

ALNA TRADING AND EXPORTS LIMITED

CIN: L51900MH1981PLC025145

ALNA HOUSE
ALLANA ROAD
COLABA
MUMBAI-400 001
INDIA.

PHONE : (91-22) 61498000
FAX : (91-22) 22044821
: (91-22) 22047002
EMAIL : pkhulbe@allana.com
WEBSITE : www.alna.co.in

NOTICE

of the Annual General Meeting

Notice is hereby given that the 38th Annual General Meeting of the Members of Alna Trading And Exports Limited., will be held on Wednesday, 30th September, 2020 at 4.00 p.m. at the Registered Office of the Company at Allana House, 4, J.A. Allana Road, Colaba, Mumbai - 400 001, to transact the following businesses:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Statement of Profit and Loss for the financial year ended 31st March, 2020, the Balance Sheet as at that date and the Reports of the Directors and Auditors thereon.
2. To appoint a Director in place of Mr. Anwar Husain Chauhan holding (DIN: 00322114), who retires by rotation and being eligible, offers himself for re-appointment.

**BY ORDER OF THE BOARD OF DIRECTORS
For ALNA TRADING AND EXPORTS LIMITED**

Sd/-

PLACE : MUMBAI
DATED : 31st JULY, 2020
REGISTERED OFFICE:
Allana House, J.A. Allana Road,
Colaba, Mumbai-400 001.

PRAKASHCHANDRA GOPALDUTT KHULBE
(COMPANY SECRETARY)

NOTES :

1. This Notice is being sent to the Members whose names appear in the List of Beneficial Owners received from Central Depository Services (India) Limited ('Depositories'). In compliance with the aforesaid MCA Circulars and SEBI Circular dated May 12, 2020, Notice of the AGM along with Annual Report 2019-20 is being sent only through electronic mode to those Members whose e-mail addresses are registered with the Company / Depository Participants.
2. For Members whose e-mail addresses are not registered but mobile numbers are registered with RTA/Depositories, the weblink for downloading the Notice is being sent through SMS.
3. Members who have not registered their e-mail address and in consequence could not receive the Notice may get their email address registered with the RTA. In case of any queries, Member may write to investor@bigshareonline.com.

4. Members are also requested to register their email address, in respect of electronic holdings with the Depositories /Depository Participant and in respect of physical holdings with the RTA.
5. A member entitled to attend and vote at the meeting is entitled to appoint a proxy/proxies to attend and vote instead of himself/herself. Such a proxy/proxies need not be a member of the company. A person can act as proxy on behalf of members not exceeding fifty (50) and holding in the aggregate not more than ten percent of the total share capital of the Company.
6. The instrument of Proxy in order to be effective, should be deposited at the Registered Office of the Company, duly completed and signed, not less than 48 hours before the commencement of the meeting. A Proxy form is sent herewith. Proxies submitted on behalf of the companies, societies etc., must be supported by an appropriate resolution/authority, as applicable.
7. Corporate members intending to send their authorized representatives to attend the Meeting are requested to send to the Company a certified copy of the Board Resolution authorizing their representatives to attend and vote on their behalf at the Meeting.
8. Details under Regulation 27(2) of the Listing Agreement with the Stock Exchange in respect of the Director seeking appointment/re-appointment at the Annual General Meeting (AGM), forms integral part of the notice. The Directors have furnished the requisite declarations for their appointment/re-appointment.
9. The Register of Members and Share Transfer Books of the Company will be closed from Wednesday, 23rd September, 2020 to Wednesday 30th September, 2020 (both days inclusive) for the purpose of AGM.
10. 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 can be obtained from the Company.
11. Members who hold shares in physical form in multiple folios in identical names or joint holding in the same order of names are requested to send their share certificates to the Company for consolidation into a single folio.
12. Members who have not registered their e-mail address so far are requested to register their e-mail address for receiving all communication including Annual Report, Notices, Circulars, etc. from the Company electronically.
13. Members may also note that the Notice of the 38th Annual General Meeting and the Annual Report for 2019-20 will be available at the Company's Registered Office at Allana House, 4 J.A. Allana Road, Colaba, Mumbai-400 001 for inspection during normal business hours on working days.
14. Instructions for e-voting and joining the AGM are as follows:

REMOTE E-VOTING THROUGH ELECTRONIC MEANS

1) The instructions for shareholders for remote e-voting are as follows:

- (i) The remote e-voting period begins on Sunday, 27th September, 2020 (9:00 A.M. I.S.T) and ends on Tuesday, 29th September, 2020 (5:00 P.M. I.S.T). During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date viz. Tuesday, 22nd September, 2020 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.

- (ii) Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting.
- (iii) The shareholders should log on to the e-voting website www.evotingindia.com.
- (iv) Click on “Shareholders” module.
- (v) Now enter your User ID
 - a. For CDSL: 16 digits beneficiary ID, ,
 - b. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
OR
- (vi) Next enter the Image Verification as displayed and Click on Login.
- (vii) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier e-voting of any company, then your existing password is to be used.
- (viii) If you are a first time user follow the steps given below:

	For Shareholders 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) Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by Company/RTA or contact Company/RTA.
Dividend Bank Details OR Date of Birth (DOB)	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login. If both the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (v).

- (ix) After entering these details appropriately, click on “SUBMIT” tab.
- (x) Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders 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.
- (xi) For shareholders holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (xii) Click on the EVSN for Alna Trading and Exports Limited.

- (xiii) 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.
- (xiv) Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- (xv) 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.
- (xvi) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- (xvii) You can also take a print of the votes cast by clicking on “CLICK HERE TO PRINT” option on the voting page.
- (xviii) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xix) Shareholders can also cast their vote using CDSL’s mobile app “**m-Voting**”. The m-Voting app can be downloaded from respective Store. Please follow the instructions as prompted by the mobile app while Remote Voting on your mobile.

2) Process for those shareholders whose email addresses are not registered with the depositories for obtaining login credentials for remote e-voting for the resolutions proposed in this Notice:

1. For Physical shareholders - 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 to pkhulbe@allana.com / investor@bigshareonline.com.
2. For Demat shareholders - Please provide Demat account details (CDSL-16 digit beneficiary ID), Name of shareholder, client master or copy of Consolidated Account statement, PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to pkhulbe@allana.com / investor@bigshareonline.com.

INSTRUCTIONS FOR NON - INDIVIDUAL SHAREHOLDERS AND CUSTODIANS:

1. Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to www.evotingindia.com and register themselves in the “Corporates” module.
2. A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
3. After receiving the login details a ‘Compliance User’ 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.
4. The list of accounts linked in the login should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.

5. 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.
6. Alternatively Non Individual shareholders are required to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer at the email address viz; aqueelmulla@gmail.com and to the Company at the email address viz; pkhulbe@allana.com, if they have voted from individual tab & not uploaded same in the CDSL e-Voting system for the scrutinizer to verify the same.

OTHER INSTRUCTIONS:

- If you have any queries or issues regarding attending AGM & e-Voting from the e-Voting System, 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 Mr. Nitin Kunder (022-23058738) or Mr. Mehboob Lakhani (022-23058543) or Mr. Rakesh Dalvi (022-23058542).
- All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Manager, (CDSL) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400 013 or send an email to helpdesk.evoting@cdslindia.com or call on 022-23058542/43.
- Any person, who acquires shares of the Company and becomes member of the Company after dispatch of the notice and holding shares as of the cut-off date i.e. 22nd September, 2020, may obtain the login ID and password by sending a request at helpdesk.evoting@cdslindia.com by mentioning their Folio No./DP ID and Client ID No.
- The Company has appointed Mr. Aqueel A. Mulla, Practicing Company Secretary, as the Scrutinizer for conducting the voting process in a fair and transparent manner.

The Scrutinizer shall immediately after the conclusion of e-Voting at the AGM, first download the votes cast at the AGM and thereafter unblock the votes cast through remote e-Voting and shall not later than 48 hours of conclusion of the AGM, prepare a consolidated Scrutiniser's Report of the total votes cast in favour or against, if any, to the Chairman or any person authorised by him in writing who shall countersign the same.

The results of AGM shall be declared by the Chairman or his authorized representative or any one Director of the Company after the AGM within the prescribed time limits.

The results declared along with the Scrutinizer's Report shall be placed on the website of the Company viz. www.alna.co.in and on website of CDSL viz. www.evotingindia.com within 48 hours of conclusion of the 38st AGM of the Company and shall also be communicated to BSE Limited where the shares of the Company are listed.

**BY ORDER OF THE BOARD OF DIRECTORS
For ALNA TRADING AND EXPORTS LIMITED**

**PLACE : MUMBAI
DATED : 31ST JULY, 2020**

**Sd/-
PRAKASHCHANDRA GOPALDUTT KHULBE
(COMPANY SECRETARY)**

ATTENDANCE SLIP

38th Annual General Meeting, Wednesday, 30th September, 2020 at 4.00 p.m.

Regd. Folio No._____/DP ID_____Client ID/Ben. A/C_____No. of shares held_____

I certify that, I am a registered shareholder/proxy for the registered Shareholder of the Company and hereby record my presence at the 38th Annual General Meeting of the Company on Wednesday, 30th September, 2020 at 4.00 p.m. at the Registered Office of the Company at Allana House, 4 J.A. Allana Road, Colaba, Mumbai - 400 001, Maharashtra, India

Member's/Proxy's name in Block Letters

Member's/Proxy's Signature

Note: Please fill this attendance slip and hand it over at the entrance of the hall.

Form No. MGT-11
Proxy form
[Pursuant to section 105(6) of the Companies Act, 2013 and rule 19(3) of the Companies
(Management and Administration) Rules, 2014]

CIN: L51900MH1981PLC025145

Name of the Company: Alna Trading And Exports Limited

Registered office: Allana House, 4 J.A. Allana Road, Colaba, Mumbai - 400 001, Maharashtra, India.

Name of the member (s):

Registered address:

E-mail Id:

Folio No/Client

Id: DP ID:

I/We, being the member (s) ofshares of the above named company, hereby appoint

1. Name:

Address:

E-mail Id:

Signature:....., or failing him

2. Name:

Address:

E-mail Id:

Signature:....., or failing him

3. Name:

Address:

E-mail Id:

Signature:.....

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 38th annual general meeting of the company, to be held on the 30th day of September, 2020 at 4.00 p.m. at the Registered Office of the Company at Allana House, 4 J.A. Allana Road, Colaba, Mumbai - 400 001, Maharashtra, India and at any adjournment thereof in respect of such resolutions as are indicated below:

Resolution No

1.....

Resolution No

2.....

Signed this..... day of..... 20....

Affix
Revenue
Stamp of
Re 1/-

Signature of shareholder

Signature of Proxy holder(s)

Note: This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company, not less than 48 hours before the commencement of the Meeting.

Route Map for the AGM venue



AGM Venue

Allana House, 4, J.A. Allana Road,
Colaba, Mumbai - 400 001.

Members are requested to bring their copy of the Annual Report along with them to the Annual General Meeting.