

**STEP TWO CORPORATION LIMITED**

**CIN:L65991WB1994PLC066080**

**Regd. Office : 21, Hemant Basu Sarani,5<sup>th</sup> Floor, Room No.507,Kolkata – 700 001**

**Telefax : 2231-8207/8208, E-mail : [admin@steptwo.in](mailto:admin@steptwo.in)**

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**NOTICE FOR E-VOTING & BOOK CLOSURE**

**Notice** hereby given that the 25th Annual General Meeting (AGM) of the members of the Company will be held on 30<sup>th</sup> day of September,2019 at 10.00 A.M. to transact the Ordinary Businesses as set out in the Notice of the AGM.

Notice is also given under Section 91 of the Companies Act, 2013 read with Rule 10 of the Companies (Management and Administration) Rules 2014 that the Register of Members and Share Transfer Books of the Company shall remain closed from **24<sup>th</sup> day, of September, 2019 to 30<sup>th</sup> day, of September, 2019** (both days inclusive) for the purpose of the AGM.

The Company has completed the despatch of the Notice of AGM and the Annual Report for the year 2018-19. The communication relating to remote e-voting, inter-alia, containing user ID and password has been dispatched to the members.

Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with 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 Listing Regulations, remote e-voting facility has been made available to the members to exercise their right to vote . The Company has engaged the services of NSDL to provide remote e-voting facility. The details of the remote e-voting are as under:

1. Date and time of commencement of remote E-voting: 27<sup>th</sup> September, 2019 at 10.00 a.m
2. Date and time of end of remote E-voting: 29<sup>th</sup> September,2019 at 5.00 p.m.
3. Remote e-voting shall not be allowed beyond this 29<sup>th</sup> September 2019, (5.00 p.m.)
4. Cut-off date: 23rd September,2019
5. A member may participate in the General Meeting even after exercising his right to vote through remote e-voting but shall not be allowed to vote again in the meeting; and
6. A person whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting as well as voting in the General Meeting
7. Notice of the Annual General Meeting has been displayed on the web site of the Company [www.steptwo.in](http://www.steptwo.in) and on website of e-voting platform provided by National Securities Depository Limited i.e. [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
8. In case you have any queries or issues regarding e-voting, write an email to [admin@steptwo.in](mailto:admin@steptwo.in) contact Mr.Bhola Nath Manna telephone.0332231-8207 .

Place: Kolkata  
Date: 27.08.2019

By Order of the Board of Directors  
For Step Two Corporation Limited

Mamta Sharma

Company Secretary