



# MITSUI CHEMICALS INDIA PRIVATE LIMITED

Regd. Office: 3rd Floor, B-Wing, Prius Platinum, D3, District Centre, Saket,  
New Delhi - 110017, India, Tel.: +91-11-4120 4200 Fax: +91-11-4120 4299  
Website: <http://www.mitsuichemicals.com>, CIN NO: U45400DL2008PTC174705



## NOTICE

**NOTICE IS HEREBY GIVEN THAT THE FIFTEENTH ANNUAL GENERAL MEETING OF THE MEMBERS OF THE MITSUI CHEMICALS INDIA PRIVATE LIMITED WILL BE HELD ON TUESDAY, 26<sup>TH</sup> SEPTEMBER, 2023 AT 11:30 A.M. IST THROUGH VIDEO CONFERENCING ("VC")/ OTHER AUDIO-VISUAL MEANS ("OAVM") AT THE REGISTERED OFFICE OF THE COMPANY AT THIRD FLOOR, B-WING, D-3, DISTRICT CENTRE, SAKET, NEW DELHI-110017 TO TRANSACT THE FOLLOWING BUSINESS:**

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### **ORDINARY BUSINESS:**

- 1. TO RECEIVE, CONSIDER AND ADOPT THE AUDITED BALANCE SHEET AS AT 31<sup>ST</sup> MARCH, 2023, STATEMENT OF PROFIT AND LOSS, CASH FLOW STATEMENT ALONG WITH NOTES ANNEXED TO, FOR THE PERIOD ENDED AS ON THAT DATE AND THE AUDITOR'S REPORT AND DIRECTORS' REPORT THERETO.**

**Place:** New Delhi  
**Date:** 29.08.2023

**By Order of the Board**  
**For Mitsui Chemicals India Pvt. Ltd.**

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**JUN KAWAGUCHI**  
**MANAGING DIRECTOR**  
**DIN: 09543787**

**Address: C-3002, 30<sup>th</sup> Floor,**  
**Mahindra Luminare, Village Berhampur,**  
**Sector-59, Gurgaon-122011, Haryana**

## **NOTES:**

1. In view of the Covid-19 pandemic, the Ministry of Corporate Affairs ("MCA") has vide General Circular no. 20/2020 dated 5<sup>th</sup> May, 2020, General Circular no. 02/2021 dated 13<sup>th</sup> January, 2021, General Circular no. 19/2021 dated 8<sup>th</sup> December, 2021, 21/2021 dated 14<sup>th</sup> December, 2021, General Circular No. 2/2022 dated 5<sup>th</sup> May, 2022 along with the General Circular No. 10/2022 dated 28<sup>th</sup> December, 2022, it has been decided to allow the companies whose AGM are due in the Year 2023, to conduct their AGMs through Video Conferencing (VC) or Other Audio Visual Mode (OAVM) on or before 30<sup>th</sup> September, 2023 in accordance with the requirements laid down in Para 3 and Para 4 of the General Circular No. 20/2020 dated 5<sup>th</sup> May, 2020.
2. In terms of the said circular, as the Company is a Private Limited Company and is not required to provide the option of e-voting facility, the Company is pleased to provide the Video Conferencing Facility to its Members. The instructions to access and participate in the meeting through VC/OAVM are provided in the subsequent paragraph.
3. The facility of participation through Video Conferencing ('VC') or Other Audio-Visual Means ('OAVM') is available to all Members without any restrictions and the attendance of Members has been dispensed with, the facility to appoint proxies for the meeting is not available.
4. The members present shall elect the Chairperson on show of hands and attendance of members shall be counted through video conferencing for the purpose of reckoning the quorum in accordance with Section 103 of the Act.
5. If the members demand to vote by poll, they shall cast their respective vote in relation to the resolutions/ agenda of the Annual General Meeting by way of email sent from the email id of the members registered with the Company to the designated email address of the Company at [Bhawana.Tuli@mitsuichemicals.com](mailto:Bhawana.Tuli@mitsuichemicals.com) during the course of Annual General Meeting. In all other cases, voting may be done by way of show of hands, during the meeting.
6. Corporate Members are requested to send a scanned copy (in PDF / JPG format) of the Board Resolution/Authority Letter authorising their representatives to attend this AGM, pursuant to Section 113 of the Act, through e-mail at [Bhawana.tuli@mitsuichemicals.com](mailto:Bhawana.tuli@mitsuichemicals.com)
7. In view of the conformity with the applicable regulatory requirements, the Notice of this AGM and the Report and Accounts 2023 are being sent only through electronic mode to those Members who have registered their e-mail addresses with the Company
8. The Register of Directors and Key Managerial Personnel and their shareholding under Section 170 of the Act, the Register of contracts with related party, and contracts and bodies etc. in which Directors are interested under Section 189 of the Act will remain available for inspection through electronic mode during the AGM, for which purpose Members are required to send an e-mail to the Company Secretary at [Bhawana.tuli@mitsuichemicals.com](mailto:Bhawana.tuli@mitsuichemicals.com).

9. Members are requested to notify immediately any changes in their address to the Company at its registered office quoting their folio number.
10. Members are requested to send their queries relating to the accounts (ordinary business) and operations of the company so as to reach at least before the commencement of meeting.
11. The facility for joining this meeting shall be opened before 15 minutes of the scheduled time of the meeting at 11:15 AM (IST) and shall be closed after the expiry of 15 minutes of the scheduled time.

#### **INSTRUCTION FOR JOINING THE MEETING THROUGH VC/OAVM**

The meeting will be conducted through video conferencing via "*Microsoft Teams*" application. The application enables two-way web experience for the ease of participation of the members and participants are allowed to pose their questions during the proceedings of the meeting. The application sufficiently accommodates the participation of the total number of participants of the meeting. Following are the details and steps for attending the meeting to be held via video conferencing facility:

- (a) Join the meeting via following link: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_M2Q1ZDFiNjktYjczYS00NmI4LThhZDgtOWU4YTQ3YThmODVm%40thread.v2/0?context=%7b%22Tid%22%3a%22d83378c4-a520-4829-99b9-f310c3f795bd%22%2c%22Oid%22%3a%226ef10f79-67a7-4ba1-b36d-c879fe4354c3%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2Q1ZDFiNjktYjczYS00NmI4LThhZDgtOWU4YTQ3YThmODVm%40thread.v2/0?context=%7b%22Tid%22%3a%22d83378c4-a520-4829-99b9-f310c3f795bd%22%2c%22Oid%22%3a%226ef10f79-67a7-4ba1-b36d-c879fe4354c3%22%7d)
  - (b) In case of any queries regarding VC/OAVM facility before or during the meeting, Members may call at helpline number 9650097721 or write to Bhawana.tuli@mitsuichemicals.com to receive a response.
12. The entire proceedings of the Annual General Meeting shall be recorded and maintained by the Company.
  13. Before considering the business in the meeting, the chairman of the meeting shall satisfy himself and record that all efforts feasible under the circumstances have indeed been made by the Company to enable the members to participate and vote on the items being considered in the Annual General Meeting.
  14. The Explanatory Statements of Special Business and Route map of the venue of the Annual General Meeting is enclosed and forms part of Notice of this meeting

**ROUTE MAP FOR THE VENUE OF FIFTEENTH ANNUAL GENERAL MEETING OF  
MITSUI CHEMICALS INDIA PRIVATE LIMITED**

