



# Pee Cee Cosma Sope Limited

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

Phone : 0562-2527330, 31, 32  
2524717, 3090742  
Fax : 0562-2527329  
E-mail : pccosma@doctorsoap.com  
Website : www.doctorsoap.com

## NOTICE TO MEMBERS OF 34<sup>TH</sup> ANNUAL GENERAL MEETING, BOOK CLOSURE AND E VOTING INFORMATION

Notice is hereby given that the 34<sup>th</sup> Annual General Meeting of the Members of Pee Cee Cosma Sope Limited will be held on Thursday, 30<sup>th</sup> September, 2021 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, and in accordance with the Circular No. 20/2020 dated May 05, 2020 read with Circular no. 14/2020 dated April 08, 2020 and Circular no. 17/2020 dated April 13, 2020 and General Circular dated 02/21 dated 13<sup>th</sup> January 2021 issued by the Ministry of Corporate Affairs and Circular no. SEBI/HO/CFD/CMDI/CIR/P/2020/79 dated May 12, 2020 read with Circular no. SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021 issued by the Securities and Exchange Board of India (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 2020-2021 including the Financial Statements for the Financial Year 2020-21, 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 4<sup>th</sup> September 2021, 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 34<sup>th</sup> 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](http://www.doctorsoap.com) and the website of the Stock Exchange i.e BSE Limited at [www.bseindia.com](http://www.bseindia.com).

Members holding shares either in physical form or dematerialised form, as on the cut-off date of 23<sup>rd</sup> September 2021, may cast their vote electronically on the ordinary and special business, as set out in the Notice of the 34<sup>th</sup> AGM through electronic voting system ("remote voting") 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 34<sup>th</sup> AGM will be transacted through voting by electronic means,
- (ii) the remote e-voting shall commence on Monday, 27<sup>th</sup> September 2021 at 9 a.m. IST
- (iii) the remote e-voting shall end on Wednesday, 29<sup>th</sup> September 2021 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 34<sup>th</sup> AGM is 23<sup>rd</sup> September 2021,
- (v) any person, who becomes member of the company after sending the notice of the 34<sup>th</sup> AGM by email and holding shares as on the cut-off date i.e 23<sup>rd</sup> September 2021, may obtain the login ID and password by sending a request at [evoting@nsdl.co.in](mailto: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,





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(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 34<sup>th</sup> AGM may participate in the 34<sup>th</sup> AGM through VC/OAVM facility but shall not be entitled to cast vote again through the e-voting system during the 34<sup>th</sup> AGM ;(3). the members participating in the 34<sup>th</sup> 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 34<sup>th</sup> 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 34<sup>th</sup> AGM through VC/OAVM facility and e-voting during the 34<sup>th</sup> AGM. ;

Shareholders may note that the Board of Directors at their meeting held on 25th June 2021, has recommended a final dividend of Rs. 3/- per share. The Final dividend, subject to approval of shareholders, will be paid to the members whose names appear in the Register of members as on the cut off date i.e. Thursday, 23rd September, 2021 through various online transfer modes to the shareholders who have updated their bank account details.For shareholders who have not updated their bank account details, dividend warrants/ DD / Cheque will be sent to the Registered address depending on availability of postal services.

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 Thursday, 23<sup>rd</sup> September, 2021 to Thursday, 30<sup>th</sup> September, 2021 (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](mailto:pccosmalisting@doctorsoap.com) and [info@skylinerta.com](mailto: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](mailto:pccosmalisting@doctorsoap.com), at least 10 days before the date of AGM. The same will be replied by the company suitably.





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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](http://www.evoting.nsdl.com) or call on toll free no.: 1800-222-990 or send a request at [evoting@nsdl.co.in](mailto: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](mailto:evoting@nsdl.co.in) or [pallavid@nsdl.co.in](mailto:pallavid@nsdl.co.in) or [SoniS@nsdl.co.in](mailto: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](mailto:lokesh@skylinerta.com) or 011-40450193-197.

Date:5th September,2021

Place: Agra

FOR PEE CEE COSMA SOPE LIMITED

MAYANK JAIN  
(EXECUTIVE CHAIRMAN)

(DIN:00112947)

