

SHELLAC AND FOREST PRODUCTS EXPORT PROMOTION COUNCIL

Schedule for 68th Annual General Meeting

Monday, the 29th day of December, 2025

at 12.30 PM through VC/OAVM

EVSN :

Pre-AGM Compliances				
Sl. No.	Particulars	Due Date	Compliance Status	Remarks
1	Date of Board Meeting for Approval of Financial Statement and Directors' Report	22.11.2025	Draft Notice of AGM shared on	
	To file form MGT-14 for the Board Resolution for approval of the Financial Statement and Directors' Report with MCA	By 22.12.2025	Filed on	
2	Copy of Notice of AGM to CDSL for creation of EVSN	24.11.2025		
3	Creation of EVSN by CDSL	26.11.2025		
4	To take steps to update mail-id of the members, if required, may be by sending mails intimating them about VC/OAVM AGM	Mail to be sent on 26.11.2025 (to be updated by 19.12.2025)		
5	To publish Notice in Newspapers before dispatch of Notice of AGM	On 08.12.2025		
6	To upload the complete Annual Report on website of the company	On 09.12.2025		
7	To send the Notice of AGM and the Annual report to Shareholders by mail	On 09.12.2025		
8	To publish Notice in Newspapers after dispatch of Notice of AGM	On 10.12.2025		
9	To send the complete list of members to CDSL for uploading in e-voting system (CUT – OFF DATE FOR REMOTE E-VOTING)	22.12.2025		
10	Registration as Speakers by the members for AGM	22.12.2025 to 25.12.2025		
11	Members may send queries for reply during AGM	By 24.12.2025		
12	Date of Lodgment of authorization/Board Resolution to attend AGM through VC and e-vote	By 24.12.2025		

13	Remote/Early e-voting to start on : 24.12.2025 (9:00 AM) Remote/Early e-voting to end on : 28.12.2025 (5:00PM) Date of AGM : Monday, 29 th December, 2025			
14	E-voting during AGM	On 29.12.2025		
15	Scrutinizer to submit its AGM Report	By 31.12.2025		
16	To upload the report of the Scrutinizer on the website of the Company, Notice Board of the Company and at CDSL portal	On the date of receipt of Scrutinizer's Report		
17	To get the minutes of AGM signed by the Chairman	By 28.01.2026		
	Forms to be filed with ROC post AGM		Documents Required	
18	To file ADT-1 for appointment of auditors	By 05.01.2026	1. Certified copy of resolution passed in AGM for appointment of auditors 2. Certified copy of Notice of AGM 3. Copy of the letter of appointment to Auditors	
19	To file the Balance sheet (AOC-4) with MCA	By 26.01.2026	1. Certified copy of Financial Statement along with Notice of AGM and Directors' Report 2. Previous year's AOC-4 form	
20	To file MGT-14 (in terms of MCA Circular) with MCA	By 26.01.2026	1. Certified copy of all resolutions passed in AGM 2. Certified copy of Notice of AGM 3. Letter to ROC for VC/OAVM meeting.	
21	To file Annual Return (MGT-7) with MCA	By 26.02.2026	1. Signed copy of the list of shareholders /members 2. Copy of last MGT-7 as filed with ROC	