

Dear Members,

NOTICE is hereby given that the Third Annual General Meeting of Sotech Development India Private Limited will be held through Video Conferencing on Friday, September 30, 2026 at 5 pm through Video Conferencing to transact the following business:

Ordinary Businesses:

- (1) To receive, consider and adopt the Standalone Audited Financial Statements as at March 31, 2026 and the Report of the Directors and Auditors thereon

By order of the Board

For **Sotech Development India Private Limited**

Sd/-

Mayuri Vats

Whole-time Director

DIN: 10695622

Date: 28<sup>th</sup> September 2026

Place: New Delhi

**NOTES:**

1. Members may note that since the meeting is being conducted through VC, the proceedings shall be deemed to have been made at the place of the meeting.
2. Pursuant to General Circular Nos. 14/2020 dated April 8, 2020, General Circular No. 17/2020 dated April 13, 2020, General Circular No. 20/2020 dated May 5, 2020, General Circular No. 22/2020 dated June 15, 2020, General Circular No. 33/2020 dated September 28, 2020, General Circular No. 39/2020 dated December 31, 2020, General Circular No. 02/2021 dated January 13, 2021, General Circular No. 10/2021 dated June 23, 2021, General Circular No. 19/2021 dated December 08, 2021, General Circular No. 20/2021 dated December 08, 2021, General Circular No. 21/2021 dated December 14, 2021, General Circular No. 2/2022 dated May 05, 2022, General Circular No. 3/2022 dated May 05, 2022, General Circular No. 11/2022 dated September 28, 2022, General Circular No. 10/2022 dated December 28, 2022 and General Circular No. 09/2023 dated September 25, 2023 and General Circular No. 09/2024 dated September 19, 2024 respectively, issued by the Ministry of Corporate Affairs (“**MCA Circulars**”) the AGM of the Company is being conducted through VC Facility, which does not require physical presence of members at a common venue. The deemed venue for the AGM shall be the Registered Office of the Company.

3. A member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his / her behalf and the proxy need not be a member of the Company. Since the meeting is being held in accordance with the MCA Circulars through VC, the facility for appointment of proxies by the members will not be available.
4. In case of joint holders, the Member whose name appears as first holder in the order of names as per the Register of Members of the Company will be entitled to vote at the AGM.
5. Participation of members through VC will be reckoned for the purpose of quorum for the meeting as per Section 103 of the Companies Act, 2013.
6. Notice of AGM along with Annual Report is being sent by electronic mode to those Members on their email address. The AGM notice along with the Annual Report is also available on Company's website. Physical copies of the notice are not being dispatched.
7. Corporate members are requested to send a duly certified copy of the Board resolution authorizing their representative to attend and vote at the meeting.
8. The Register of Members and Key Managerial Personnel and their Shareholding, Register of Contracts or Arrangements in which Directors are interested and relevant documents referred to in the notice and the accompanying statement will be open for inspection by the members up to the date of the meeting at the Registered Office of the Company on all working days, during business hours up to the date of the meeting. Members seeking any information with regard to the financial statements or any other matters to be placed at the AGM are requested to write the company latest by September 30, 2026 on [legal.india@sotech.co.in](mailto:legal.india@sotech.co.in) from their registered email address.
9. The Company has made arrangements to allow members to participate through VC. The link has been sent with the email. Members can also download Microsoft Teams from their App store or play store available on mobile phone and attend the meeting.
10. For any queries in relation to attending the AGM through VC or need any assistance with using the technology to attend the AGM, you may reach out at [legal.india@sotech.co.in](mailto:legal.india@sotech.co.in).
11. The facility to join the AGM is kept open from 4:50 pm and shall not be closed till the expiry of fifteen minutes after the scheduled time of meeting.
12. Voting rights will be reckoned on the paid-up value of equity shares registered in the name of the members on September 30, 2026 ("**Cut-off date**"). Only those Members whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners as on the Cut-off date will be entitled to cast their votes.
13. Voting at the meeting will be done by way of show of hands. In case a poll is required, members can cast their vote on the resolutions only by sending emails through their email addresses which are registered with the Company. The said emails can only be sent at [legal.india@sotech.co.in](mailto:legal.india@sotech.co.in). Members casting their vote through email should do so only during the meeting and not at any time before the commencement of the meeting. If any email is received after the closure of the meeting, it will be considered that no reply from

the member has been received. Additionally, please note that the vote cast through email shall be considered invalid if:

- a. it is not possible to determine without any doubt the assent or dissent of the member; and/or
- b. a competent authority has given directions in writing to the Company to freeze the voting rights of the member; and/or
- c. the member has made any amendment to the resolution set out herein or imposed any condition while exercising his vote.