



# **FACT THE FERTILISERS AND CHEMICALS TRAVANCORE LTD**

PIONEERS IN PROGRESS

(A Govt. of India Enterprises) Regd. Office: Eloor

Udyogamandal - 683 501, Kochi, Kerala. CIN: L24129KL1943G01000371

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## **INFORMATION REGARDING 76TH ANNUAL GENERAL MEETING**

The 76th Annual General Meeting ("AGM") of the members of The Fertilisers and Chemicals Travancore Ltd will be held on Wednesday the 23rd September, 2020, at 11.00A.M., through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM"), in compliance with the applicable provisions of the Companies Act 2013 (Act) and the Rules made there under and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with General Circular No 14/2020 Dated 8th April 2020, 17/2020 dated 13th April, 2020 and 20/2020 dated 5th May 2020, issued by the Ministry of Corporate Affairs and Circular No: SEBI/HO/CFD/CMD1/CIR/2020/79 dated 12th May 2020 issued by the Securities and Exchange Board of India (SEBI) to transact the business set out in the Notice calling the AGM. Members attending the AGM through VC/OAVM shall be reckoned for the purpose of quorum under section 103 of the Act.

In compliance with the aforesaid circulars, the Notice of AGM and Financial Statements for the Financial Year ended 31-03-2020 along with the Directors' Report, Auditors' Report and other documents required to be attached thereto (collectively referred as "Annual report") will be send only by email to all the members of the Company whose email addresses are registered with the Company / the Registrar and Transfer Agent (RTA) of the Company or Depository Participant (DP). The aforesaid documents will also be available on the website of the Company at [www.fact.co.in](http://www.fact.co.in) and at the website of the National Stock Exchange of India Limited , [www.nseindia.com](http://www.nseindia.com)

Company is providing remote e-voting facility (remote e-voting) to all its members to cast their votes on all the resolutions set out in the Notice of the AGM. Additionally, the Company is providing the facility of voting through e-voting system during the AGM ("e-voting"). Detailed procedure for remote e-voting/e-voting has been provided in the Notice of the AGM which will be sent to the members shortly.

### **Manner of registering / updating , e-mail addresses for receiving Annual Report :**

(a) Shares held in Physical Mode: Please send an email to RTA at [cs\\_rta@bfsi.co.in](mailto:cs_rta@bfsi.co.in) or the Company at [kvbnair@factltd.com](mailto:kvbnair@factltd.com) mentioning the First / sole shareholders name, Registered Folio number, Email address self attested copy of PAN Card, self attested copy of address proof (Aadhar card/voter ID/passport/ utility bill) and contact number.

(b) Shares held in Demat Mode: Please contact the DP and register email address as per the process advised by DP.

Members are requested to carefully read all the Notes set out in the Notice of the AGM and instructions for joining the AGM, manner of casting vote through remote e-voting/ e-voting during the AGM.

Please write to the Company for any assistance.

Place: Udyogamandal

Date: 15.8.2020

**K.V. Balakrishnan**  
COMPANY SECRETARY & ED (FIN)