ALNA TRADING AND EXPORTS LIMITED

CIN: L51900MH1981PLC025145

ALLANA HOUSE,
4 J A ALLANA ROAD,
COLABA,
MUMBAI-400 001
INDIA.

PHONE : (91-22) 22811000, 61498000
FAX : (91-22) 22044821
(91-22) 22047002

EMAIL : pkhulbe@allana.com
WEBSITE : www.alna.co.in

NOTICE OF THE 40TH ANNUAL GENERAL MEETING, BOOK CLOSURE AND E-VOTING

Notice is hereby given that the 40th Annual General Meeting ('AGM') of the members of Alna Trading and Exports Limited ('the Company') will be held on Friday, 30th September 2022 at 4.00 p.m. at the Registered Office of the Company at Allana House, 4 J.A. Allana Road, Colaba, Mumbai - 400 001 with physical presence of the Members in compliance with all the applicable provisions of the Companies Act, 2013 and the rules made thereunder to transact the businesses that will be set forth in the Notice convening AGM.

In line with the Circulars issued by the MCA and the SEBI, the Notice of the AGM along with the Annual Report for financial year 2021-22 has been electronically sent to those members whose e-mail addresses are registered with the Company.

The AGM Notice along with the Annual Report inter alia indicating the process and manner of e-Voting process is available on www.alna.co.in and on the website of the Stock Exchange i.e. www.bseindia.com and on the website of CDSL www.evotingindia.com.

All documents referred to in the Notice shall be made available electronically and at the registered office of the Company for inspection without any fee by the Members from the date of circulation of this Notice up to the date of the AGM. Members seeking to inspect such documents can send an email to pkhulbe@allana.com.

Notice is also hereby given pursuant to Section 91 of the Companies Act, 2013 ('the Act') read with Rule 10 of the Companies (Management and Administration) Rules, 2014 and Regulation 42 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, that the Register of Members and Share Transfer Books of the Company will be closed from Friday, 23rd September, 2022 to Friday 30th September, 2022 (both days inclusive) for the purpose of AGM.

The Company is providing to all its members facility to exercise their right to vote electronically on the resolutions proposed to be passed at the AGM prior to the AGM (remote e-Voting) and during the AGM (e-Voting) through CDSL. The remote e-voting period begins on Tuesday, 27th September 2022 (9:00 A.M. I.S.T) and ends on Thursday, 29th September 2022 (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. Friday, 23rd September 2022 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.

The voting rights of the members shall be in proportion to their share of the paid-up equity share capital of the Company as on Friday, 23rd September 2022 ('Cut-Off Date'). Any person, who acquires shares of the Company after dispatch of AGM Notice and holds shares as on the cut-off date, 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. However, if you are already registered with CDSL for remote e-Voting then you can use your existing user ID and password for casting your vote.

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The Login credentials for casting votes through e-Voting shall be made available to the members through email whose email ids are registered with RTA/Depositories. Members who do not receive email or whose email addresses are not registered with the Company's RTA/ Depositories, may generate login credentials by following instructions given in notes section to Notice of AGM, the same login credentials may also be used by members for attending this AGM.

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.

Registration of email and updation of bank account:

Members who have not yet registered their email addresses and bank accounts are requested to contact the RTA i.e., Link Intime India Private Limited, before Friday, 23rd September 2022, 5.00 P.M. (I.S.T.), for registering their email addresses and bank accounts to receive the Notice of AGM and Annual Report electronically and to receive login ID and password for e-voting.

Members are requested to intimate changes, if any, pertaining to their name, postal address, e-mail address, telephone/mobile numbers, Permanent Account Number (PAN), mandates, nominations, power of attorney, Demat Account, Bank details such as, name of the bank and branch details, bank account number, MICR code, IFSC code, etc. as below:

Physical Holding	Kindly submit Form ISR-1 and other forms to the Company/Registrar and Share Transfer Agent pursuant to SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated 3rd November, 2021. Form ISR-1 is available on the website of the Company.

If you have any queries or issues regarding e-voting and attending AGM from the CDSL e-voting system, you may refer the Frequently Asked Questions ('**FAQs**') and e-voting manual available at www.evotingindia.com under help section or can write an email to Mr. Rakesh Dalvi, Manager (CDSL) at helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 22 55 33.

For Alna Trading and Exports Limited

Pkhulbe

Prakashchandra Khulbe
Company Secretary & Compliance Officer

ALNA TRADING & EXPORTS LTD. MUMBAI

Place: Mumbai
Date: 5th September 2022