

## GENERAL SHAREHOLDERS' INFORMATION

### **Means of Communication**

- Quarterly Financial Results are published in English in Business Standard, Kolkata and Mumbai Edition and in Assamese namely Amar Assam, Jorhat, Guwahati and Lakhimpur Edition.
- Management Discussion and Analysis is a part of Annual Report.

### **Implementation of Code of Conduct**

The Company has adopted the "Code of Conduct" for its employees at all levels including Key Managerial Personnel and Directors. The Code has been circulated among all employees. As required under Regulation 17 (5) of SEBI (Listing Obligations & Disclosure Requirement) Regulations, 2015, the affirmation as regards to compliance with the Code from Directors and Key Managerial Personnel has been obtained for 2016-17. Code of Conduct is further available at Governance section of the Website.

### **Compliance with SEBI (Prohibition of Insider Trading Regulations) 2015**

In pursuance of these regulations, the Company has formulated "Code of Fair Disclosure of Unpublished Price Sensitive Information" and "Code of Conduct of Insiders of the Company", which are appearing in the "Policies" section of the website.

### **Annual General Meeting**

- **Day and Date: Friday, 15<sup>th</sup> September 2017**
- **Time: 9.30 a.m.**
- **Venue: Registered Office, Indu Bhawan, Mahatma Gandhi Road, Jorhat-785001**

### **Financial calendar for FY 2017-18**

- First Quarter Results : Within Last Week of August, 2017
- Half Yearly Results : Within Last week of November, 2017
- Third Quarter Results : Within 2<sup>nd</sup> Week of February, 2018
- Fourth Quarter/ Annual Results : End of May 2018

### **Dividend**

The Board of Directors have recommended equity dividend of Rs. 3/- per equity share for the financial year 2016-17.

### **Book Closure Dates**

Saturday, 9<sup>th</sup> September 2017 to Friday, 15<sup>th</sup> September 2017. (Both days inclusive)

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### **Record Dates**

Record Date for eligibility of Dividend: Friday, 8<sup>th</sup> September 2017

Record Date for eligibility of remote Evoting: Friday, 8<sup>th</sup> September 2017

### **Instructions to Shareholders for Remote E-voting for AGM 2017.**

- I. The remote e-voting period commence on Tuesday, 12<sup>th</sup> September, 2017 at 10 a.m. and ends on Thursday, 14<sup>th</sup> September 2017 at 5 p.m. During this period, shareholders holding shares either in physical form or in dematerialized mode as on Friday, 8<sup>th</sup> September 2017 may cast their vote electronically. The remote e-voting module will be disabled by CDSL for voting hereafter. Once the vote on resolution is casted by the shareholder, he shall not be allowed to change it subsequently. For details e-voting instructions shareholders are requested to refer to notice of the AGM.
- II. Shareholders having any queries or issues regarding remote e-voting, may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com), under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com). Alternatively, they can contact the RTA at [mcssta@rediffmail.com](mailto:mcssta@rediffmail.com) or write to the company [investorrelations@bandaltd.in](mailto:investorrelations@bandaltd.in).
- III. The voting rights of the shareholder will be in proportion of their shares as on Friday, 8<sup>th</sup> September 2017 to the paid up equity share capital of the company. However, any person who acquire share(s) and become a member after dispatch of notice and held shares as on cutoff date may obtain the sequence number of remote e-voting by sending a request to the company's RTA at [mcssta@rediffmail.com](mailto:mcssta@rediffmail.com).
- IV. Provision of electronic voting will not be extended at the venue of the annual general meeting, however those members who have not casted their vote through remote e-voting will be allowed to vote on poll. Those members who have exercised their voting through remote e-voting prior to the meeting may participate in the annual general meeting but will not be entitled to vote on poll during the meeting.
- V. Mr. Ashok Kumar Daga, Practicing Company Secretary (Membership No. FCS 2699) has been appointed as the "Scrutinizer" to scrutinize the e-voting process in a fair and transparent manner.
- VI. The Scrutinizer will make his report of the votes casted in favour or against, if any, to the Chairman or a person authorized by him on Saturday, 16<sup>th</sup> September, 2017 and he shall declare the results of the voting forthwith.
- VII. The results declared along with the Scrutinizer's Report shall be placed on the company's website [www.barooahs.com](http://www.barooahs.com) and will be available in the website of CDSL and will be communicated to Bombay Stock Exchange where the shares of the company is listed.

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- VIII. Shareholders can also cast their vote using CDSL's mobile applications M-voting available for and android based mobiles. The M-voting application can be downloaded from Google Play. Apple and Windows phone users can download the application from the Application store and Windows phone store respectively. Please forward the instructions as prompted by the mobile application while voting on your mobile.

### **Dividend Payment Dates**

The dividend for the Financial Year 2016-17 as recommended by the Board of Directors, if declared in the Annual General Meeting will be paid on or after 20<sup>th</sup> September 2017.