



ONATTUKARA COCONUT PRODUCER COMPANY LTD.

CIN: U01133KL2015PTC037897

AN ISO 9001:2015 22000:2018 Certified Company

VETTICODE, PALLICKAL P.O, KATTANAM, ALAPPUZHA, KERALA. PIN 690 503

web: onattukaracpc.com, email: onattukaracpc@gmail.com Ph : 0479 2339911

NOTICE OF THE 10TH ANNUAL GENERAL MEETING

Notice is hereby given that the 10th Annual General Meeting of the members of **ONATTUKARA COCONUT PRODUCER COMPANY LIMITED** will be held on Wednesday, 11th September, 2024 at 10.00 AM at 8/82A, B, C Vettikodu, Pallickal, Alappuzha, Kattanam, Kerala, India, 690503, the Registered office of the Company to transact the following business:

ORDINARY BUSINESS

1. To receive, consider and adopt the audited Balance Sheet as at March 31, 2024, Profit and Loss Statement and Cash Flow Statement for the year ended on that date and the Directors' Report and Auditors' Report thereon and to approve budget.

SPECIAL BUSINESS

2. To approve the appointment of Mr. Thomas Meenathethil Mathunny (DIN - 06981038) as Additional Director of the Company and if thought fit, to pass with or without modification(s) the following resolution as an Ordinary Resolution:

"**RESOLVED THAT** pursuant to the Section 378P of Companies Act, 2013 and all other applicable provisions, if any, of the Companies Act (including any statutory modifications or re-enactment(s) thereof, for the time being in force) and the Articles of Association of the Company, consent of the members be and is hereby accorded for the appointment of Mr. Thomas Meenathethil Mathunny (DIN - 06981038) as Additional Director of the Company with effect from 11.08.2024 for a period of 3 years."

For and on behalf of Board of
ONATTUKARA COCONUT PRODUCER COMPANY LIMITED

For Onattukara Coconut
Producer Company Ltd.

Koppara Samuel Alexander
Chairman cum Director

(DIN: 06980751)

Address: Koppara Peedikayil, Kattachira, Pallickal P.O
Bharanikavu, Alappuzha, Kerala, India, 690503

Place: Kattanam
Date: 12.08.2024



Notes:

1. A member entitled to attend and vote at the Annual General Meeting (the "Meeting") is entitled to appoint a proxy to attend and vote on a poll instead of himself and the proxy need not be a member of the Company. The instrument appointing the proxy should, however, be deposited at the registered office of the Company not less than forty-eight hours before the commencement of the Meeting. A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A member holding more than ten percent of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.
2. **Members/Proxies should bring the Attendance Slip sent herewith, duly filled in and signed and hand over the same at the entrance of the hall for attending the meeting.**
3. Corporate Members are requested to send a duly certified copy of the Board Resolution/Power of Attorney authorizing their representative to attend and vote on their behalf at the Annual General Meeting. Alternatively, such an authority duly certified should be brought by the representative attending on behalf of the corporate body, at the meeting.
4. Members are requested to notify immediately any change in their address to the Registered Office of the Company.
5. Relevancy of question and the order of speakers will be decided by the Chairman. Members are requested to forward in writing to the Company any question on the Accounts, so as to reach the Registered Office one week before the date of the Annual General Meeting.
6. Members who have not registered their email id with the Company are requested to furnish their email addresses to onattukaracpc@gmail.com on or before 04.09.2024 along with the following details – Mobile Number, Scanned copy of self-attested copy of (1) Share Certificate (front and back), (2) PAN card, (3) any of the document (e.g. Driving License or Election Identity Card or Aadhar or Passport) in support of the address of the shareholder for receiving Login Id and Password for e-voting and Annual Report, Notices, etc. and all other future communications from the Company electronically.
7. Voting rights of members shall be as per section 378 D of the Companies Act, 2013.
8. The Route Map of the venue is annexed in this Notice.
9. The Notice calling the AGM has been uploaded on the website of the Company at www.onattukaracpc.com. The AGM Notice is also disseminated on the website of CDSL (agency for providing the Remote e-Voting facility) i.e. www.evotingindia.com
10. *Instructions for members*
 - A. The instructions for shareholders for remote e-voting are as under:
 - a. The voting period begins on September 08, 9.00 AM and ends on September 10, 5.00 PM. During this period, shareholders' of the Company holding shares in physical form, as on the cut-off date (September 04, 2024) may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
 - b. Shareholders who have already voted prior to the meeting date would not be entitled to vote during the meeting.



- c. The shareholders should log on to the e-voting website www.evotingindia.com.
- d. Click on "Shareholders" module
- e. Now enter your User ID received on your registered email ID from CDSL. Shareholders who have not registered their email ID shall contact Company for evoting.
 - a. Next enter the Image Verification as displayed
 - b. Next Enter Password in Password Column
 - c. Next Click on Login.
 - d. After entering these details appropriately, click on "SUBMIT" tab.
 - e. Click on the EVSN for the relevant ONATTUKARA COCONUT PRODUCER COMPANY LIMITED on which you choose to vote.
 - f. On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
 - g. Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
 - h. After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
 - i. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
 - j. You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
 - k. Shareholders can also cast their vote using CDSL's mobile app "m-Voting". The m-Voting app can be downloaded from respective Store. Please follow the instructions as prompted by the mobile app while Remote Voting on your mobile.

PROCESS FOR THOSE SHAREHOLDERS WHOSE EMAIL ADDRESSES ARE NOT REGISTERED WITH THE COMPANY FOR OBTAINING LOGIN CREDENTIALS FOR E-VOTING FOR THE RESOLUTIONS PROPOSED IN THIS NOTICE:

Please provide necessary details like Mobile Number, Scanned copy of self-attested copy of (1) Share Certificate (front and back), (2) PAN card, (3) any of the document (e.g. Driving License or Election Identity Card or Aadhar or Passport) in support of the address of the shareholder by email to Company email id: onattukaracpc@gmail.com on or before September 04, 2024.

INSTRUCTIONS FOR SHAREHOLDERS FOR VOTING THROUGH POLLING PAPER IN THE AGM ARE AS UNDER:-

1. Only those shareholders, who are present in the AGM and have not cast their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through polling paper in the AGM.
2. The facility of voting during the meeting is available only to the shareholders attending the meeting.
3. Shareholders who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.

If you have any queries or issues regarding e-Voting from the e-Voting System, you can write an email to helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 21 09 911

All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Sr. Manager, (CDSL) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to helpdesk.evoting@cdslindia.com or call on toll free no. 1800 21 09 911.

STATEMENT TO BE ANNEXED PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013



2. Approval of the appointment of Mr. Thomas Meenathethil Mathunny (DIN - 06981038) as Additional Director of the Company
 Mr. Thomas Meenathethil Mathunny (DIN - 06981038) was appointed by the Board of Directors of the Company as Additional Director of the Company with effect from 11.08.2024 for a period of 3 years. As per Articles of Association of the Company, Shareholders approval needs to be obtained in the Annual General Meeting of the Company for his appointment. Hence the resolution.

As per section 102(1) of the Companies Act, 2013, none of the directors of the Company are interested in these resolutions except Mr. Thomas Meenathethil Mathunny.

The special businesses transacted at the meeting of the company do not relate to or affects any other Company. So, disclosure pursuant to Sec 102(2)(b) of the Companies Act, 2013 is not applicable.

As required by section 102(3) of the Companies Act, 2013, the documents with regard to the appointment shall be available for inspection at the registered office of the Company during business hours.

As per the requirement of Secretarial Standard 2, the following information relating to the directors to be appointed/re-appointed as contained in Item No. 2 is furnished below:

Particulars	Information
Name	Thomas Meenathethil Mathunny
Age	72
Qualification	B.Sc. LLB
Experience	President of Bharanickavu Panchayath Coconut Producer's Federation, Former member of Kerala Public Service Commission, Former Senate member of Kerala University, President of Association of Onattukara Farmer's Clubs.
Terms and conditions of appointment	As per the Resolution at Item No. 2
Remuneration sought to be paid	-
Remuneration Last drawn	-
Date of first appointment on Board	03/02/2015
Shareholding in the company	12515 equity shares of Rs. 10/- each
Relationship with other Directors, Manager and other Key Managerial Personnel of the company	-
Number of Meetings of the Board attended during the year	12
Other Directorships, Membership/ Chairmanship of Committees of other Boards	Nil

For and on behalf of Board of
ONATTUKARA COCONUT PRODUCER COMPANY LIMITED
 For Onattukara Coconut
 Producer Company Limited.
 Koppara Samuel Alexander
Chairman cum Director
 (DIN: 06980751)
 Address: Koppara Peedikayil, Kattachira, Pallickal P.O
 Bharanikavu, Alappuzha, Kerala, India, 690503)

Place: Kattanam
 Date: 12.08.2024

ROUTE MAP - MEETING VENUE

