

NOTICE

Notice is hereby given that the 34th Annual General Meeting of the members of **HOTAHOTI WOOD PRODUCTS LIMITED** will be held on Wednesday, 22nd August, 2018 at 2:00 P.M. at the registered office at P.O. Naginimora, MON, Nagaland-798622 to transact the following business:

Ordinary Business:

1. To receive, consider and adopt the Audited Financial Statement for the financial year ended March 31, 2018 and Reports of the Directors and Auditors thereon.
2. To appoint a director in place of Mr. Chand Ratan Modi (DIN: 00343685), who retires by rotation and being eligible, offers himself for re-appointment.

Special Business:

3. Appointment of Avi Lunia (DIN: 07687360) as an Independent Director:

To appoint Mr. Avi Lunia (DIN: 07687360) as an Independent Director and in this regard to consider and if thought fit to pass, with or without modification, the following resolution as an Ordinary Resolution:

“RESOLVED THAT pursuant to the provisions of Section 149 and 152 read with Schedule IV and all other applicable provisions of the Companies Act, 2013 and the Companies (Appointment and Qualifications of Director) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force, Mr. Avi Lunia (DIN: 07687360), who was appointed as an Additional Director of the Company by the Board of Directors effect from 6th February, 2018 and who holds office till the date of the Annual General Meeting, in terms of Section 161 of the Companies Act, 2013 and in respect of whom the Company has received a notice in writing under Section 160 of the Companies Act, 2013 from members proposing his candidature for the office of director, be and is hereby appointed as an Independent Director for 5 (five) consecutive years for term up to the conclusion of the Annual General Meeting of the Company in the calendar year 2023 and shall not be liable to retire by rotation.”

By Order of the Board of Directors

For Hotahoti Wood Products Limited

Sd/-

Tarak Nath Dey
Director
DIN: 00343396

Place: Kolkata
Date: 29.05.2018

NOTES:

1. The Statement pursuant to Section 102 of the Companies Act, 2013, which sets out details relating to special business is annexed hereto.
2. A Member entitled to attend and vote at the Annual General Meeting ('AGM') may appoint a proxy to attend and vote on his behalf. A proxy need not be a Member of the Company.

Proxies, in order to be effective, must be received at the Registered Office of the Company at P O- Naginimora, Mon, Nagaland- 798622, not less than forty-eight hours before the commencement of the AGM.

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 a proxy for any other person or shareholder.

During the period beginning 24 hours before the time fixed for the commencement of the meeting and ending with the conclusion of the meeting, a member would be entitled to inspect the proxies lodged with the Company, at any time during the business hours of the Company, provided that not less than three days of notice in writing is given to the Company.

3. Pursuant to Section 113 of the Companies Act, 2013, corporate members are requested to send a certified copy of the Board Resolution/Authorization together with specimen signature authorizing their representative, intending to attend and vote at the AGM.
4. Members are requested to bring their copies of Annual Report to the Meeting, in order to register the attendance, at the venue of the Annual General Meeting, members are requested to bring their folio number/demat account number/DP ID-Client ID to enable us to provide a duly filled attendance slip for your signature and participation at the meeting.
5. In case of joint holders attending the meeting, only such joint holder who is higher in the order of names will be entitled to vote.
6. The Register of Members of the Company will remain closed from Thursday, August 16, 2018 to Wednesday, August 22, 2018 (both days inclusive) for the purpose of Annual General Meeting.
7. In case any member is desirous to receive communication from the Company in electronic form, they may register their email address with Company or with their depository participant or send their consent at the Registered Office of the Company along with their folio no. and valid email address for registration.

8. In terms of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Amendment Rules, 2015, the Resolutions proposed at this AGM will be transacted through remote e-voting (facility to cast vote from a place other than the venue of the AGM) and for which purpose the Company has engaged the services of CDSL. The Board of Directors of the Company has appointed Ms. Priya Mankani, Practicing Company Secretary (Certificate of Practice Number- 17947), as the Scrutinizer for this purpose. The detailed instructions for e-voting are given as a separate attachment to this notice. The e-voting period begins on Sunday, August 19, 2018 at 9.00 AM and ends on Tuesday, August 21, 2018 at 5.00 PM.
9. Voting rights will be reckoned on the paid-up value of shares registered in the name of the Members as on August 14, 2018 (cut-off date). Only those Members whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories as on the cut-off date will be entitled to cast their votes by remote e-voting.
10. Additional Information pursuant to Regulation 36 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred as Listing Regulations) on Director seeking appointment / re-appointment at this AGM is furnished herewith annexure to the Notice. The directors have furnished their consent for appointment / re-appointment as required under the Companies Act, 2013 and the Rules there under.
11. Members holding shares in single name and physical form are advised to make nomination in respect of their shareholding in the Company. The Nomination Form SH 13 prescribed by the Government can be obtained from the Company at its Registered Office.
12. Members, who wish to obtain information on the Company or desire to view the Financial Statements, may visit the Company's corporate website or send their queries at least 10 days before the AGM to the Registered Office of the Company.
13. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their depository participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN to the Company.

Explanatory Statement pursuant to Section 102 of the Companies Act, 2013

Item No. 3

Mr. Avi Lunia was appointed as an Additional Director of the Company by the board of Directors with effect from 6th February, 2018 in terms of the provisions of Section 161 of the Act and holds office up to the date of this AGM.

In term of Section 149 of the Act, Mr. Avi Lunia, Additional Director being eligible for re-appointment is proposed to be appointed as an Independent Director for a term of 5 (five) consecutive years for a term up to the conclusion of the Annual General Meeting of the Company in the calendar year 2023. In the opinion of the Board, he fulfils the conditions specified in the Act and Rules made there under for his appointment as an Independent Director of the Company.

The Company has received from Mr. Avi Lunia (i) consent in writing to act as director in Form DIR 2 pursuant to Rule 8 of Companies (Appointment & Qualification of Directors) Rules, 2014, (ii) intimation in Form DIR 8 in terms of Companies (Appointment & Qualification of Directors) Rules, 2014, to the effect that he/she is not disqualified under sub-section (2) of Section 164 of the Companies Act, 2013 and (iii) a declaration to the effect that he/she meets the criteria of independence as provided in sub-section (6) of Section 149 of the Companies Act, 2013.

The resolution seeking approval of members for the appointment of Mr. Avi Lunia as Directors (Independent) of the Company is included in the Notice of AGM. He shall not be liable to retire by rotation.

None of the Directors, Key Managerial Personnel of the Company or their relatives, are in any way, concerned or interested, financially or otherwise, in resolutions set out respectively at Item No. 3 of the Notice.

The Board recommends the resolutions set forth in the Item No. 3 of the Notice for approval of the members.

Additional information on Director recommended for re-appointment as required under Regulation 36 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015

Name of the Director	Mr. Chand Ratan Modi	Mr. Avi Lunia
Date of Birth	11/07/1959	05/03/1995
Date of Appointment	22/08/1999	06/02/2018
Relationship with Directors	Father of Mrs. Chanchal Rungta	-
Expertise in Specific functional area	Finance & Accounting	Finance & Accounting
Qualification	M.Com	B.Com
Board Membership of Companies as on March 31, 2018	<ol style="list-style-type: none"> 1. Sangrahalaya Timber and Crafts Ltd 2. Hotahoti Wood Products Ltd 3. North Eastern Publishing and Advertising Co Ltd. 4. Purbanchal Prestressed Ltd 5. Maurya Trading Co. Ltd 6. Kamini Finance And Investment Company Ltd 7. Uniom Manufacturing & Trading Company Pvt Ltd 8. Calcutta Infrastructure Infotech Projects Limited 9. Miracle Vinimay Private Limited 10. Maa Karni Finance Pvt Ltd 11. Uttam Machinery & Supply Company Pvt Ltd 12. Gulmohur Trading (P) Ltd. 13. Chemo Traders Pvt Ltd 14. Micado Properties Pvt.Ltd. 15. Megha Conclave Private Limited 16. Prabhakar Builders Private Limited 	<ol style="list-style-type: none"> 1. Sangrahalaya Timber and Crafts Ltd 2. Hotahoti Wood Products Ltd 3. North Eastern Publishing and Advertising Co Ltd. 4. Maurya Trading Co. Ltd 5. Kamini Finance And Investment Company Ltd 6. Deccan Traders Pvt Ltd
Chairman/Member of the Committees of the Board of Directors as on March 31, 2018	3	3
Number of Shares held in the Company as on March 31, 2018	-	-

INSTRUCTION FOR VOTING THROUGH ELECTRONIC MEANS

Dear Member,

In compliance with Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Section 108 of the Companies Act, 2013, read with the applicable rules, the Company is pleased to provide e-voting facility to all its Members, to enable to cast their vote electronically instead of dispatching the physical postal ballot form by post. The Company has engaged the services of CDSL for the purpose of providing e-voting facility to all its members.

The process and manner for remote e-voting are as under:

- i. The remote e-voting period commences on 19th August, 2018 (9:00 am) and ends on 21st August, 2018 (5:00 pm). During this period members' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 14th August, 2018, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by CDSL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.
- ii. The shareholders should log on to the e-voting website www.evotingindia.com during the voting period.
- iii. Click on "Shareholders" tab.
- iv. Now Enter your User ID
 - a. For CDSL: 16 digits beneficiary ID,
 - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 - c. Members holding shares in Physical Form should enter Folio Number registered with the Company, excluding the special characters.
- v. Next enter the Image Verification as displayed and Click on Login.
- vi. If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any company, then your existing password is to be used.
- vii. If you are a first time user follow the steps given below:

	For Members holding shares in Demat Form and Physical Form
PAN	Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders). Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN Field. In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in

	CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field.
DOB	Enter the Date of Birth as recorded in your demat account with the depository or in the company records for your folio in dd/mm/yyyy format.
Bank Account Number (DBD)	Enter the Bank Account Number as recorded in your demat account with the depository or in the company records for your folio. Please Enter the DOB or Bank Account Number in order to Login. If both the details are not recorded with the depository or company then please enter the member-id / folio number in the Bank Account Number details field as mentioned in above instruction (iv).

- viii. After entering these details appropriately, click on “SUBMIT” tab.
- ix. Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in demat form will now reach ‘Password Creation’ menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- x. For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- xi. Click on the EVSN for the relevant Company Name i.e. HOTAHOTI WOOD PRODUCTS LIMITED on which you choose to vote.
- xii. On the voting page, you will see “RESOLUTION DESCRIPTION” and against the same the option “YES/NO” for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- xiii. Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- xiv. After selecting the resolution you have decided to vote on, click on “SUBMIT”. A confirmation box will be displayed. If you wish to confirm your vote, click on “OK”, else to change your vote, click on “CANCEL” and accordingly modify your vote.
- xv. Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.

- xvi. You can also take out print of the voting done by you by clicking on “Click here to print” option on the Voting page.
- xvii. If Demat account holder has forgotten the same password then enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- xviii. Note for Institutional Shareholders & Custodians :
- Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to <https://www.evotingindia.com> and register themselves as Corporates.
 - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
 - After receiving the login details they have to create a compliance user which should be created using the admin login and password. The Compliance user would be able to link the account(s) for which they wish to vote on.
 - The list of accounts should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
 - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- xix. In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at www.evotingindia.com under help section or write an email to helpdesk.evoting@cdslindia.com or contact them at 1800 200 5533.
- xx. Shareholders can also cast their vote using CDSL’s mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. iPhone and Windows phone users can download the app from the App Store and the Windows Phone Store respectively on or after 30th June 2016. Please follow the instructions as prompted by the mobile app while voting on your mobile.
- 9.** Institutional Members / Bodies Corporate (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory (ies) who are authorized to vote through e-mail at mankani.pria@gmail.com with a copy marked to helpdesk.evoting@cdslindia.com on or before 20th August, 2018, up to 5:00 pm without which the vote shall not be treated as valid.
- 10.** The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of 14th August, 2018. A person who is not a member as on cut-off date should treat this notice for information purpose only.

11. The notice of the Annual General Meeting will be sent to the members, whose names appear in the register of members / Depositories as at closing hours of business on 25th July, 2018.
12. The shareholders shall have one vote per equity share held by them as on the cut-off date of 14th August, 2018. The facility of e-voting would be provided once for every folio / client id, irrespective of the number of joint holders.
13. Since the Company is required to provide members the facility to cast their vote by electronic means, shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 14th August, 2018 and not casting their vote electronically, may only cast their vote at the Annual General Meeting.
14. Notice of the AGM along with attendance slip, proxy form along with the process, instructions and the manner of conducting e-voting is being sent electronically to all the members whose e-mail IDs are registered with the Company / Depository Participant(s). For members who request for a hard copy and for those who have not registered their email address, physical copies of the same are being sent through the permitted mode.
15. Investors, who became members of the Company subsequent to the dispatch of the Notice / Email and hold the shares as on the cut-off date i.e. 14th August, 2018 requested to send the written / email communication to the Company at hwpl17@gmail.com by mentioning their Folio No. / DP ID and Client ID to obtain the Login-ID and Password for e-voting.
16. Ms. Priya Mankani, Practicing Company Secretary (Certificate of Practice Number-17947) has been appointed as the Scrutinizer to scrutinize the remote e-voting process and voting at the AGM in a fair and transparent manner. The Scrutinizer will submit, not later than 3 working days of conclusion of the AGM, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman of the Company or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.
17. The Results declared along with the Scrutinizer's Report shall be placed on the website of CDSL. The same will be communicated to the listed stock exchanges viz. Metropolitan Stock Exchange of India.

By Order of the Board of Directors

For Hotahoti Wood Products Limited

Place: Kolkata
Date: 29.05.2018

Sd/-
Tarak Nath Dey
Director
DIN: 00343396

HOTAHOTI WOOD PRODUCTS LTD.
P O- NAGINIMORA, MON, NAGALAND- 798622
Email Id: hwpl17@gmail.com, Phone No: 033-66133300
CIN: L20211NL1984PLC002149
Website: www.hwpl.co.in

ATTENDANCE SLIP
(To be handed over at the entrance of the Meeting Hall)

Folio No.: _____ DP-ID No.: _____ Client-ID No. _____

Name of Member(s): _____

Name of the Proxy holder: _____

Registered Address: _____

Number of Shares Held _____

I, hereby record my presence at the 34th ANNUAL GENERAL MEETING of the Company held on Wednesday the 22nd day of August, 2018 at 2.00 p.m. at P.O. Naginimora, MON, Nagaland- 798622.

*Signature of the Member / Representative / Proxy Holder**

** Strike out whichever is not applicable*

FORM OF PROXY

*(Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies
(Management and Administration) Rules, 2014)*

Folio No.: _____ DPID No.: _____ Client ID No.: _____

Name of the Member(s): _____ Email Id: _____

Registered

Address: _____

I/We, being members, holding shares of HOTAHOTI WOOD PRODUCTS LIMITED hereby appoint:

1. Name: _____ E-mail Id _____
Address: _____ or failing him/her

2. Name: _____ E-mail Id _____
Address: _____ or failing him/her

3. Name: _____ E-mail Id _____
Address: _____

*as my / our Proxy to vote for me / us, on my / our behalf at the **34th ANNUAL GENERAL MEETING** of the Company held on Wednesday, the **22nd day of August, 2018** and at any adjournment thereof in respect of the following resolutions:*

1. *Adoption of Balance Sheet, Statement of Profit & Loss, Report of Auditors and Board of Directors for the year ended 31st March, 2018.*
2. *Re-Appointment of Mr. Chand Ratan Modi (DIN No. 00343685) as a Director who is retiring by rotation.*
3. *Appointment of Avi Lunia (DIN No. 07687360) as an Independent Director.*
- 4.

Signed this _____ day of _____ 2018. Signature of Member _____

Revenue

Signature of Proxy holder(s): 1. _____

2. _____

3. _____

NOTE: *The Form of Proxy duly completed must be deposited at the Registered Office of the Company, P.O. Naginimora, MON, Nagaland- 798622 not later than 48 hours before the time for holding the meeting.*

ANNEXURE TO THE NOTICE FOR THE 34th ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD ON 21st AUGUST, 2018

Name & Registered Address
of Sole/First named Member:

Joint Holders Name (If any) :

Folio No. / DP ID & Client ID:

No. of Equity Shares Held :

Dear Shareholder,

Subject: Process and manner for availing E-voting facility:

Pursuant to Provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015, the Company is pleased to provide E-voting facility to the members to cast their votes electronically on all resolutions proposed to be considered at the Annual General Meeting (AGM) to be held on Tuesday, 21st August, 2018 at 2.00 P.M. at P.O. Naginimora, MON, Nagaland- 798622 and at any adjournment thereof.

The Company has engaged the services of Central Depository Services (India) Limited (CDSL) to provide the e-voting facility. The e-voting facility is available at the link <https://www.evotingindia.com>

The Electronic Voting Particulars are set out below:

EVSN (Electronic Voting Sequence Number)	User ID	PAN / Sequence No.
180710009		

HOTAHOTI WOOD PRODUCTS LTD.
P O- NAGINIMORA, MON, NAGALAND- 798622
Email Id: hwpl17@gmail.com, Phone No: 033-66133300
CIN: L20211NL1984PLC002149
Website: www.hwpl.co.in

The E-voting facility will be available during the following voting period:

Remote e-Voting Start On	Remote e-Voting End On
19th August, 2018 at 9:00 A.M. (IST)	21st August, 2018 at 5:00 P.M. (IST)

Please read the instructions mentioned in the Notice of AGM before exercising your vote.

By Order of the Board

For Hotahoti Wood Products Limited

Sd/-

Tarak Nath Dey
Director
(00343396)

Place: Kolkata

Date: 15.07.2018

Encl: AGM Notice / Attendance Slip / Proxy Form

HOTAHOTI WOOD PRODUCTS LTD.
P O- NAGINIMORA, MON, NAGALAND- 798622
Email Id: hwpl17@gmail.com, Phone No: 033-66133300
CIN: L20211NL1984PLC002149
Website: www.hwpl.co.in

Route map for the location of the venue of the 34th Annual General Meeting of the Hotahoti Wood Products Limited is given below:



**Corporate Office: 4, Synagogue Street, Room No. 405, 4th Floor, Kolkata-700001
Tel (STD Code): 033 66133300, Fax: 033-66133303**