



TECHNO ELECTRIC & ENGINEERING COMPANY LIMITED

CIN: L40108UP2005PLC094368

Registered Office: C-218, Ground Floor (GR-2), Sector-63, Noida, Gautam Buddha Nagar,
Uttar Pradesh, India, 201307, Phone No: (0120) 2406030

Corporate Office: 1B, Park Plaza, South Block, 71, Park Street, Kolkata-700 016

Phone No: (033) 4051 3000, Fax No: (033) 4051 3326

Website: www.techno.co.in, E-mail: desk.investors@techno.co.in

A. In view of the COVID-19 pandemic, the Ministry of Corporate Affairs (the "MCA") vide its General circular No. 14/2020, No. 17/2020 and No. 20/2020 dated April 8, 2020, April 13, 2020 and May 5, 2020 respectively (hereinafter, collectively referred to as the "MCA Circulars") read with SEBI Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020, has allowed companies to conduct their annual general meetings through Video Conferencing ("VC") or Other Audio Visual Means ("OAVM"), thereby, dispensing with the requirement of physical attendance of the members at their AGM and accordingly, the 15th Annual General Meeting (AGM) of Techno Electric & Engineering Company Limited (the "Company") will be held on Wednesday, September 30, 2020 at 2.00 P.M. 1ST through VC or OAVM in compliance with the aforesaid circulars and the relevant provisions of the Companies Act, 2013 (as amended) (the "Act") and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (as amended) (the "Listing Regulations").

B. In accordance with the MCA Circulars and SEBI Circulars dated May 12, 2020, the Notice convening file 15th AGM (the "Notice") alongwith the soft copy of Annual Report of the Company for the financial year ended March 31, 2020, will be sent by only e-mail to those Members whose e-mail addresses are registered with the Company / Depository Participants/ Registrar and Share Transfer Agent (the "STA") i.e., M/s. Niche Technologies Private Limited. The instructions for joining the AGM through VC or OAVM and the manner of taking part in the e-Voting process will be provided alongwith the Notice and Annual Report.

C. Members holding shares in physical mode or whose e-mail addresses are not registered, may cast their votes through e-Voting system, after registering their e-mail addresses by sending the following documents to the Company at: desk.investors@techno.co.in

1. Scanned copy of a signed request letter, mentioning name, folio number / DP Id and Client Id & number of shares held and complete postal address:
2. Self-attested scanned copy of PAN Card; and
3. Self-attested scanned copy of any document (such as AADHAAR card/latest Electricity Bill/latest Telephone Bill Driving License/ Passport/Voter ID Card/Bank Passbook particulars) in support of the postal address of the Member as registered against their shareholding.

Members who hold shares in physical mode and who already have valid e-mail addresses registered with the Company / the RTA need not take any further action in this regard.



D. Members holding shares in demat mode should update their e-mail addresses and Bank mandates directly with their respective Depository Participants.

E. Pursuant to Section 91 of the Act and Rule 10 of the Companies (Management and Administration) Rules, 2014 (as amended) read with Regulation 42 of the Listing Regulations, the Register of Members and the Share Transfer Registers of the Company shall remain closed from Thursday, September 24, 2020 to Wednesday, September 30, 2020 (both days inclusive), for the purpose of AGM.

F. The Notice and the Annual Report for the financial year ended March 31, 2020 shall be available on the website of the Company viz., www.techno.co.in and also on the website of the stock exchanges where Equity Shares of the Company are listed viz., www.nseindia.com and www.bseindia.com.