



Pee Cee Cosma Sope Limited

Regd. Office :
"PADAMDEEP"
5th & 6th Floor,
G-10/8, Sanjay Place,
AGRA-282 002 (U.P.)
CIN-L24241UP1986PLC008344

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Website : www.doctorsoap.com

NOTICE TO MEMBERS OF 33RD ANNUAL GENERAL MEETING, BOOK CLOSURE AND E VOTING INFORMATION

Notice is hereby given that the 33rd Annual General Meeting of the Members of Pee Cee Cosma Sope Limited will be held on Wednesday, 30th September, 2020 at 3.30 P.M. by way of **Video Conferencing (VC) / Other Audio Visual Means ("OAVM")** in accordance with the applicable provisions of the Companies Act 2013, and the rules made thereunder and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements), 2015, read with General Circular no. 14/2020 dated April 08, 2020, Circular no. 17/2020 dated April 13, 2020 and General Circular No. 20/2020 dated May 05, 2020 read with issued by the Ministry of Corporate Affairs and Circular no. SEBI/HO/CFD/CMDI/CIR/P/2020/79 dated May 12, 2020, and other applicable Circulars issued by the Ministry of Corporate Affairs ("MCA") and SEBI (collectively referred to as "**Relevant Circulars**"), without the physical presence of the members at a common venue.

Skyline Financial Services Private Limited, New Delhi, Registrar and Share Transfer Agent, of the Company will be providing VC/OAVM Services.

In compliance with the relevant circulars, the Notice of AGM and the Annual Report 2019-2020 including the Financial Statements for the Financial Year 2019-20, along with the Director's Report, Auditor's Report and other documents required to be attached thereto, and which includes the process and manner of attending the AGM through VC and e-voting and other documents has been sent by email on 4th September 2020, to those members whose email addresses are registered with the Company, or Depository Participants or Registrar and Share Transfer Agent. The requirements for sending physical copy of the Notice of the 33rd AGM and Annual Report to the members have been dispensed with vide MCA Circular/s and SEBI Circular. The Annual Report can be downloaded from the Company's website at www.doctorsoap.com and the website of the Stock Exchange i.e BSE Limited at www.bseindia.com.

Members holding shares either in physical form or dematerialised form, as on the cut-off date of 23rd September 2020, may cast their vote electronically on the ordinary and special business, as set out in the Notice of the 33rd AGM through electronic voting system ("remote evoting") of National Securities Depository Limited ("NSDL"). All the members are informed that:

- (i) the ordinary and special business as set out in the Notice of the 33rd AGM will be transacted through voting by electronic means,
- (ii) the remote e-voting shall commence on Sunday, 27th September 2020 at 9 a.m. IST
- (iii) the remote e-voting shall end on Tuesday, 29th September 2020 at 5 p.m. IST
- (iv) the cut off date for determining the eligibility to vote through remote e-voting or through the e-voting system during the 33rd AGM is 23rd September 2020,
- (v) any person, who becomes member of the company after sending the notice of the 33rd AGM by email and holding shares as on the cut-off date i.e 23rd September 2020, may obtain the login ID and password by sending a request at





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evoting@nsdl.co.in .However if a person is already registered with NSDL for remote e-voting, then existing user ID and password can be used for casting vote,

(vi) members may note that(1) the remote e-voting module shall be disabled by NSDL after the aforesaid date and time for voting and once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently;(2).the members who have cast their vote by remote e-voting prior to the 33rd AGM may participate in the 33rd AGM through VC/OAVM facility but shall not be entitled to cast vote again through the e-voting system during the 33rd AGM ;(3). the members participating in the 33rd AGM and who had not cast their vote through remote e-voting shall be entitled to cast their vote through e-voting system (Through insta poll) during the 33rd AGM and ;(4) the person whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories on the cutoff date only shall be entitled to avail the facility of remote e-voting, participating in the 33rd AGM through VC/OAVM facility and e-voting during the 33rd AGM. ;

Further, pursuant to the provisions of section 91 of the Act and the rules framed thereunder and regulation 42 of SEBI (LODR) Regulations, the Register of Members and Share Transfer Books of the Company will remain closed from Wednesday, 23rd September, 2020 to Wednesday, 30th September, 2020 (both days inclusive).

Shareholders who would like to express their views/ask questions during the meeting may register themselves as a speaker and may send their request mentioning their name, Demat account number/folio number, email id, mobile number at pccosmalisting@doctorsoap.com and info@skylinerta.com, not later than 48 hours prior to AGM. Those shareholders who have registered themselves as a speaker will only be allowed to express their views/ask questions during the meeting.

Shareholders who have questions may send their questions in advance mentioning their name Demat account number/folio number, email id, mobile number at pccosmalisting@doctorsoap.com, at least 10 days before the date of AGM. The same will be replied by the company suitably.

In case of any queries related to E-voting, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on toll free no.: 1800-222-990 or send a request at evoting@nsdl.co.in or contact Ms. Pallavi Mhatre, Manager or Ms. Soni Singh, Asst. Manager, National Securities Depository Limited, Trade World, 'A' Wing, 4th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013, at evoting@nsdl.co.in or pallavid@nsdl.co.in or SoniS@nsdl.co.in or at telephone nos.:- +91 22 24994545, +91 22 24994559, who will also address the grievances connected with the voting by electronic means.

In case of any assistance regarding attending the meeting , please contact Mr. Lokesh Sharma at lokesh@skylinerta.com or 011-40450193-197.

Date:5th September,2020

Place: Agra

FOR PEE CEE COSMA SOPE LIMITED


ASHOK KUMAR JAIN
(EXECUTIVE CHAIRMAN)
(DIN:00113133)

