as an Independent Director for a second term of five years.

Mr. Vinod Kumar Maheshwary aged 70 years, is a B.com (Honrs). He is having experience of more than 35 years in accounting, Banking and investment.

Accordingly, based on the recommendation of the Nomination and Remuneration Committee and in terms of the provisions of Sections 149, 150, 152, Schedule IV and any other applicable provisions of the Companies Act, 2013 and the SEBI (LODR) Regulations, 2015, the Board of Directors of the Company recommend the reappointment of Mr. Maheshwary, being eligible for re-appointment as an Independent Director and has offered himself for re-appointment, as an Independent Director for a Second Term of 5 (Five) years from September 17, 2019 till September 16, 2024 for approval by the shareholders. He shall not be liable to retire by rotation.

The Company has received (i) Intimation in form DIR-8 pursuant to rule 14 of the Companies (Appointment

and Qualification of Directors) Rules, 2014, from Mr. Vinod Kumar Maheshwary to the effect that he is not disqualified in accordance with Section 164(2) of the Companies Act, 2013; (ii) declaration that he meets the criteria of independence as provided in section 149 of the Companies Act 2013; and (iii) a notice in writing from a member under section 160 of the Act proposing the candidature of Mr. Vinod Kumar Maheshwary as director of the Company.

In the opinion of the Board of Directors, Mr. Vinod Kumar Maheshwary who is proposed to be reappointed as an Independent Director for a second term of 5 years, fulfills the conditions specified in the Act and Rules made thereunder.

Further as per Regulation 17(1A) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, no listed entity shall appoint a person or continue the directorship of any person as a non-executive director who has attained the age of seventy five years unless a special resolution is passed to that effect. Mr. Vinod Kumar Maheshwary will attain the age of 75 years during the proposed term of his reappointment. Thus, the consent of the members of the Company through special resolution shall also be considered for continuation of directorship of Mr. Vinod Kumar Maheshwary as Independent Director of the Company during his term from September 17, 2019 till September 16, 2024 even on attainment of the age of 75 years.

The Board considers that Mr. Vinod Kumar Maheshwary's association as an Independent Director would be of immense benefit to the Company and it is desirable to avail his services as an Independent Director.

A copy of the draft letter of reappointment, setting out the terms and conditions of appointment of Mr. Vinod Kumar Maheshwary, is available for inspection, without any fee, by the members at the Company's registered office during business hours on all working days up to the date of the AGM.

Except Mr. Vinod Kumar Maheshwary, none of the other directors or key managerial personnel of the Company are concerned or interested, financially or otherwise, in the resolution set out in item no. 5 of the notice

The Board recommended the resolution set forth in item no. 5 of the notice for approval of the members.

**Brief Resume of Directors seeking appointment / re-appointment**

Name of the Director	Mr. Rajendra Prasad Chetani	Mr. Sanjay Kumar Maheswary	Mr. Vinod Kumar Maheshwary
DIN	00392215	00497335	02659320
Date of Birth/ Age	28.10.1957 / 62 Years	06.02.1946 / 73 Years	30.01.1949 / 70 Years
Date of Appointment	27.04.2004	28.03.2015	28.03.2015
Qualifications	B.com Honrs	Chartered Accountant	B.com Honrs
Expertise in specific functional areas	Accounts, Taxation, Finance	Accounts, Taxation, Investment	Account, Banking
Key Terms and conditions of his appointment	Non-Executive Non-Independent	Non-Executive Independent	Non-Executive Independent
Number of Meetings of the Board attended during the financial year (2018-19)	8 out of 8	7 out of 8	8 out of 8
List of Directorship/ Membership / Chairmanship of Committees of other Board	1. Arvind Engineering Works Ltd – Executive Director 2. ACMA Industrial Project Pvt. Ltd.- Director	NIL	NIL
Shareholding in the Company	4560	3000	2000
Relationship with other Directors, Manager and other Key Managerial Personnel of the Company	None	None	None



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 Regulation 44 of the SEBI (Listing Obligations and Disclosures Requirements) Regulation 2015, the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at the 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 National Securities Depository Limited (NSDL).

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.

III. 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.

IV. The remote e-voting period commences on 14th September 2019 (9:00 AM) and ends on 16th September 2019 (5:00 PM). During this period members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 10th September 2019, may cast their vote by remote e-voting. 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.

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

A. In case a Member receives an email from NSDL [for members whose email IDs are registered with the Company/Depository Participants(s)]:

i. Open email and open PDF file viz;

“remote e-voting.pdf” with your Client ID or Folio No. as password. The said PDF file contains your user ID and

password/PIN for remote e-voting. Please note that the password is an initial password.

ii. Launch internet browser by typing the URL: <https://www.evoting.nsdl.com/>

iii. Click on Shareholder – Login

iv. Put user ID and password as initial password/PIN noted in step (i) above. Click Login.

v. Password change menu appears. Change the password/PIN with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

vi. Home page of remote e-voting opens. Click on remote e-voting: Active Voting Cycles.

vii. Select “EVEN” of “The Indian Wood Products Company Limited”.

viii. Now you are ready for remote e-voting as Cast Vote page opens.

ix. Cast your vote by selecting appropriate option and click on “Submit” and also “Confirm” when prompted.

x. Upon confirmation, the message “Vote cast successfully” will be displayed.

xi. Once you have voted on the resolution, you will not be allowed to modify your vote.

xii. 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. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to msassociates16@gmail.com with a copy marked to evoting@nsdl.co.in

B. In case a Member receives physical copy of the Notice of AGM [for members whose email IDs are not registered with the Company/Depository Participants(s) or requesting physical copy]:

I. Initial password is provided in the Annexure enclosed herewith with this AGM notice.



II. Please follow all steps from Sl. No. (ii) to Sl. No. (xii) above, to cast vote.

VI. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Members and remote e-voting user manual for Members available at the downloads section of www.evoting.nsdl.com or call on toll free no.: 1800-222-990.

VII. If you are already registered with NSDL for remote e-voting then you can use your existing user ID and password/PIN for casting your vote.

VIII. You can also update your mobile number and e-mail id in the user profile details of the folio, which may be used for sending future communication(s).

IX. The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of 10th September, 2019. A person who is not a member as on cut off date should treat this notice for information purpose only.

X. Any person, who acquires shares of the Company and become member of the Company after dispatch of the notice and holding shares as of the cut-off date i.e. 10th September 2019 may obtain the login ID and password by sending a request at evoting@nsdl.co.in or Issuer/RTA.

However, if you are already registered with NSDL 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.evoting.nsdl.com or contact NSDL at the following toll free no.: 1800-222- 990.

XI. A member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the AGM.

XII. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date of 10th September, 2019 only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM through ballot paper.

XIII. Md. Shahnawaz, Company Secretary (in whole-

time practice) (Membership No. ACS 21427 and CP No-15076) of 16A, Abdul Hamid Street, 5th Floor, Room No. 501, Kolkata - 700069 has been appointed as the Scrutinizer for providing facility to the members of the Company to scrutinize the voting and remote e- voting process in a fair and transparent manner.

XIV. The Chairman shall, at the AGM, 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.

XV. The Scrutinizer shall after the conclusion of voting at the general meeting, will 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 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.

XVI. The Results declared along with the report of the Scrutinizer shall be placed on the website of the Company www.iwpkatha.com and on the website of NSDL immediately after the declaration of result by the Chairman or a person authorized by him in writing. The results shall also be immediately forwarded to the Stock Exchanges where the company shares are listed.

XVII. Since e-voting facility (including Ballot Forms) is provided to the Members pursuant to the provisions of Section 108 of the Companies Act, 2013, read with Companies (Management and Administration) Rules, 2014, voting by show of hands are not allowed.

**Registered Office:
Bombay Mutual Building
9, Brabourne Road
Kolkata – 700 001**

**By Order of the Board
For The Indian Wood Products Co Ltd
Anup Gupta
Company Secretary**

Dated: 24th May, 2019

Membership No.: A36061

FORM FOR FURNISHING PAN AND BANK DETAILS

To,
NICHE TECHNOLOGIES PVT. LTD.
(Registrar & Share Transfer Agent)
3A Auckland Place
7th Floor, Room No. 7A & 7B
Kolkata -700 017

Dear Sir / Madam,

Unit: The Indian Wood Products Co Ltd

I/we hereby furnish our folio details along with PAN and Bank Account details for update in your records.

I/we are enclosing herewith :

- 1) Self-attested copies of PAN Cards of all the Shareholder(s),
- 2) Original cancelled cheque leaf with name (if name is not printed on cheque - self attested copy of the first page of the pass book of the bank) and
- 3) Address Proof viz., Aadhaar Card of all the shareholder(s), duly self attested, as required for updation of the details :

Folio No.	
Address of the sole/first named shareholder as per the share certificate	
Mobile No.	
E-Mail id	

Bank Account Details of Sole/First Shareholder : (for electronic credit of dividends)									
Name of the Bank									
Name of the Branch									
Account Number (as appearing in your cheque book)									
Account Type (Please tick as applicable)	Saving			Current			Cash Credit		
9 Digit MICR Number (as appearing on the MICR cheque issued by the bank)									
11 Digit IFSC Code									

	Name	PAN	Signature
First Holder :			
JointHolder1 :			
JointHolder2 :			

Date:

Place:

NB: The above details will not be updated if the supporting documents are not attached and not duly signed by all the shareholders.



The Indian Wood Products Company Ltd

CIN L20101WB1919PLC003557

Regd off: 7th floor, 9 Brabourne Road, Kolkata – 700 001

Tel 033 8232023820, Fax No.033 22426799

Email: iwpho@iwpkatha.co.in; Website: iwp@iwpkatha.com

ATTENDANCE SLIP

(To be handed over at the entrance of the meeting Hall)

I hereby record my presence of the 99th Annual General Meeting of the Company held on Tuesday 17th September, 2019 at 3.30 PM at Bharatiya Bhasha Parishad, 36A Shakespeare Sarani, Kolkata – 700 017 or any adjournment thereof.

Full Name of the member (in BLOCK LETTERS)

Folio No.....DP ID No.....Client ID No.....

Name of Member (s)

Name of the Proxy holder

Registered Address

No. of shares Held

Signature of the Member / Representative / Proxy Holder*

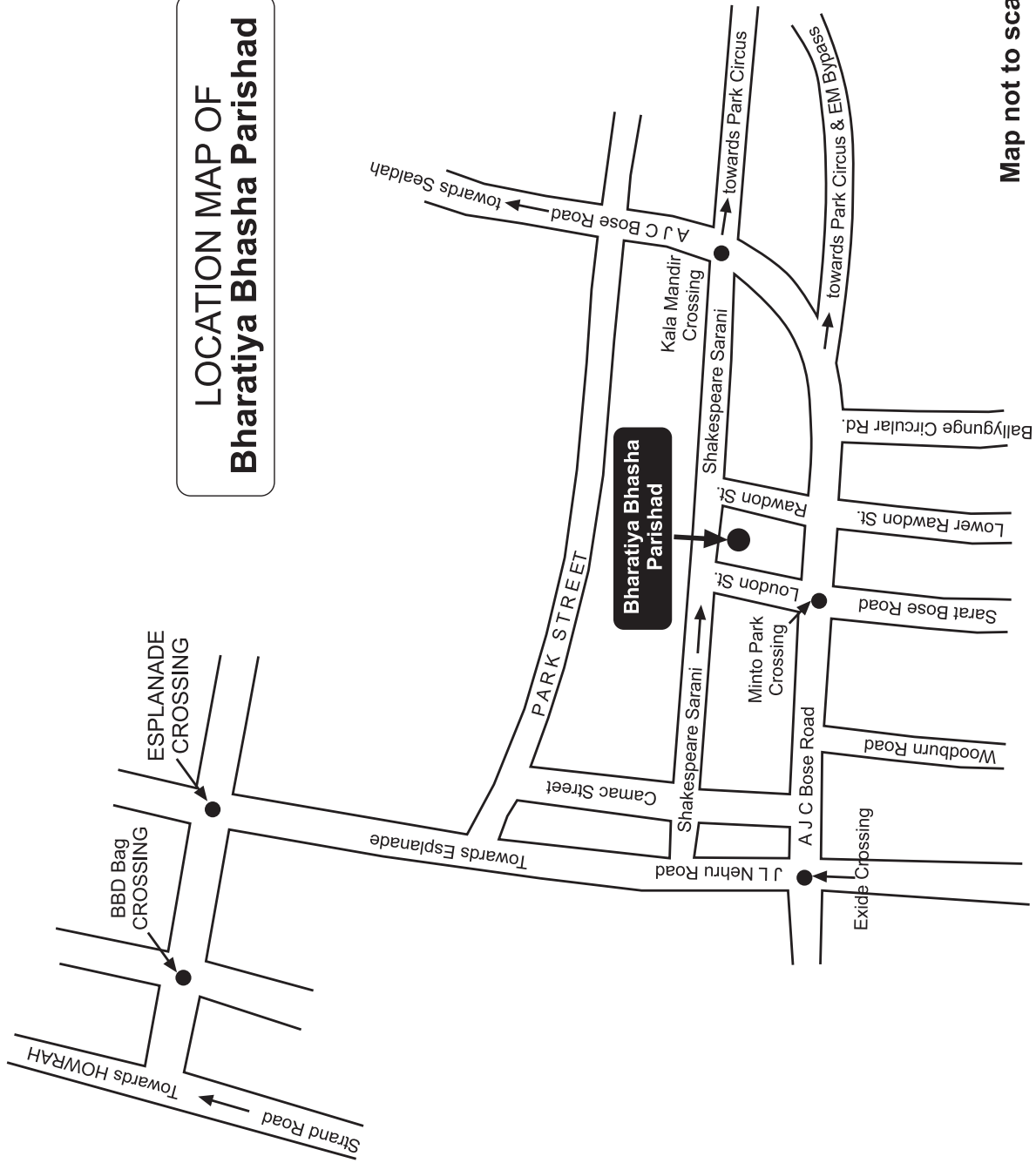
*** Strike out whichever is not applicable.**

Note:

Shareholder / Proxy holder wishing to attend the meeting must bring this Attendance slip to the venue and hand over at the entrance duly signed.



**LOCATION MAP OF
Bharatiya Bhasha Parishad**



Map not to scale



The Indian Wood Products Company Ltd

CIN L20101WB1919PLC003557

Regd off: 7th floor, 9 Brabourne Road, Kolkata – 700 001

Tel 033 8232023820, Fax No.033 22426799

Email: iwpho@iwpkatha.co.in; Website: iwp@iwpkatha.com

[Pursuant to Section 105(6) of the Companies Act, 2013 of the Companies (Management and Administration) Rules 2014]

PROXY FORM (FORM NO.MGT-11)

Folio No.....DP ID No.....Client ID No.....

Name of Member (s)email id.....

Registered address

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

(1) Name.....

Address

E-Mail IdSignature.....OR failing him

(2) Name.....

Address

E-Mail IdSignature.....OR failing him

(3) Name.....

Address

E-Mail IdSignature.....

As my/our proxy to attend and vote (on a poll) for me/us on my/our behalf at the 99th AGM of the Company, to be held on 17th day of September, 2019 at 3.30 PM at Bharatiya Bhasha Parishad, 36A, Shakespeare Sarani, Kolkata – 700 017 and at any adjournment thereof in respect of such resolution(s) as are indicated below:



SI No	Resolution	For	Against
Ordinary Business			
1	a) To receive, Consider and Adopt the Audited Standalone Financial Statements for the Financial year ended 31st March,2019 together with the Report of the Directors and the Auditors thereon		
	b) To receive, Consider and Adopt the Audited Consolidated Financial Statements for the Financial year ended 31st March,2019 together with the Report of the Auditors thereon		
2	To Declare Dividend @ 10% on equity shares for the year ended 31st March, 2019		
3	To appoint Mr. Rajendra Prasad Chetani as a Director, liable to retire by rotation.		
Special Business			
4	Reappointment of Mr. Sanjay Kumar Maheswary (DIN 00497335) as an Independent Director		
5	Reappointment of Mr. Vinod Kumar Maheshwary (DIN. 02659320) as an Independent Director		

Signed this.....day of2019

Signature of Shareholder(s)

Signature of Proxy holder(s)

Affix
Revenue
Stamp

Notes:

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.