

**WINDSOR MACHINES LTD.**  
CIN: L19999MH1983PLC012642  
Regd. Office: 102/103, Devmlan Co. Op. Housing Society  
Next to Top Plaza, L.B.S. Road, Thane (W) - 400 604.  
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Website: [www.windsormachines.com](http://www.windsormachines.com)

**NOTICE OF 57<sup>th</sup> AGM, E-VOTING AND BOOK CLOSURE**

NOTICE is hereby given that the 57<sup>th</sup> Annual General Meeting ("AGM") of Windsor Machines Limited ("the Company") will be held on **Wednesday, September 30, 2020 at 11:30A.M.** through Video Conferencing ("VC")/Other Audio-Visual Means ("OAVM") to transact the Ordinary and Special Businesses as set out in the Notice convening the Fifty seventh AGM. The venue of the meeting shall be deemed to be Registered Office of the Company at 102/103, Devmlan Co. Op. Housing Society, Next to Top Plaza, L.B.S. Road, Thane (W) - 400604.

Members may note that, in view of the extraordinary circumstances due to Covid-19 pandemic, the Ministry of Corporate Affairs ("MCA") has issued Circular No. 20/2020 dated May 5, 2020 to be read with circular No. 14/2020 and Circular No. 17/2020 dated April 8, 2020 and April 13, 2020 respectively and also the Securities Exchange Board of India (SEBI) issued its Circular no. SEBI/HO/CFD/CMD/ICIR/P/2020/79 dated May 12, 2020 (collectively referred as applicable Circulars), permitting the holding of AGM by the Companies through Video Conferencing/Other Audio Video Means (VC/OAVM) during the calendar year 2020, without the physical presence of the members. Accordingly, the 57<sup>th</sup> AGM of the Company will be conducted through VC/OAVM in compliance with applicable circulars. Hence, Members can attend and participate in the AGM through VC/OAVM. The Instructions for joining the AGM will be provided in the Notice of AGM.

Further in accordance with the applicable Circulars, the Notice of the 57<sup>th</sup> AGM and the Annual Report of the company will be sent through electronic mode to those members whose email addresses are registered with the Company or Depository Participant(s). The aforesaid documents will also be available on the website of the Company at [www.windsormachines.com](http://www.windsormachines.com), on the websites of the Stock Exchanges i.e. BSE Limited at [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Limited at [www.nseindia.com](http://www.nseindia.com) and also on the website of CDSL (agency for providing the Remote e-voting facility) i.e. [www.evotingindia.com](http://www.evotingindia.com).

Members, whose email address is not registered with the Company or with their respective Depository Participant(s), are requested to get their email address registered by following the steps as given below:

a. For Members holding shares in physical form—please provide necessary details like Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card), by email at [investors@windsormachines.com](mailto:investors@windsormachines.com) or email to our Registrar and Share Transfer Agents Link Intime at [raj@linkintime.com](mailto:raj@linkintime.com) and/or send letter to Link Intime India Pvt Ltd. C-101,247 Park, L.B.S, Marg, Vikhroli (West), Mumbai 400083.

b. For the Members holding shares in demat form, please update your email address through your respective Depository Participant(s).

The Register of Members and Share Transfer Books of the Company will remain closed from Thursday, September 24, 2020 to Wednesday, September 30, 2020 (both days inclusive) for the purpose of AGM. The Company will be providing facility of remote e-voting to its Members in respect of the business to be transacted at the AGM. For this purpose, the Company has made arrangement with Central Depository Services (India) Limited (CDSL) for facilitating voting through electronic means, as the authorized agency.

The remote e-voting period commences on Sunday, September 27, 2020 at 9:00 A.M. and end on Tuesday, September 29, 2020 at 5:00 P.M. Members holding shares either in physical form or in dematerialized form, as on the cutoff date of September 23, 2020, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter. Those Members, who will be present in the AGM through VC/OAVM facility and who have not cast their vote on the Resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through e-voting system during the AGM.

Any person who acquires shares of the Company and become member of the Company after circulation of the Notice of AGM and holding shares as of the cutoff date i.e., September 23, 2020, may cast their votes by following the instructions and process of remote e-voting as provided in the Notice of the AGM which will be uploaded at our website [www.windsormachines.com](http://www.windsormachines.com) and CDSL website [www.evotingindia.com](http://www.evotingindia.com). However, if person is already registered with CDSL for e-voting then existing user id and password can be used for casting his/her vote.

The manner of e-voting for shareholders holding shares in dematerialized mode and physical mode will be provided in the Notice. The above information is being issued for the information and benefit of all Members of the Company and is in consonance with the MCA Circulars and the SEBI Circular(s).

For WINDSOR MACHINES LIMITED  
PRITI PATEL  
COMPANY SECRETARY  
MEMBERSHIP NO.: FCS8392

Place : Ahmedabad  
Date : August 31, 2020

