

7. The shareholders are hereby informed that all the correspondence in connection with the shares is addressed to the Registrar & Share Transfer Agent M/S LINK INTIME PRIVATE LIMITED, at C 101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai - 400083.
8. Members/Proxies should bring the Attendance Slip sent herewith duly filled in for attending the Meeting.
9. Members are requested to send their queries, if any, at least seven days in advance of the meeting.
10. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in Securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their Depository Participant with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN to the Company/ Link Intime Private Limited.
11. Members holding shares in single name and physical form are advised to make nomination in respect of their shareholding in the Company.
12. Members holding shares in electronic form are hereby informed that bank particulars registered against their respective depository accounts will be used by the Company for payment of dividend.
13. The Company or its Registrars cannot act on any request received directly from the Members holding shares in electronic form for any change of bank particulars or bank mandates. Such changes are to be advised only to the Depository Participant of the Members. Members holding shares in physical form and desirous of either registering bank particulars or changing bank particulars already registered against their respective folios for payment of dividend are requested to write to the Company.
14. To prevent fraudulent transactions, members are advised to exercise due diligence and notify the Company of any change in address or demise of any member as soon as possible. Members are also advised not to leave their demat account(s) dormant for long. Periodic statement of holdings should be obtained from the Concerned Depository Participant and holdings should be verified.
15. Electronic copy of the Annual Report is being sent to all the members whose email IDs are registered with the Company/Depository Participant(s) for communication purposes unless any member has requested for a hard copy of the same. For members who have not registered their email address, physical copies of the Annual Report is being sent in the permitted mode.
16. Electronic copy of the Notice of the 25th Annual General Meeting of the Company inter alia indicating the process and manner of E-voting along with Attendance Slip and Proxy Form is being sent to all the members whose email IDs are registered with the Company/Depository Participant(s) for communication purposes unless any member has requested for a hard copy of the same. For members who have not registered their email address, physical copies of the Notice of the 25th Annual General Meeting of the Company inter alia indicating the process and manner of E-voting along with Attendance Slip and Proxy Form is being sent in the permitted mode.
17. Members may also note that the Notice of the 25th Annual General Meeting and the Annual Report for 2017-18 will also be available on the Company's website at www.choksilab.com for download. The physical copies of the aforesaid documents will also be available at the Company's Registered Office for inspection during normal business hours (11.00 A.M. to 5.00 P.M.) on all working days except Saturdays and Sundays, up to and including the date of the Annual General Meeting of the Company. Even after registering for e-communication, members are entitled to receive such communication in physical form, upon making a request for the same, by post free of cost. For any communication, the shareholders may also send requests to the Company's investor email id: compliance_officer.com.
18. **E-voting (E-VOTING PROCESS)**
 - (I) In compliance with provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended, and SEBI (Listing obligation and Disclosure Requirements) Regulation 2015, the Company is pleased to provide its members facility to exercise their right to vote at the annual general meeting by electronic means and the business may be transacted through the e-voting services provided by Central Depository Services (India) Limited.

The instructions for shareholders voting electronically are as under:

 - (i) The voting period begins on 25th September 2018, 9.00 am and ends on 27th September 2018, 5.00pm. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of 19th September 2018 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
 - (ii) The shareholders should log on to the e-voting website www.evotingindia.com.

None of the Directors / Key Managerial Personnel of the Company / their relatives are, in any way, concerned or interested, financially or otherwise, in the above resolution except the Director himself to the extent of his shareholding in the Company.

The Board recommends Resolution as set out in item no. 6 for approval of members as Special Resolution.

Place: Indore
Date: 13th August, 2018

**By Order of the Board
For CHOKSI LABORATORIES LIMITED**

Registered Office:
6/3, MANORAMAGANJ,
INDORE, MP-452001
CIN: L85195MP1993PLC007471

**Sd/-
Sanjay Chourey
Company Secretary & Compliance Officer**

Contact Information
Mr. Sanjay Chourey
Company Secretary & Compliance Officer
E-mail: compliance_officer@choksilab.com
Phone No.0731-4243888

DETAILS OF DIRECTOR SEEKING APPOINTMENT/ RE-APPOINTMENT

Name of Director	Mr. Sunil Choksi	Mr. Ratnesh Sadoriya	Mr. Mayank Pandey	Mr. Sudarshan Shastri
Date of Birth	01/09/1955	28/08/1979	01/03/1980	17/05/1943
Age	63 Years	49 Years	38 Years	75 Years
Date of Appointment	01/09/2008	30/05/2018	30/05/2018	30/01/1999
Experience in specific functional area	20 Years in Chemical Industries	22 Years as professional	15 Years as Professional	30 Years as Professional
No & % of Equity share held in the Company	7.51%	Nil	Nil	06%
List of outside company's directorship held in Public Limited Company	Jash Engineering Limited	Nil	Prestec Systems Private Limited, Virim InfoTech Private Limited	Divya Jyoti Limited
Chairman / Member of the Committees of the Board of Directors of the Company	Nil	Member in Audit and Stakeholder Committee	Member in Nomination and Remuneration Committee	Chairman in Audit, Nomination & Remuneration and Stakeholder Committee
Chairman/Member of the Committees of the Board Directors of other Companies in which he is director	Nil	Nil	Nil	Audit , Remuneration and Stakeholder Committee
Relation between director inter -se	Relative of Director	No relation	No relation	No Relation