

## **Notice of 81<sup>st</sup> Annual General Meeting: For Members**

This is to inform you that due to Covid pandemic, 81<sup>st</sup> Annual General Meeting of the Bank will be held on 30<sup>th</sup> December 2020 at 2.00 pm through Video Conference/ Other Audio Visual Means (OAVM) as permitted by the Central Registrar of Co-op. Societies, New Delhi, vide Circular dt. 25.08.2020 to transact business.

This meeting does not require physical presence of members at declared venue. All are requested to remain present and participate through their Mobile Phone/ Laptop/ Computer. All are requested to remain present online.

### **NOTICE TO MEMBERS**

Notice is hereby given that the 81<sup>st</sup> Annual General Meeting of the Members (Shareholders) of THE KAPOL CO-OPERATIVE BANK LTD. will be held on Wednesday 30<sup>th</sup> December, 2020 at 2.00 p.m. through Other Audio Visual Means (OAVM); which is in compliance with the circular Ref No.R-11017/101/2015-L&M dated 25<sup>th</sup> August, 2020 regarding guidelines on conduct of AGM by Multi State Co-operative Banks issued by Director (Co-operation) with the approval of Central Registrar of Co-operative Societies, New Delhi; to transact the following business

- 1) To consider and adopt the Audited Balance sheet as at 31<sup>st</sup> March, 2020 and Profit and Loss account for the year ended 31<sup>st</sup> March, 2020
- 2) To consider the report of Board of Directors for the year 2019-20.
- 3) To consider the Statutory Audit report of M/s. Yardi Prabhu and Associates for the year ended 31<sup>st</sup> March, 2020.
- 4) To consider appointment of Statutory Auditors for the year 2020-2021 and authorize the Board to fix their remuneration.
- 5) Any other matter with the permission of chair.

By order of the Board of Directors

Sd/-  
SANDEEP SETH  
Chief Executive Officer

Mumbai

Dated: 28.11.2020

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Note : In the absence of a quorum within half an hour after the appointed time, the meeting shall stand adjourned and the adjourned meeting will be conducted immediately thereafter irrespective of the rule of quorum in terms of Bye-law No.23.

### **: Instructions for Annual General Meeting :**

1. If the meeting is adjourned for want of quorum, the same shall be held after half an hour on the same day through the VC/OAVM and requirement of the quorum will not be necessary for the adjourned meeting. The counting of quorum will be done on the basis of number of members logged in at the scheduled time of the meeting as per instructions provided by the bank hereunder for attending Annual General Meeting.
2. If the said Annual General Meeting is interrupted due to technical reason or any unforeseen circumstances, the meeting will be continued on the same link, after problem is solved.
3. The Bank financials is also available on [www.kapolbank.com](http://www.kapolbank.com) and [www.evoting.nsdl.com](http://www.evoting.nsdl.com) websites. We have also sent soft copy of the Notice of AGM/ Financials by email to members (whose email ID is available with Bank).
4. Balance Sheet, P & L Account for the year ended on 31st March 2020 and disclosures as per norms of Reserve

Bank of India are kept on Notice Board of the Bank at Head Office & Branches.

5. Members who propose to ask questions in respect of Agenda items can send email at [share@kapolbank.com](mailto:share@kapolbank.com) mentioning their Member No. & Name between 19.12.2020 to 22.12.2020.
6. Please provide your e-mail address & Mobile number so that Bank can send you email &/or SMS. Also provide change in address, if any, to the Bank.
7. As per bye-laws of the Bank, Active Membership is decided on the basis of presence at Annual General Meeting and contribution in financial transaction with the bank, in the form of deposits/ loans &/or availment of services of the Bank.
8. Members to fill up Nomination Form for shares, if not filled up earlier.
9. Members are requested to comply with KYC documents.
10. A member can attend or join Annual General Meeting by using devices like Smart phone/ Laptop/ Computer.
11. On First day i.e. on 30.12.2020, members are requested to login 30 minutes before scheduled time of meeting by following the instructions hereunder. Attendance of the Members on this day will be considered for quorum.
12. Companies who are Members can appoint Authorised Representative to Attend & Vote at AGM. They should submit Resolution for appointing Authorised Representative 10 days prior to date of meeting on [share@kapolbank.com](mailto:share@kapolbank.com)

**As per guidelines issued by Central Registrar New Delhi in their Circular dtd.25.08.2020, process of Video Conference/Audio Visual Meeting will be for 5 days, w.e.f 30.12.2020 to 03.01.2021.**

**Instructions for members for attending the AGM through VC/OAVM are as under :**

1. Members will be provided with a facility to attend the AGM through VC/OAVM through the NSDL e-Voting system. Members may access the same at <https://www.evoting.nsdl.com> under shareholders/ members login by using User ID & Password. The link for VC/ OAVM will be available in shareholder/ members login where the Name of the Bank will be displayed.
2. Members are encouraged to join the Meeting through Laptops for better experience.
3. Members will be required to use Internet with a good speed to avoid any disturbance during the meeting.
4. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Network issue or any technical problem from your side.

**A) Instructions to join meeting on 30.12.2020 through VC/OAVM:**

1. Members will get their User ID & Password in PDF file along with this notice via email. PDF is password protected. To open pdf file, your Password will be **(Membership Number)**.
2. To open the internet browser and type- <https://evoting.nsdl.com> & click on "Shareholder/Member" login button.
3. To login first time, enter User ID & Password provided in attached pdf file.
4. The "Password Change" menu will appear on the screen. Add new password of your choice of minimum 8 digits or characters or combination of both.
5. After successful login, Home Page of e-Voting will open.
6. Then you have to click on "Join General Meeting- VC/ OAVM".
7. Members who don't have email registered with the Bank. They will have to contact nearest Branch and via Branch to share department prior to meeting date. We will provide them User ID and Password. Then procedure as above is to be followed.
8. On the First day of meeting 30.12.2020, items of Agenda will be presented.

**B) Instructions for 31/12/2020 & 01.01.2021:**

1. Members can post their questions in respect of Agenda on 30.12.2020 and 31.12.2020 on the email [share@kapolbank.com](mailto:share@kapolbank.com). Responses to queries shall be posted on 01.01.2021 till 5.00 PM on respective email and will be posted on the website of the Bank [www.kapolbank.com](http://www.kapolbank.com)

**C) Instructions for 02/01/2021 & 03/01/2021 for e-Voting :**

1. Members are requested to cast their votes on Resolution presented in Annual General Meeting from 02.01.2021 to 03.01.2021 from 9.00 am to 5.00 pm. The remote e-Voting module shall be disabled by NSDL for voting thereafter.
2. Procedure for e-Voting: Follow the instruction no. A-1 to 5 & then you have to click on “e-Voting”. After you click on “e-Voting” on subjects of Agenda, Resolutions will be displayed. There you have to cast your vote by clicking appropriate option & click on “Submit” & also “Confirm” when prompted.
3. Upon confirmation, the message “Vote Cast Successfully” will be displayed.
4. The results of e-voting will be declared upon completion of counting of votes on the website [www.kapolbank.com](http://www.kapolbank.com) and [www.evoting.nsdl.com](http://www.evoting.nsdl.com)

**D) General Instructions:**

1. To organise online Annual General Meeting, National Securities Depository Ltd. (NSDL) has been appointed.
2. If members find any technical problem in Log in, they may contact on 022-26630181 & 022-26630182.
3. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to contact nearest branch with your User ID or Folio Number.
4. In case of queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-Voting user manual for Shareholders available at the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or toll free number 1800-222-990 or send your problem to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) with your User ID.

By order of the Board of Directors

Sd/-  
SANDEEP SETH  
Chief Executive Officer

Mumbai  
Dated: 28.11.2020

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