

S Chand And Company Limited

(CIN L22219DL1970PLC005400)

Registered Office: A-27, 2nd Floor, Mohan Co-operative Industrial Estate, New Delhi-110044

Email: investors@schandgroup.com Website: www.schandgroup.com

Tel: +91 11 49731800 Fax: +91 11 49731801

NOTICE

NOTICE is hereby given that 49th Annual General Meeting ("**AGM**") of Members of S Chand And Company Limited ("**Company**") will be held on Tuesday, September 29, 2020 at 11:30 A.M. through video conferencing to transact the following businesses:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Standalone Audited Financial Statements of the Company for the financial year ended March 31, 2020 and the Reports of Directors and Auditors thereon.
2. To receive, consider and adopt the Consolidated Audited Financial Statements of the Company for the financial year ended March 31, 2020 and the Report of Auditors thereon.
3. To appoint a Director in place of Ms. Savita Gupta (DIN: 00053988), who retires by rotation, and being eligible, offers herself for re-appointment.

SPECIAL BUSINESS:

4. **Approval of waiver of excess remuneration paid to Mr. Himanshu Gupta, Managing Director of the Company during the financial year 2019-20**

To consider and if thought fit, to pass the following as a **Special Resolution**:

"**RESOLVED THAT** pursuant to the provisions of Section 197 and other applicable provisions, if any, of The Companies Act, 2013 read with rules made thereunder, the consent of the members of the Company, be and is hereby accorded to waive the recovery of excess remuneration of Rs. 2,538,126/- paid to Mr. Himanshu Gupta, Managing Director, of the Company during the financial year 2019-20."

5. **Approval of waiver of excess remuneration paid to Mr. Dinesh Kumar Jhunjhuwala, Whole-time Director of the Company during the financial year 2019-20**

To consider and if thought fit, to pass the following as a **Special Resolution**:

"**RESOLVED THAT** pursuant to the provisions of Section 197 and other applicable provisions, if any, of The Companies Act, 2013 read with rules made thereunder, the consent of the members of the Company, be and is hereby accorded to waive the recovery of excess remuneration of Rs. 2,479,833/- paid to Mr. Dinesh Kumar Jhunjhuwala, Whole-time Director, of the Company during the financial year 2019-20."

By Order of the Board
S Chand And Company Limited

Sd/-
Jagdeep Singh
Company Secretary
Membership No. A15028

Date: August 14, 2020

Place: New Delhi

Notes:

1. The Explanatory Statement pursuant to Section 102 of The Companies Act, 2013 ("the Act"), which sets out details relating to Special Business at the Meeting, is annexed hereto. The Board of Directors have decided that the special business as set out under Item No. 3, 4 and 5, being considered unavoidable, be transacted at the AGM.
2. In view of the Covid 19 pandemic, the Ministry of Corporate Affairs has vide its circulars dated April 08, 2020, April 13, 2020 and May 05, 2020 ("MCA Circulars") and Securities and Exchange Board of India ("SEBI") vide its circular dated May 12, 2020 permitted holding of the AGM through video conferencing or other audio visual means. In compliance of the provisions of the Act, MCA Circulars, The SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015, the AGM of the Company is being conducted through video conferencing.
3. Pursuant to the provisions of the Act, a member is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a member of the Company. Since the AGM is being held through video conferencing pursuant to the MCA Circulars, the physical attendance of members has been dispensed with. Accordingly, the facility of appointing proxies by the members will be not be available for the AGM.

4. Institutional/Corporate Shareholders (i.e. other than individuals/HUF, NRI, etc) are required to send a scanned copy (PDF/JPEG Format) of its Board Resolution or governing body Resolution/Authorisation etc., authorising its representative to attend, vote during the meeting through video conferencing on its behalf or to vote through remote e-voting. The said Resolution/Authorization shall be sent to the Company at investors@schandgroup.com and to its RTA at instameet@linkintime.co.in.
5. Members may avail nomination facility as provided under Section 72 of The Companies Act, 2013.
6. Pursuant to Regulation 36(3) of The SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meetings, the information about the Director proposed to be re-appointed is given in the **Annexure I** to this Notice.
7. The Company hereby requests Members who have not updated their email IDs to update the same with their respective Depository Participant(s) or with M/s. Link Intime India Private Limited, Registrar and Transfer Agent (R&T) of the Company.
8. Electronic copy of the notice of AGM and Annual Report for financial year ended March 31, 2020 is being sent to all the Members whose email IDs are registered with the Company/ Depository Participant(s) as on August 28, 2020. Please note that there would not be any physical dispatch of notice of AGM and Annual Report through post/courier. The members may further note that the notice of AGM and Annual Report for the financial year ended March 31, 2020 will also be available on the Company's website at www.schandgroup.com, website of the stock exchanges i.e. BSE Limited at www.bseindia.com, National Stock Exchange of India Limited at www.nseindia.com and the website of Link Intime India Private Limited at <https://instavote.linkintime.co.in>.
9. The facility for joining the AGM through video conferencing will be opened 15 minutes before and will be open upto 15 minutes after the scheduled start time of the AGM i.e. 11:15 A.M. to 11:45 A.M. and will be available for atleast 1000 members on a first-come-first-served basis. This rule of first-come-first-served basis would not apply to participation of shareholders holding 2% or more shareholding, promoters, institutional investors, Directors, key managerial personnel and auditors.
10. The institutional investors, who are members of the Company are encouraged to attend and vote at the AGM of the Company.
11. Voting through electronic means:
 - I. The Company, in compliance of provisions of Section 108 of The Companies Act 2013, Rule 20 of The Companies (Management and Administration) Rules, 2014 and Regulation 44 of The SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, is pleased to provide its Members the facility to exercise their right to vote on resolutions proposed to be considered at the 49th AGM by remote e-voting or through an electronic voting system during the meeting.
 - II. The facility of casting votes by Members using an electronic voting system and remote e-voting will be provided by Link Intime India Private Limited ("Link Intime").
 - (i) The remote e-voting period begins on Friday September 25, 2020 (9:00 a.m.) and ends on Monday, September 28, 2020 (5:00 p.m.). During this period Members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of September 22, 2020, may cast their vote electronically. The remote e-voting module shall be disabled by Link Intime for voting thereafter.
 - (ii) The instructions for e-voting are given in the **Annexure II** to this Notice.
 - 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. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently or cast the vote again.
 - V. A person who is not a member as on the cut-off date should treat this Notice for information purpose only.
 - VI. Any person, who acquires shares of the Company and becomes member of the Company after dispatch of the notice and holding shares as on the cut-off date i.e. September 22, 2020 may obtain the login ID and password by sending a request at delhi@linkintime.co.in or investors@schandgroup.com.
 - VII. Certificate from statutory auditors of the Company certifying that the ESOP Scheme of the Company is being implemented in accordance with The SEBI (Share Based Employee Benefits) Regulations, 2014, will be available for inspection by the members through electronic mode.
 - VIII. SEBI has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit the PAN to their Depository Participant(s) with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN details to the Company.
 - IX. SEBI has also mandated that for registration of transfer of securities, the transferee(s) as well as transferor(s) shall furnish a copy of their PAN card to the Company.
 - X. Mr. R. S. Bhatia, Company Secretary in Practice has been appointed as the Scrutinizer to scrutinize the remote e-voting process as well as the electronic voting process during the AGM in a fair and transparent manner.
 - XI. The Scrutinizer after the conclusion of voting at the AGM, will first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting and make 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.

XII. The Results declared alongwith the Scrutinizer's Report shall be displayed at the Registered Office of the Company and uploaded on the Company's website at www.schandgroup.com as well as on the website of Link Intime after the same is declared by the Chairman/ authorized person. The Results shall also be simultaneously forwarded to the stock exchanges.

XIII. Members wishing to claim dividends that remain unclaimed are requested to correspond with the Registrar and Share Transfer Agent as mentioned above, or to the Company Secretary, at the Company's Registered Office. Members are requested to note that dividends that are not claimed within seven years from the date of transfer to the Company's Unpaid Dividend Account, will, as per Section 124 of The Companies Act, 2013, be transferred to the Investor Education and Protection Fund (IEPF). Shares on which dividend remains unclaimed for seven consecutive years will be transferred to the IEPF as per Section 124 of The Companies Act, 2013, and the applicable rules.

EXPLANATORY STATEMENT UNDER SECTION 102(1) OF THE COMPANIES ACT, 2013

Item No. 4

The Nomination and Remuneration Committee and Board of Directors at its meeting held on February 14, 2019 and the shareholders at their Annual General Meeting held on September 19, 2019 approved the remuneration of Rs. 12,342,000/- per annum plus perquisites upto 10% of the basic salary to be paid to Mr. Himanshu Gupta, Managing Director of the Company.

During the financial year 2019-20, Mr. Himanshu Gupta was paid a total remuneration of Rs. 14,538,126/- including perquisites.

As per his approved terms of remuneration, in the event of loss or inadequacy of profits in any financial year, the above mentioned remuneration of Mr. Himanshu Gupta will be within the overall ceiling laid down in Schedule V of The Companies Act, 2013 ("the Act").

During the financial year 2019-20, the Company has reported inadequacy of profits due to the loss of considerable business in fourth quarter of the financial year 2019-20 which had resulted due to nationwide lockdown imposed by the Government Authorities amid Covid 19 Pandemic. This loss of considerable business (being seasonal in nature Company's business in fourth quarter constitute a substantial portion of overall business of the Company for the financial year) in fourth quarter resulted into losses for the financial year 2019-20.

Therefore, the remuneration paid to Mr. Himanshu Gupta exceeded 5% of net profit of the Company [calculated under provisions of section 198 of the Act]. Accordingly, Mr. Himanshu Gupta shall be paid remuneration as per the overall ceiling laid down in Schedule V of the Act.

As per the ceiling laid down in Schedule V of the Act, Mr. Himanshu Gupta was entitled for remuneration of Rs. 12,000,000/- during the financial year. However, Mr. Himanshu Gupta has been paid an excess remuneration of Rs. 2,538,126/- which is liable to be recovered. However, as per the provisions of Section 197(10) of the Act, the Company can waive the recovery of such excess remuneration, if the same is approved by shareholders by way of special resolution.

The Board of Directors at its meeting held on June 30, 2020, subject to approval of members, approved the waiver of the recovery of excess remuneration of Rs. 2,538,126/- paid to Mr. Himanshu Gupta, Managing Director of the Company during the financial year 2019-20.

Your Board recommends the proposed special resolution set out at Item No. 4 for your approval.

None of the Directors, Key Managerial Personnel and/ or their relatives are, in any way, concerned or interested, financially or otherwise, in the resolution at Item No. 4 of the accompanying notice except Mr. Himanshu Gupta and Ms. Savita Gupta who is relative of Mr. Himanshu Gupta.

Item No. 5

The Nomination and Remuneration Committee and Board of Directors at its meeting held on February 14, 2019 and the shareholders at the Annual General Meeting held on September 19, 2019 approved the remuneration of Rs. 12,342,000/- per annum plus perquisites upto 10% of the basic salary to be paid to Mr. Dinesh Kumar Jhunjhnuwala, Whole-time Director of the Company.

During the financial year 2019-20, Mr. Dinesh Kumar Jhunjhnuwala was paid a total remuneration of Rs. 14,479,833/- including perquisites.

As per his approved terms of remuneration, in the event of loss or inadequacy of profits in any financial year, the above mentioned remuneration of Mr. Dinesh Kumar Jhunjhnuwala will be within the overall ceiling laid down in Schedule V of The Companies Act, 2013 ("the Act").

During the financial year 2019-20, the Company has reported inadequacy of profits due to the loss of considerable business in fourth quarter of the financial year 2019-20 which has resulted due to nationwide lockdown imposed by the Government Authorities amid Covid 19 Pandemic. This loss of considerable business (being seasonal in nature, Company's business in fourth quarter constitute a substantial portion of overall business of the Company for the financial year) in fourth quarter resulted into losses for the financial year 2019-20.

Therefore, the remuneration paid to Mr. Dinesh Kumar Jhunjhnuwala exceeded 5% of net profit of the Company [calculated under provisions of section 198 of the Act]. Accordingly, Mr. Dinesh Kumar Jhunjhnuwala shall be paid remuneration as per the overall ceiling laid down in Schedule V of the Act.

As per the ceiling laid down in Schedule V of the Act, Mr. Dinesh Kumar Jhunjhnuwala was entitled for remuneration of Rs. 12,000,000/- during the financial year. However, Mr. Dinesh Kumar Jhunjhnuwala has been paid an excess remuneration of Rs. 2,479,833/-. However, as per the provisions of Section 197(10) of the Act, the Company can waive the recovery of such excess remuneration, if the same is approved by shareholders by way of special resolution.

The Board of Directors at its meeting held on June 30, 2020, approved the waiver of the recovery of excess remuneration of Rs. 2,479,833/- paid to Mr. Dinesh Kumar Jhunjhuwala, Whole-time Director of the Company during the financial year 2019-20.

Your Board recommends the proposed special resolution set out at Item No. 5 for your approval.

None of the Directors, Key Managerial Personnel and/ or their relatives are, in any way, concerned or interested, financially or otherwise, in the resolution at Item No. 5 of the accompanying notice except Mr. Dinesh Kumar Jhunjhuwala and Mr. Gaurav Kumar Jhunjhuwala who is relative of Mr. Dinesh Kumar Jhunjhuwala.

By Order of the Board

**Sd/-
Jagdeep Singh
Company Secretary
Membership No. A15028
Date: August 14, 2020**

**Registered Office:
A-27, 2nd Floor,
Mohan Co-operative Industrial Estate,
New Delhi-110044
Tel:+91 11 49731800
Fax:+91 11 49731801
Website: www.schandgroup.com
E-mail: investors@schandgroup.com**

ANNEXURE I TO NOTICE

Details of Director seeking appointment / re-appointment at the Annual General Meeting pursuant to Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meetings (SS-2)

Particulars	Ms. Savita Gupta (DIN: 00053988)
Date of Birth	27/10/1949
Age	70 years
Date of first appointment on the Board	20/10/1989
Qualifications	Bachelor and Master Degree in English Literature
Nature of expertise in specific functional areas	More than 30 years of experience in the publishing industry.
Disclosure of relationships between directors inter-se	Ms. Savita Gupta is the mother of Mr. Himanshu Gupta
No. of shares held in the Company	12,18,626 Equity Shares
Directorships in other Companies (excluding private Companies, Section 8 companies and foreign companies)	1. Vikas Publishing House Private Limited 2. Nirja Publishers & Printers Private Limited
Memberships/Chairmanships of Committees of other Companies including S Chand	S Chand And Company Limited • Stakeholders Relationship Committee – Chairperson
Terms and Condition of appointment / re-appointment	Director liable to retire by rotation
Remuneration to be paid	Nil
Remuneration last drawn	Nil
Number of Board meeting attended during the year	1 out of 5

ANNEXURE II TO NOTICE

Process and manner for attending the Annual General Meeting through InstaMeet:

1. Open the internet browser and launch the URL: <https://instameet.linkintime.co.in>

- ▶ Select the “Company” and “Event Date” and register with your following details:-
 - A. **Demat Account No. or Folio No:** Enter your 16 digit Demat Account No. or Folio No
 - Shareholders/ members holding shares in **CDSL demat account shall provide 16 Digit Beneficiary ID**
 - Shareholders/ members holding shares in **NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID**
 - Shareholders/ members holding shares in **physical form shall provide Folio Number registered with the Company**
 - B. **PAN:** Enter your 10-digit Permanent Account Number (PAN) (Members who have not updated their PAN with the Depository Participant (DP)/Company shall use the sequence number provided to you, if applicable.
 - C. **Mobile No.:** Enter your mobile number.
 - D. **Email ID:** Enter your email id, as recorded with your DP/Company.
- ▶ Click “Go to Meeting” (You are now registered for InstaMeet and your attendance is marked for the meeting).

Please refer the instructions (annexure) for the software requirements and kindly ensure to install the same on the device which would be used to attend the meeting. Please read the instructions carefully and participate in the meeting. You may also call upon the InstaMeet Support Desk for any support on the dedicated number provided to you in the instruction/ InstaMEET website.

Instructions for Shareholders/ Members to Speak during the Annual General Meeting through InstaMeet:

1. Shareholders who would like to speak during the meeting must register their request 3 days in advance by sending their request to the Company mentioning their name, demat account number/folio number, email id, mobile number at investors@schandgroup.com.
2. Shareholders will get confirmation on first cum first basis depending upon the provision made by the client.
3. Shareholders will receive “speaking serial number” once they mark attendance for the meeting.
4. Other shareholder may ask questions to the panellist, via active chat-board during the meeting.
5. Please remember speaking serial number and start your conversation with panellist by switching on video mode and audio of your device.

Shareholders are requested to speak only when moderator of the meeting/ management will announce the name and serial number for speaking.

Instructions for Shareholders/ Members to Vote during the Annual General Meeting through InstaMeet:

Once the electronic voting is activated by the scrutinizer/ moderator during the meeting, shareholders/ members who have not exercised their vote through the remote e-voting can cast the vote as under:

1. On the Shareholders VC page, click on the link for e-Voting “Cast your vote”
2. Enter your 16 digit Demat Account No. / Folio No. and OTP (received on the registered mobile number/ registered email Id) received during registration for InstaMEET and click on ‘Submit’.
3. After successful login, you will see “Resolution Description” and against the same the option “Favour/ Against” for voting.
4. Cast your vote by selecting appropriate option i.e. “Favour/Against” as desired. Enter the number of shares (which represents no. of votes) as on the cut-off date under ‘Favour/Against’.
5. After selecting the appropriate option i.e. Favour/Against as desired and you have decided to vote, click on “Save”. A confirmation box will be displayed. If you wish to confirm your vote, click on “Confirm”, else to change your vote, click on “Back” and accordingly modify your vote.
6. Once you confirm your vote on the resolution, you will not be allowed to modify or change your vote subsequently.

Note: Shareholders/ Members, who will be present in the Annual General Meeting through InstaMeet facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting facility during the meeting. Shareholders/ Members who have voted through Remote e-Voting prior to the Annual General Meeting will be eligible to attend/ participate in the Annual General Meeting through InstaMeet. However, they will not be eligible to vote again during the meeting.

Shareholders/ Members are encouraged to join the Meeting through Tablets/ Laptops connected through broadband for better experience.

Shareholders/ Members are required to use Internet with a good speed (preferably 2 MBPS download stream) to avoid any disturbance during the meeting.

Please note that Shareholders/ Members connecting from Mobile Devices or Tablets or through Laptops connecting via Mobile Hotspot may experience Audio/Visual loss due to fluctuation in their network. It is therefore recommended to use stable Wi-Fi or LAN connection to mitigate any kind of aforesaid glitches.

In case shareholders/ members have any queries regarding login/ e-voting, they may send an email to instameet@linkintime.co.in or contact on: - Tel: 022-49186175.

Remote e-Voting Instructions for shareholders:

1. Open the internet browser and launch the URL: <https://instavote.linkintime.co.in>

Those who are first time users of LIPL e-voting platform or holding shares in physical mode have to mandatorily generate their own Password, as under:

- ▶ Click on "Sign Up" under 'SHARE HOLDER' tab and register with your following details: -
 - A. **User ID:** Enter your User ID
 - Shareholders/ members holding shares in **CDSL demat account shall provide 16 Digit Beneficiary ID**
 - Shareholders/ members holding shares in **NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID**
 - Shareholders/ members holding shares in **physical form shall provide Event No + Folio Number registered with the Company**
 - B. **PAN:** Enter your 10-digit Permanent Account Number (PAN) (Members who have not updated their PAN with the Depository Participant (DP)/Company shall use the sequence number provided to you, if applicable).
 - C. **DOB/DOI:** Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP / Company - in DD/MM/YYYY format)
 - D. **Bank Account Number:** Enter your Bank Account Number (last four digits), as recorded with your DP/Company.
 - Shareholders/ members holding shares in **CDSL demat account shall provide either 'C' or 'D', above**
 - Shareholders/ members holding shares in **NSDL demat account shall provide 'D', above**
 - Shareholders/ members holding shares in **physical form** but have not recorded 'C' and 'D', shall provide their Folio number in 'D' above
- ▶ Set the password of your choice (The password should contain minimum 8 characters, at least one special Character (@!#\$%&*), at least one numeral, at least one alphabet and at least one capital letter).
- ▶ Click "confirm" (Your password is now generated).

NOTE: If Shareholders/ members are holding shares in demat form and have registered on to e-Voting system of LIPL: <https://instavote.linkintime.co.in>, and/or voted on an earlier event of any company then they can use their existing password to login.

2. Click on 'Login' under 'SHARE HOLDER' tab.
3. Enter your User ID, Password and Image Verification (CAPTCHA) Code and click on 'Submit'.
4. After successful login, you will be able to see the notification for e-voting. Select 'View' icon.
5. E-voting page will appear.
6. Refer the Resolution description and cast your vote by selecting your desired option 'Favour/Against' (If you wish to view the entire Resolution details, click on the 'View Resolution' file link).
7. After selecting the desired option i.e. Favour/Against, click on 'Submit'. A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote.
8. Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on the e-voting system of LIPL at <https://instavote.linkintime.co.in> and register themselves as 'Custodian/Mutual Fund/Corporate Body'. They are also required to upload a scanned certified true copy of the board resolution /authority letter/power of attorney etc. together with attested specimen signature of the duly authorised representative(s) in PDF format in the 'Custodian/Mutual Fund/Corporate Body' login for the Scrutinizer to verify the same.

If you have forgotten the password:

- Click on 'Login' under 'SHARE HOLDER' tab and further Click 'forgot password?'
- Enter **User ID**, select **Mode** and Enter Image Verification (CAPTCHA) Code and Click on 'Submit'.
- In case shareholders/ members is having valid email address, Password will be sent to his / her registered e-mail address.
- Shareholders/ members can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc. as mentioned above.
- The password should contain minimum 8 characters, at least one special character (@!#\$%&*), at least one numeral, at least one alphabet and at least one capital letter.
- It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

For shareholders/ members holding shares in physical form, the details can be used only for voting on the resolutions contained in the Notice.

During the voting period, shareholders/ members can login any number of time till they have voted on the resolution(s) for a particular "Event".

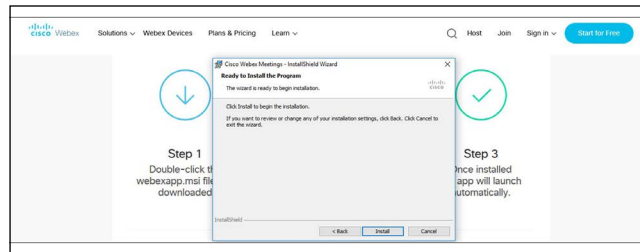
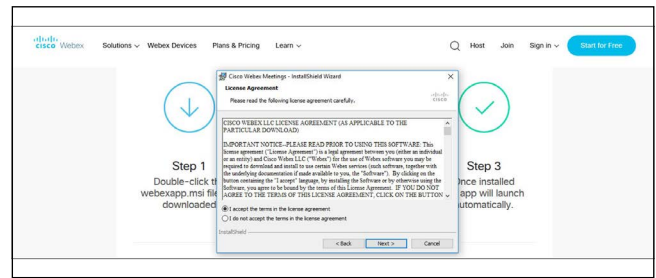
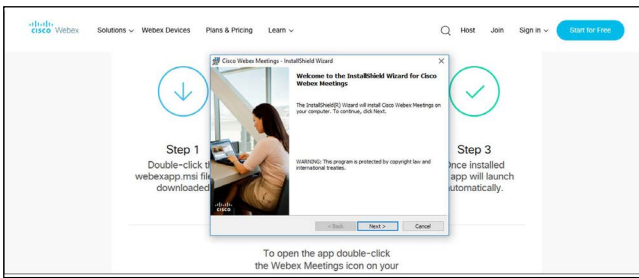
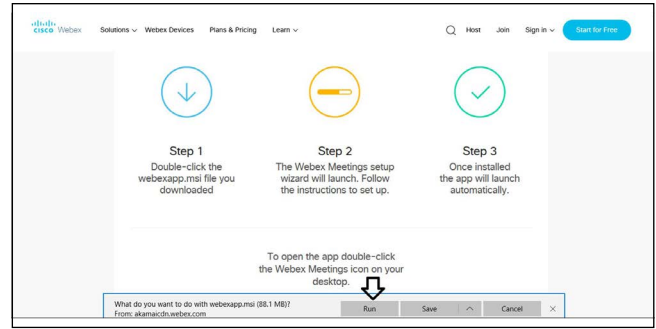
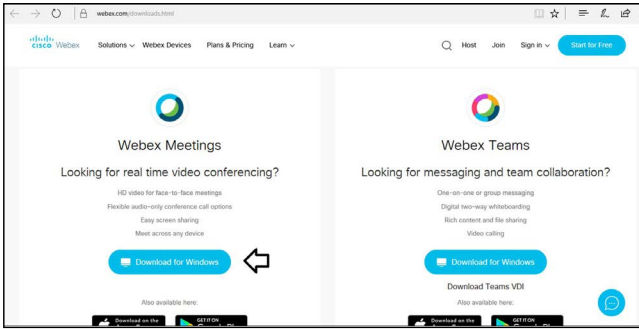
Shareholders/ members holding multiple folios/demat account shall choose the voting process separately for each of the folios/demat account.

In case shareholders/ members have any queries regarding e-voting, they may refer the **Frequently Asked Questions ('FAQs')** and **InstaVote e-Voting manual** available at <https://instavote.linkintime.co.in>, under Help section or send an email to enotices@linkintime.co.in or contact on: - Tel: 022 -4918 6000.

Guidelines to attend the AGM proceedings of Link Intime India Pvt. Ltd.: InstaMEET

For a smooth experience of viewing the AGM proceedings of Link Intime India Pvt. Ltd. InstaMEET, shareholders/ members who are registered as speakers for the event are requested to download and install the Webex application in advance by following the instructions as under:

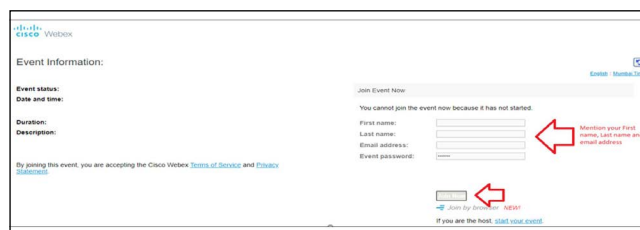
a) Please download and install the Webex application by clicking on the link <https://www.webex.com/downloads.html/>



or

Step 1	Enter your First Name, Last Name and Email ID and click on Join Now.
1 (A)	If you have already installed the Webex application on your device, join the meeting by clicking on Join Now
1 (B)	If Webex application is not installed, a new page will appear giving you an option to either Add Webex to chrome or Run a temporary application. Click on Run a temporary application, an exe file will be downloaded. Click on this exe file to run the application and join the meeting by clicking on Join Now.

b) If you do not want to download and install the Webex application, you may join the meeting by following the process mentioned as under:



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