



## **TATA POWER TRADING CO. LTD.**

### **NOTICE**

NOTICE IS HEREBY GIVEN THAT THE SEVENTEENTH ANNUAL GENERAL MEETING of THE MEMBERS OF TATA POWER TRADING COMPANY LIMITED will be held on Thursday, 10<sup>th</sup> September 2020 at 2.30 p.m through Video Conferencing (“VC”)/ Other Audio - Visual Means (“OAVM”) to transact the following business:-

#### **Ordinary Businesses**

1. Adoption of Accounts

To receive, consider and adopt the Audited Financial Statements of the Company for the financial year ended 31<sup>st</sup> March, 2020 together with the Reports of the Board of Directors and the Auditors thereon.

2. Appointment of Director retiring by Rotation

To appoint a Director in place of Mr. Praveer Sinha (DIN: 01785164), who retires by rotation and is eligible for re-appointment.

#### **NOTES:**

1. In view of the massive outbreak of the COVID-19 pandemic, social distancing is to be a prerequisite and pursuant to the Circular No. 14/2020 dated April 08, 2020, issued by the Ministry of Corporate Affairs, the 17<sup>th</sup> AGM of the Company is being conducted through VC/OAVM facility which does not require physical attendance of the Members at a common venue. The deemed venue for the AGM shall be the registered office of the Company.
2. In terms of Circular No. 14/2020 dated April 08, 2020, issued by the Ministry of Corporate Affairs, since the physical attendance of members has been dispensed with, the facility of appointment of proxies by members under section 105 of the Act will not be available for this AGM and Hence the Proxy Form, Attendance Slip and Route Map of AGM are not annexed to this Notice However, in pursuance of section 112 and section 113 of the Act, authorised representatives of the members may be appointed for the purpose of participation and voting in the AGM through VC/OAVM.



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3. Pursuant to the MCA circulars, in view of the prevailing situation, owing to the difficulties involved in dispatching physical copies, the notice of the 17<sup>th</sup> AGM are being sent only by email to the members at their email addresses registered with the Company.
4. The Members can join the AGM through VC/OAVM facility which shall be kept open for the members from 1.45 p.m i.e 15 minutes before the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The Company may close the window for joining the VC/OAVM facility 15 minutes after the scheduled time to start of the AGM.
5. As per section 107 of the Companies Act, 2013 above resolutions will be pass with help of voting by a show of hands as it is easier and more straight forward on a practical level at the AGM.
6. The members may note that the VC/OAVM facility will be available on a first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, Auditors, who are allowed to attend the AGM without restriction on account of first come first served principle.
7. The attendance of the Members attending the 17<sup>th</sup> AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.
8. The Members will be allowed to pose questions during the course of the Meeting. The queries can also be given in advance at [neha.malik@tatapower.com](mailto:neha.malik@tatapower.com)
9. AGM has been convened through VC/OAVM in compliance with applicable provisions of the Companies Act, 2013 read with MCA Circular No. 14/2020 dated April 08, 2020, MCA Circular No. 17/2020 dated April 13, 2020 and MCA Circular No. 20/2020 dated May 05, 2020.
10. Corporate Members are required to send scanned Copy (PDF/JPG Format) of its Board Resolution authorizing its representative to attend and vote at the Annual General Meeting (AGM) through VC / OAVM on its behalf.
11. In case of joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote.
12. Relevant documents referred to in the Notice and the accompanying Statement are open for inspection by the members at the Registered Office of the Company on all working days, during business hours up to the date of the Meeting.



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13. In case of a demand for a poll, the members shall cast their vote on the resolutions only by sending emails through their email addresses that are registered with the Company. The said emails to be sent to [neha.malik@tatapower.com](mailto:neha.malik@tatapower.com).
14. Instructions for members participating in the 17<sup>th</sup> AGM through VC/OAVM facility are as under:
- Members may attend the AGM, by following the invitation link sent to their registered email ID. By Clicking on JOIN MEETING they will be redirected to Meeting Room via browser or by running Temporary Application. Members are encouraged to join the Meeting through Laptops for better experience.
  - In case of Android/iphone connection, participants will be required to download and Install the appropriate application as given in the mail to them. Application may be downloaded from Google Play Store/ App Store.
  - Further Members will be required to allow Camera and use Internet audio settings as and when asked while setting up the meeting on Mobile App.
  - Please note that participants connecting from mobile devices or tablets or through laptop connecting via mobile hotspot may experience audio/video loss due to fluctuation in their respective network. It is therefore recommended to use stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
  - The helpline number for joining the Meeting through electronic mode will be provided in the meeting invitation which will be sent to the eligible applicants.

By **Order of the Board of Directors,**

Neha Malik  
(Company Secretary)  
FCS: 10045

Noida, 5<sup>th</sup> September 2020

**Registered Office:** Carnac Receiving Station,

34, Sant Tukaram Road, Mumbai 400 009

CIN: U40100MH2003PLC143770

Tel: 022 67171000

Website: [www.tatapowertrading.com](http://www.tatapowertrading.com)

E-mail: [neha.malik@tatapower.com](mailto:neha.malik@tatapower.com)



## TATA POWER TRADING CO. LTD.

Details of the director(s) seeking re-appointment/appointment at the forthcoming Annual General Meeting  
(in pursuance to the Secretarial Standard-2 on General Meetings)

Name of Director	Mr. Praveer Sinha
Date of Birth	8 <sup>th</sup> April, 1962
Date of Appointment	10 <sup>th</sup> May, 2018
Expertise in functional areas	Mr. Praveer Sinha is Chairman of the Board of Directors of the company with effect from 19 <sup>th</sup> July 2019. Mr Sinha is also CEO and Managing Director of The Tata Power Company Ltd (TPCL). Prior to assuming the current role, he was CEO & Managing Director of Tata Power Delhi Distribution Limited (Tata Power-DDL). He brings with him a wealth of knowledge and experience in successfully implementing power projects in India & abroad as also power distribution services which have created opportunities and empowered the local community.
Qualifications	Mr. Sinha is Graduate in Electrical Engineering from Punjab Engineering College and also holds a Master's Degree in Business Law from National Law School, Bengaluru. He is also a member of the Faculty Board at Faculty of Management Studies (FMS), and a member of Board of Governors at the Indraprastha Institute of Information Technology, Delhi. He is a Research Scholar at the Indian Institute of Technology, Delhi and is also a visiting Scholar at Massachusetts Institute of Technology, Boston, USA.
Remuneration	NIL
Directorships held in other companies (excluding foreign Companies)	1. The Tata Power Company Limited 2. Tata Power Renewable Energy Limited 3. Tata Power Delhi Distribution Limited 4. Tata Power Solar System Limited



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Name of Director	Mr. Praveer Sinha
Committee positions held in other companies	<p><b>Corporate Social Responsibility Committee</b>  <i>Member</i>  Tata Power Co. Ltd.</p> <p><b>Executive Committee of the Board</b>  <i>Member</i>  Tata Power Co. Ltd.</p> <p><b>Committee of Directors</b>  <i>Member</i>  Tata Power Co. Ltd.</p> <p><b>Committee for Sale of Properties</b>  <i>Member</i>  Tata Power Co. Ltd.</p> <p><b>Nomination and Remuneration Committee</b>  <i>Member</i>  Tata Power Delhi Distribution Limited  Tata Power Renewable Energy Limited</p> <p><b>Long Term Loans and Borrowings Committee</b>  <i>Member</i>  Tata Power Delhi Distribution Limited</p>
Number of Shares held	Nil
Number of Board Meetings attended during the year	5