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Quality For Excellence

RELAXO FOOTWEARS LIMITED
CIN No:- L74899DL1984PLC019097
Registered Office: Aggarwal City Square, Plot No. 10, Manglam Place,
District Centre, Sector -3, Rohini, Delhi - 110085
Phones: 91-11-46800500, 46800600, Fax No:91-11-46800598
E-mail: rf@relaxofootwear.com, Website: www.relaxofootwear.com

NOTICE OF THE 32nd ANNUAL GENERAL MEETING, E-VOTING INFORMATION AND BOOK CLOSURE

- a) Notice is hereby given that 32nd Annual General Meeting (AGM) of the Company is scheduled to be held on Thursday, 15th day of September, 2016 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 31st March, 2016 was completed on 17th August, 2016. The same are also available on the Company's website 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 Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015, 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 8, 2016. 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 12, 2016 at 9 a.m. (IST) and end on September 14, 2016 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 on the cut-off date i.e., September 8, 2016 may obtain the user ID and password by sending a request at 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.
- 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 Footwear Limited Karvy Selenum Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032, Tel 040-67161522, email: einward.ris@karvy.com.
- k) Notice is also hereby given that pursuant to Section -91 of the Companies Act, 2013 and Regulation 42 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirement) Regulations 2015, the Register of Members and Share Transfer Books of the Company shall remain closed from 9th September, 2016 to 14th September, 2016 (both days inclusive) for the purpose of taking on record eligible equity shareholders for payment of dividend for the year ended 31st March, 2016, if declared at the AGM.

Place: Delhi
Date: 17.08.2016

By order of the Board of Directors
For Relaxo Footwear Limited

Sd/-
Vikas Kumar Tsk
Company Secretary

