**GLEAM FABMAT LIMITED**

**CIN:** L28999DL2018PLC335610

**Registered Office:** 5504/15, G/F, Basti Harpool Singh, Sadar Bazar, New Delhi - 110006

**Tel:** 8068211160**; e-mail id:** gleam.fml@gmail.com

**Website:** <http://www.gfl.org.in>.

**NOTICE OF 04th ANNUAL GENERAL MEETING AND REMOTE E-VOTING INFORMATION AND BOOK CLOSURE**

1. Notice is hereby given that the 04th Annual General Meeting (AGM) of the members of Gleam Fabmat Limited (Company) will be held on Thursday, 29th day of September, 2022 at 04:00 P.M IST at through Video Conference (VC)/ Other Audio Video Means (OAVM), to transact the businesses as set out in the Notice of AGM in compliance with the applicable provisions of the Companies Act, 2013 (Act) and Rules framed thereunder read with General Circular issued from time to time, respectively circulars issued by the Ministry of Corporate Affairs ("MCA Circulars").
2. Electronic copies of the Notice of the AGM and the Annual Report for the financial year ended 31st March, 2022 of the Company has been sent to all the members, whose email ids are registered with the Company/RTA/Depository participant(s), as on the cut-off date i.e. 02nd September, 2022. Please note that the requirement of sending physical copy of the Notice of the 04th AGM and Annual Report to the Members have been dispensed with vide MCA Circulars. The Notice and the Annual Report will also be available and can be downloaded from the website of the Company http://www.gfl.org.in.
3. The facility of casting the votes by the members (“e-voting”) will be provided by Central Depository Services (India) Limited (CDSL) and the detailed procedure for the same is provided in the Notice of the AGM. The remote e-voting period commences on 26th September, 2022 (09:00 A.M.) and end on 28th September, 2022 (05:00 P.M). During this period, members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 22nd September, 2022, may cast their vote by remote e-voting or by e-voting at the time of AGM. Members participating through in person shall be counted for reckoning the quorum under Section 103 of the Act.
4. Members, who are holding shares in physical/electronic form and their e-mail addresses are not registered with the Company/their respective Depository Participants, are requested to register their e-mail addresses at the earliest by sending scanned copy of a duly signed letter by the Member(s) mentioning their name, complete address, folio number, number of shares held with the Company along with self-attested scanned copy of the PAN Card and self-attested scanned copy of any one of the following documents viz., Aadhaar Card, Driving License, Election Card, Passport, utility bill or any other Govt. document in support of the address proof of the Member as registered with the Company for receiving the Annual Report 2021-22 along with AGM Notice by email to gleam.fml@gmail.com. Members holding shares in demat form can update their email address with their Depository Participants. The notice of the AGM contains the instructions regarding the manner in which the shareholders can cast their vote through remote e-voting or by e-voting at the time of AGM.
5. The Register of Members and Share Transfer books of the Company will remain closed from Friday, 23rd September, 2022 to Thursday, 29th September, 2022 (both days inclusive).
6. The Notice of AGM and Annual Report for the financial year 2021-2022 has been sent to members in accordance with the applicable provisions.

|  |  |
| --- | --- |
|  | **For** **Gleam fabmat Limited** |
| **Place: New Delhi**  **Date: 07.09.2022** | **Sd/-**  **Amit Gupta**  **Managing Director**  **DIN:**  **03038181** |