SHEFEXIL

शेलाक एण्ड फारेस्ट प्रोडाक्तस् ऐक्सपोर्ट प्रोमोशन कौंसिल

Shellac And Forest Products Export Promotion Council

Formerly *Shellac Export Promotion Council*

(भारत सरकार का वाणिज्य और शिल्प मंत्रालय से प्रवर्तित)

(Sponsored by Ministry of Commerce & Industry, Govt of India)

"VANIJYA BHAWAN", INTERNATIONAL TRADE FACILITATION CENTRE, 1/1 WOOD STREET, 2ND FLOOR, KOLKATA - 700 016

Tel : 91-33-2283-4417, 2283-4697, 2283-4698 • Fax: 91-33-2283-4699

Email : shefexil@gmail.com • Website : www.shefexil.org

Schedule for 69th Annual General Meeting

Friday, the 20th day of November, 2026

at 12.30 PM through VC/OAVM

EVSN : 261014002

Pre-AGM Compliance		
Sl. No.	**Particulars**	**Due Date**
1.	Copy of Notice of AGM to CDSL for creation of EVSN	14.10.2026
2.	Creation of EVSN by CDSL	14.10.2026
3.	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 14.10.2026 (to be updated by 09.11.2026)
4.	To publish Notice in Newspapers before dispatch of Notice of AGM	03.11.2026
5.	To upload the complete Annual Report on website of the company	04.11.2026
6.	To send the Notice of AGM and the Annual report to Shareholders by mail	04.11.2026
7.	To publish Notice in Newspapers after dispatch of Notice of AGM	05.11.2026
8.	To send the complete list of members to CDSL for uploading in e-voting system (CUT – OFF DATE FOR REMOTE E-VOTING)	10.11.2026
9.	Registration as Speakers by the members for AGM	10.11.2026 to 15.11.2026
10.	Members may send queries for reply during AGM	15.11.2026
11.	Date of Lodgment of authorization/Board Resolution to attend AGM through VC and e-vote	15.11.2026
12.	Remote/Early e-voting to start on : 17.11.2026 (9:00 AM) Remote/Early e-voting to end on : 19.11.2026 (5:00PM) Date of AGM : Monday, 20th November, 2026	
13.	E-voting during AGM	17th, 18th & 19th November, 2026
14.	Scrutinizer to submit its AGM Report	By 20.11.2026 Upto 12.30 PM
15.	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
16.	To get the minutes of AGM signed by the Chairman	By 20.11.2026