

Regd. Off. : P.O.- Naginimora, Mon, Nagaland, NL : 798622
Corp. Off :4, Synagogue Street, Room No: 405, 4th Floor
Kolkata - 700 001, W.B., India

HOTAHOTI WOOD PRODUCTS LTD.

CIN : L20211NL1984PLC002149
Branch Office : 5, Gorky Terrace, 2nd Floor, Kolkata - 700 017
Phone : 033 - 6613 3300, Fax : 033 - 6613 3303
E-mail : hwpl17@gmail.com # Website : www.hwpl.co.in

Date: 04.09.2020

To

The Metropolitan Stock Exchange of India Ltd. (MSEI)

Vibgyor Towers, 4th Floor,
Plot No C 62, G-Block,
Opp. Trident Hotel,
BandraKurla Complex,
Bandra (E), Mumbai-400098, India.

SCRIP CODE: HOTAHOTI

Sub: Intimation of Annual General Meeting (AGM)/ E-Voting/ Book Closure

Dear Sir,

This is to inform you that the Board of Directors of the Company has decided the following:-

1) Annual General Meeting

Annual General Meeting of the Shareholders of the Company is scheduled to be held on 28th September, 2020 at 10.00 A.M. at P.O. Naginimora, Mon, Nagaland- 798622.

2) Book Closure

Pursuant to Section 91 of the Companies Act, 2013 and Regulation 42 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Register of Members and Share Transfer Books will remain closed from Tuesday 22nd September, 2020 to Monday 28th September, 2020 (both days inclusive) for the purpose of Annual General Meeting of the Company.

3) E-Voting

a) In compliance with the provisions of Section 108 of the Companies Act, 2013 read with Companies (Management and Administration) Rules and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company has decided to provide the facility to members to exercise their right to vote at the ensuing Annual General Meeting (AGM) by electronic means and the business may be transacted through E-voting Services provided by Central Depository Services (India) Limited (CDSL).

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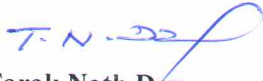
- b) The E-voting period will commence on Friday, 25th September, 2020 at 9.00 A.M. and ends on Sunday, 27th September, 2020 at 5.00 P.M. During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date, i.e. Monday, 21st September, 2020 may cast their vote electronically.
- c) Ms. Priya Mankani has been appointed as the Scrutinizer for E-voting purpose.

You are requested to take on record the aforesaid information.

Thanking you.

Yours' faithfully,

For HOTAHOTI WOOD PRODUCTS LIMITED



Tarak Nath Dey
Director
DIN: 00343396