



## Rupa & Company Limited

Registered office : 1, Ho Chi Minh Sarani, Metro Tower, 8<sup>th</sup> Floor, Kolkata-700071

Tel : (033) 2288 1357-60, Fax : (033) 2288 1362/3, E-mail : Info@rupa.co.in

### NOTICE

NOTICE is hereby given that TWENTY THIRD ANNUAL GENERAL MEETING of the members of RUPA & COMPANY LIMITED will be held at Merchants' Chamber of Commerce, Somani Conference Hall, 15B, Hemanta Basu Sarani, Kolkata- 700 001 on Tuesday, the 30<sup>th</sup> day of September, 2008 at 11.00 a.m to transact the following business :

#### ORDINARY BUSINESS :

1. To consider and adopt the Profit and Loss Account and Cash Flow Statement for the year ended 31<sup>st</sup> March, 2008 and the Balance Sheet as on that date, together with the Reports of the Directors and Auditors thereon.
2. To declare dividend on Equity Shares for the financial year ended 31<sup>st</sup> March, 2008.

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Dated: 25<sup>th</sup> June, 2008

3. To appoint a director in place of Shri S. K. Khaitan, who retires by rotation and being eligible offers himself for re-appointment.
4. To appoint a director in place of Shri R.S Agarwal, who retires by rotation and being eligible offers himself for re-appointment.
5. To appoint M/s K. Agrawal & Company, Chartered Accountants as Statutory Auditors of the Company who shall hold office from the conclusion of this Annual General Meeting until the conclusion of next Annual General Meeting and to authorise the Board of Directors of the Company to fix their remuneration.

By order of the Board  
For RUPA & COMPANY LIMITED

Priya Punjabi  
Company Secretary

#### NOTES :

- 1 A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND SUCH PROXY NEED NOT BE A MEMBER OF THE COMPANY. PROXIES IN ORDER TO BE EFFECTIVE MUST BE DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN 48 HOURS BEFORE THE COMMENCEMENT OF THE MEETING.
- 2 Corporate Members intending to send their authorized representative to attend the Meeting are requested to send a certified copy of the Board Resolution authorising their representative to attend and vote on their behalf at the meeting.
- 3 The Register of Members and the Share Transfer Book of the Company will remain closed from Tuesday, the 23<sup>rd</sup> day of September, 2008 to Tuesday, the 30<sup>th</sup> day of September, 2008 (both days inclusive) for the purpose of Annual General Meeting.
- 4 Members are requested to notify immediately any change in their address to the Company's Registrar and Share Transfer Agents, Maheshwari Datamatics Pvt. Ltd. of 6, Mangoe Lane, 2<sup>nd</sup> Floor, Kolkata - 700 001.
- 5 Dividend on Equity Shares as recommended by the Board of Directors for the financial year ended March

31<sup>st</sup> March, 2008, if declared at this Annual General Meeting will be paid to those members whose name appear in the Register of Members as on Tuesday, the 23<sup>rd</sup> day of September, 2008 being the record date fixed for the purpose of payment of dividend.

- 6 Those members who have not so far encashed their dividend warrants for the year 2000-2001 may claim or approach the Share Transfer Agents of the Company viz Maheshwari Datamatics Pvt. Ltd., Kolkata for payment thereof as the same will be transferred to Investor Education and Protection Fund of the Central Government, pursuant to Section 205C of the Companies Act, 1956.
- 7 Shareholders seeking any information with regard to the Accounts are requested to write to the Company at least seven days in advance so as to enable the Management to keep the information ready at the Annual General Meeting.
- 8 Members/ Proxy attending the Annual General Meeting are requested to bring their copies of Annual Report along with duly filled Attendance slip.
- 9 Details of directors seeking reappointment at the meeting are incorporated in the Corporate Governance Report as per the requirements under Clause 49 of the Listing Agreement.