



SUJANA METAL PRODUCTS LIMITED

Regd. Office: 41, Nagarjuna Hills, Panjagutta, Hyderabad - 500 082.

Webiste : www.sujana.com, CIN : L28120TG1988PLC008610

NOTICE

Notice is hereby given that the **Twenty Fourth Annual General Meeting (24th AGM)** of the members of the Company will be held on **Tuesday, the 30th day of September, 2014** at 11.00 a.m. at **"Kohinoor", Taj Deccan, Road No.1, Banjara Hills, Hyderabad-500034**, to transact the business as set out in the Notice of the AGM.

Electronic copies of the Annual Report for the financial year 2013-14 along with the Notice of the 24th AGM have been sent to all the Shareholders whose email ids are registered with the Company's Registrar & Share Transfer Agents (RTAs), M/s. Bigshare Services Private Limited and Physical copies of the same have been dispatched to all other Shareholders to their registered address in the permitted mode.

The Register of Members and the Share Transfer Books of the Company will remain closed on Thursday, 25th September, 2014 (One day only) for the purpose of the 25th AGM of the Company.

Members, who wish to receive physical copies of the said Annual Report may write to the Secretarial Department at the Registered and Corporate Office of the Company.

As per Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, the Company is providing its Shareholders, the facility to cast their vote by electronic means on all the resolutions set forth in the Notice through www.evotingindia.com (**EVSN:140905043**). The details as required pursuant to the provisions of the Companies Act, 2013 and Rules made thereunder are given below:

1. Date of completion of dispatch of Notice is 6th September, 2014
2. The e-voting period shall commence on 22nd September, 2014 (9.30 a.m.) and end on 24th September, 2014 (6.00 p.m.). The e-voting module shall be disabled by CDSL for voting thereafter. During the e-voting period, members of the Company, holding shares either in physical form or dematerialized form, as on the cut-off date i.e., 12th September, 2014, will be eligible to cast their vote electronically. Once the vote on a resolution is cast by the shareholders, it can't be changed subsequently.
3. Shri Y. Ravi Prasada Reddy, Practicing Company Secretary has been appointed as Scrutinizer for conducting/supervising e-voting.
4. The Notice of 24th AGM is available on Company's website w.e.f. 5th September, 2014 .

For any queries or grievances pertaining to the e-voting procedure, shareholders may get in touch with the following:

A. M/s. Bigshare Services (P) Limited

306, 3rd Floor, Right Wing, Amrutha, Ville, Opp: Yashoda Hospital
Raj Bhavan Road, Somajiguda, Hyderabad - 500 082
Tel : 040-23374967, mail id: sshyd1@bigshareonline.com

B. M/s. Central Depository Services (India) Limited (CDSL)

17th Floor, Phiroze Jeejeebhoy Towers, Dalal Street, Fort, Mumbai - 400001
Tel: 022-22723333, Fax: 022-22723199, Helpdesk: 18002005533
Mail id: helpdesk.evoting@cdslindia.com

C. The Company Secretary

M/s. Sujana Metal Products Limited
Plot No. 41, Nagarjuna Hills, Panjagutta, Hyderabad -500 082, Telangana
Tel: +91 40 23351882/85/87, Email : info.smpl@sujana.com

For electronic voting instructions, members may go through the instructions sent with the Notice of 24th AGM and in case of any queries/grievances connected with electronic voting, members may refer the Frequently Asked Questions (FAQs) and e-voting User Manual for Shareholders, available at the download section of www.evotingindia.com.

By order of the Board
for **SUJANA METAL PRODUCTS LTD.**

Place : Hyderabad
Date : 09.09.2014

Sd/- **R.K. Birla**
Managing Director