



**COAL INDIA LIMITED**

**A MAHARATNA COMPANY**

Registered Office-Coal Bhawan, Premises No-04 MAR,  
Plot No-AF-III,  
Action Area-1A, New town, Rajarhat, Kolkata-700156  
Phone:033-23245555; Fax: 033-23246510  
Email – complianceofficer.cil@coalindia.in  
Website: www.coalindia.in  
CIN- L23109WB1973GOI028844

**NOTICE**

Notice is hereby given that Forty-fifth Annual General Meeting (AGM) of the Company is scheduled to be held on **Wednesday, the 21<sup>st</sup> August' 2019 at 10.30 A.M at Science City, Main Auditorium, JBS Haldane Avenue, Kolkata -700046** to transact the businesses as set out in the notice calling AGM.

The notice dated 12<sup>th</sup> July' 2019 setting out Ordinary & Special Businesses to be transacted at the Meeting together with Financial Statements for the year 18-19 including schedules thereto, Reports of Statutory Auditors and Comptroller & Auditor General of India and Directors' Report has been sent to the members at their registered address by post. The aforesaid documents have been sent electronically to those members who have registered their e-mail id and consented to receive the same through mail. Any such member who wishes to have a physical copy of the Annual Report may write to the Company/Registrar and the same would be provided free of cost.

In compliance with the provisions of section 108 and other applicable provisions, if any, of the Companies Act' 2013 read with Rule 20 of The Companies (Management and Administration) Rules, 2014 as substituted by the Companies (Management and Administration) Amendment Rules, 2015(Amended Rules 2015) as amended and Regulation 44 of the Securities and Exchange Board of India ( Listing Obligations and Disclosure Requirements) Regulations 2015 the company is pleased to provide its shareholders the facility to cast their vote by electronic means through NSDL on all resolutions set forth in the notice, as on cut-off date from a place other than the venue of AGM ("remote-e-voting"). The AGM notice, Annual Report, Attendance slip and Proxy form etc have been sent in electronic mode on 22<sup>nd</sup> July' 2019 to all members whose e-mail addresses are registered with the RTA/Depository participant (DP) and who have consented to receive the same. For members who have not registered their e-mail addresses, physical copies of the aforesaid documents have been dispatched through prescribed mode. A person who is not a member as on cut-off date should treat this notice for information purpose only.

All the members are hereby informed that:

- 1) The ordinary and special businesses as set out in the notice of AGM may be transacted through voting by electronic means;
- 2) Commencement of remote e-voting -18<sup>th</sup> August' 2019 at 09.00 AM, (IST);
- 3) Ending of remote-e-voting -20<sup>th</sup> August' 2019 at 05.00 PM, (IST);
- 4) The remote-e-voting shall not be allowed beyond 20<sup>th</sup> August' 2019 05.00 PM (IST)
- 5) The cut-off date for determining the eligibility to vote through electronic means or through e-voting [tab based] at the AGM will be **14<sup>th</sup> August' 2019**.
- 6) Any Person who acquires shares and becomes a Member of the Company after the dispatch of the Notice of AGM and hold shares on the cut-off date i.e **14<sup>th</sup> August 2019**, may obtain user id and password for remote e-voting from Company's RTA, M/s Alankit Assignments Limited, Ltd, Alankit Height,1E/13, Jhandewalan Extension, New Delhi-110055, Email-id- alankit\_rta@alankit.com, Ph.no-011-4254-1234/2354-1234, Fax-011-4154-3474,Toll-free-1860-121-2155, by mentioning folio no/DP id and Client id and can also request for physical copy of Annual Report.

*M/E*

7) Members who have casted their vote through remote e-voting facility prior to the meeting may also attend the meeting but shall not be entitled to cast their vote again. At the venue of the meeting members or their proxy who have not cast their vote through remote voting may cast their vote through e-voting [tab based].

8) The Board of Directors has appointed CS Rakhi Dasgupta, Practicing Company Secretary, Sonarpur, Link Road, New Power house, Kol-700150 as Scrutinizer to scrutinize e-voting process in a fair and transparent manner.

9) In case of any queries, the members may contact Company's RTA as mentioned in the instructions forming part of the notice. The results of voting shall be announced within 48 hours from the conclusion of the AGM. The results declared along with Scrutinizers Report shall be placed on the company website [www.coalindia.in](http://www.coalindia.in) and the website of M/s NSDL ([www.evotingindia.com](http://www.evotingindia.com)) for the information of the members besides being communicated to stock exchanges.

10) Members are hereby informed that the notice of Annual General Meeting and the Annual Report 18-19 are available on the Company's website at [www.coalindia.in](http://www.coalindia.in) and NSDL website at [www.evotingindia.com](http://www.evotingindia.com) and copies of the said documents are also available for inspection at the Registered Office of the Company on all working days from 11.00 AM to 01.00 PM.

11) Notice is also hereby given pursuant to Section 91 of the Companies Act, 2013 read with Rule 10 of The Companies (Management and Administration) Rules 2014 and Regulation 42 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015, that Register of Members and Share Transfer Books of the Company will remain closed from 14th August' 2019 to 21<sup>st</sup> August' 2019 (both days inclusive) for the purpose of AGM.

12) In case of any queries / grievances relating to E-voting, Members may contact Shri Amit Vishal, Senior Manager / Ms. Pallavi Mhatre, Manager-NSDL, E-mail id :- [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in), Address: Trade World, "A" Wing, 4<sup>th</sup> Floor, Kamala Mills Compound, Lower Parel, Mumbai-400 013, Contact details: 022 24994360 / 022 24994545 or toll free no. 1800222990 and you may refer the Frequently Asked Questions (FAQs) for Members and remote e-voting user manual for Members available at the downloads section of [www.evotingindia.com](http://www.evotingindia.com) or call on toll free no.18002005533.

13) The company will provide a facility live webcast of the proceedings of the meeting. Members who are entitled to participate in the meeting can view the proceedings of the meeting live by accessing the website of Coal India Limited([www.coalindia.in](http://www.coalindia.in)) under tab Investor Centre.

By order of Board of Directors

Sd/-

M. Viswanathan

Company Secretary & Compliance Officer

Date: 26<sup>th</sup> July' 2019

Place: Kolkata

**NOTE:-** A member entitled to attend and vote at the annual general meeting is entitled to appoint a proxy to attend and vote instead of himself/herself and the proxy need not be a member of the company. In order to be effective, the proxy form duly completed should be deposited at the registered office of the company not less than forty - eight hours before the scheduled time of the annual general 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 proxy for any other person or shareholder.