



Quality Par Excellence

**RELAXO FOOTWEARS LIMITED**

Registered Office: 316-319, Allied House, Inderlok, Delhi 110 035

Phones: 40980000, 23126003, 23128366, Fax No: 46800692

CIN No: - L74899DL1984PLC019097

E-mail: rfi@relaxofootwear.com Website: www.relaxofootwear.com

**NOTICE OF THE 31<sup>ST</sup> ANNUAL GENERAL MEETING, E-VOTING INFORMATION AND  
BOOK CLOSURE**

- a) Notice is hereby given that 31<sup>st</sup> Annual General Meeting (AGM) of the Company is scheduled to be held on Thursday, 24<sup>th</sup> day of September, 2015 at 10.30 a.m. at Sri Sathya Sai International Centre, Lodhi Road Institutional Area, Pragati Vihar, New Delhi -110 003 to transact business as set out in the Notice of AGM.
- b) The electronic transmission / physical dispatch of the Notice of AGM, Attendance Slip & Proxy Form and Annual Report for the Financial Year ended 31<sup>st</sup> March, 2015 was completed on 27<sup>th</sup> August, 2015. The same are also available on the Company's Website [www.relaxofootwear.com](http://www.relaxofootwear.com) and the website of Karvy Computershare Private Limited (Karvy) i.e <https://evoting.karvy.com>.
- c) Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended, and Clause 35B of the Listing Agreement, the Company is providing facility to its members to exercise their right to vote by electronic means and the business can be transacted through remote e-voting platform provided by Karvy. The Cut-off-date for determining the eligibility of Members for remote e-voting and polls is September 17, 2015. A person who is not member on Cut-off-date should treat the notice for information only. A User ID and password for casting the electronic vote has been sent to all the Members.
- d) The remote e-voting facility shall commence on September 20, 2015 at 9 a.m. (IST) and end on September 23, 2015 at 5 p.m. (IST). The remote e-voting shall be disabled by Karvy thereafter. Once the vote is cast by a member, he/she shall not be allowed to change it subsequently or cast the vote again. The detailed procedure /instructions for e-voting are contained in the Notice of AGM.
- e) Any person who becomes member of the Company after dispatch of the Notice of the meeting and holding shares as of the cut-off date i.e., September 17, 2015 may obtain the user ID and password by sending a request at <https://evoting.karvy.com>. The detailed procedure for obtaining user ID and password is also provided in the Notice of the meeting which is available on Company's website and Karvy's website. If the member is already registered with Karvy for e-voting then he can use his existing user ID and password for casting the vote through e-voting. Members may call on Karvy's toll free number 18003454001. Members can also send an email request to [evoting@karvy.com](mailto:evoting@karvy.com)
- f) The facility for voting through polling paper shall also be made available at the AGM.
- g) The members who have cast their vote by remote e-voting may attend the meeting but shall not be entitled to cast their vote again at AGM.
- h) A person whose name is recorded in the Registrar of Members or in the register of beneficial owners maintained by the depositories as on the cut-off date shall be entitled to avail the facility of remote e-voting as well as voting at the AGM.
- i) The Company has appointed Mr. Baldev Singh Kashtwal Company Secretary in whole-time practice as Scrutinizer to scrutinize the e-voting process in fair and transparent manner. He has given his consent for such appointment.
- j) In case of any queries, Members may refer the Frequently Asked Questions (FAQ) for shareholders and e-voting user manual for shareholders available at the download section of <https://evoting.karvy.com> or call Karvy at 18003454001 (toll free) or contact Mr. Ravi Kumar Shukla Deputy Manager at Karvy Computershare Private Limited, Unit. Relaxo Footwears Limited Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032, Tel 040-67161522, email : [einward.ris@karvy.com](mailto:einward.ris@karvy.com).
- k) Notice is also hereby given that pursuant to Section -91 of the Act and Clause 16 of listing agreement the Registrar of Members and Share Transfer Books of the Company shall remain closed from 18<sup>th</sup> September, 2015 to 23<sup>rd</sup> September, 2015 (both days inclusive) for the purpose of taking on record eligible equity shareholders for payment of dividend for the year ended 31<sup>st</sup> March, 2015, if declared at the AGM.

By order of the Board of Directors  
For Relaxo Footwears Limited

Place: Delhi  
Date: 27.08.2015

Sd/-  
Vikas Kumar Tak  
Company Secretary