



WEST COAST PAPER MILLS LIMITED

Regd. Office: Bangur Nagar, Dandeli - 581 325, Uttara Kannada, Karnataka
CIN: L02101KA1955PLC001936, GSTN: 29AAACT4179N1ZO, Phone: (08284) 231391-395 (5 Lines), Fax: (08284) 231225,
E-mail: co.sec@westcoastpaper.com, Website: www.westcoastpaper.com

NOTICE

NOTICE is hereby given that the 70th Annual General Meeting of the Members of **WEST COAST PAPER MILLS LIMITED** will be held through Video Conferencing ("**VC**")/ Other Audio-Visual Means ("**OAVM**") on **Thursday, the 28th August, 2025, at 11.30 A.M.** to transact the following business:

ORDINARY BUSINESS:

- 1) To consider and adopt the Standalone Audited Financial Statements for the year ended 31st March, 2025 including the Reports of the Directors and Auditors thereon.
- 2) To consider and adopt the Consolidated Audited Financial Statements for the year ended 31st March, 2025 including the Reports of Auditors thereon.
- 3) To declare dividend on Equity share for the Financial Year ended on 31st March, 2025.
- 4) To appoint a Director in place of Shri Rajendra Jain (DIN: 07250797), who retires by rotation under the Articles of Association of the Company and being eligible, offers himself for re-appointment.

SPECIAL BUSINESS:

- 5) **Appointment of Shri Umesh Kini (M.No.29159), Cost Accountant, as Cost Auditor of the Company and ratification of remuneration for financial year 2025-26.**

To consider and, if thought fit, to pass with or without modifications, the following resolution as an **Ordinary Resolution**:

"RESOLVED THAT pursuant to Section 148(3) and all other applicable provisions of the Companies Act, 2013 ("**the Act**") read with the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force), and pursuant to the recommendation of the Audit Committee and as approved by the Board of Directors of the Company, the consent of the shareholders of the Company be and is hereby accorded to the ratification of the remuneration to Shri Umesh Kini (M.No.29159), Cost Accountant, appointed as Cost Auditor of the Company to conduct the audit of the cost accounts records maintained by the Company, for the financial year ending 31st March 2026, and that the said Cost Auditor be paid a remuneration of Rs 2,00,000 (Rupees Two Lakh) plus applicable taxes & out of pocket expenses be and are hereby ratified."

"RESOLVED FURTHER THAT, the Board of Directors (including any duly constituted Committee of the Board thereof) and/or the Company Secretary of the Company, be and are hereby authorized to do all acts and take all such acts, deeds, matters and steps as may be necessary, proper or expedient to give effect to this Resolution."

- 6) **Appointment of M/s N G J & Co., Company Secretaries, Bangalore (Firm Unique Code no. P2015KR043200) as the Secretarial Auditor of the Company and fix their remuneration**

To consider and, if thought fit, to pass with or without modifications, the following resolution as an **Ordinary Resolution**:

"RESOLVED THAT pursuant to Section 204(1) of the Companies Act, 2013 ("**the Act**") read with Rule 9 of the Companies (Appointment & Remuneration of Managerial Personnel) Rules, 2014, Rule 8 of the Companies (Meeting of Board and its Powers) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force) and Regulation 24A of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and based on the recommendation of the Audit Committee and the approval of the Board of Directors of the Company in their meeting held on 23rd May, 2025, the consent of shareholders of the Company be and is hereby accorded

to the appointment of M/s N G J & Co., Company Secretaries, Bangalore (Firm Unique Code no. P2015KR043200) as Secretarial Auditors of the Company to conduct Secretarial Audit of the records of the Company and to hold office from the conclusion of ensuing Annual General Meeting to the conclusion of the sixth Annual General Meeting (five years) from the financial year 2025-26 to 2029-30 on a remuneration of Rs.1,75,000/- p.a. (Rupees One Lakh Seventy Five Thousand Only) plus applicable taxes and out of pocket expenses and /or mutually agreed by the Secretarial Auditors and the Board of Directors of the Company from time to time."

"RESOLVED FURTHER THAT the Board of Directors (including any duly constituted Committee of the Board thereof) and/or the Company Secretary of the Company, be and are hereby authorized to do all acts and take all such acts, deeds, matters, things and steps as may be necessary, proper or expedient to give effect of this Resolution."

By Order of the Board

Brajmohan Prasad

Company Secretary

M.No.F7492

Place: Dandeli

Date: 23rd May, 2025

NOTES:

1. An Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 ("**the Act**"), in respect of businesses to be transacted at the Annual General Meeting ("**the AGM**"), as set out under Item No. 5 and 6 above and the relevant details of the Director as mentioned under Item No.4 above as required by Regulation 36(3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("**SEBI LODR**") and as required under Secretarial Standards-2 on General Meeting issued by the Institute of Company Secretaries of India, is at **Annexure-I**.
2. The shareholders of the Company may note that the Ministry of Corporate Affairs ("**MCA**") vide its General Circular nos. 20/2020 dated 05 May 2020, General Circular No. 02/2021 dated 13th January 2021, General Circular No. 19/2021 dated 08th December 2021, General Circular No. 21/2021 dated 14 December 2021, General Circular No. 2/2022 dated 05 May 2022 General Circular No.10/2022 dated 28th December, 2022, General Circular No. 09/2023 dated 25 September 2023 and General Circular No. 09/2024 dated 19th September 2024 (collectively referred to as "**MCA Circulars**"), in relation to the extension of framework provided in the MCA Circulars up to 30th September 2025, and SEBI vide its circular no. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2024/133 dated 3rd October, 2024 on compliance with the provisions of the SEBI LODR, inter-alia has relaxed the applicability of Regulation 44(4) of the SEBI LODR for general meetings (in electronic mode) till 30th September, 2025, have permitted the Companies:
 - (i) to send the annual reports to shareholders only on e-mail who have registered their e-mail ID with the Company/ Depositories;
 - (ii) to hold AGM through VC or OAVM during the year till 30th September, 2025.
3. In compliance with the provisions of Section 108 of the Act read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as substituted by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the SEBI LODR, the Company is pleased to offer its shareholders facility to exercise their right to vote in respect of the businesses to be transacted through E-Voting Services.
4. The Company has entered into an agreement with MUFG Intime India Pvt. Ltd., ("**MUFG**") for availing Electronic Voting facility in compliance with the provisions of Section 108 of the Act, read with Rule 20 of the Companies (Management and Administration) Rules, 2014. E-voting instructions, user ID & Password are being informed by MUFG, to those members who have registered their e-mail ID. Further members who are already in possession of user ID & Password may use the same.
5. The facility for voting through InstaMeet (VC/OAVM) shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote E-voting shall be able to exercise their right at the meeting through InstaMeet (VC/OAVM).

6. The Company will hold the AGM through VC/OAVM facility without physical presence of the members. The necessary details for joining the meeting are given at **Annexure-II**.
7. As the AGM shall be conducted through VC/OAVM, the facility for appointment of Proxy by the Members is not available for this AGM and hence the Proxy Form and Attendance Slip including Route Map are not annexed to this Notice.
8. The meeting shall be deemed to be conducted at the Registered office of the Company.
9. Remote e-Voting period will commence on **25th August, 2025 at 9.00 AM** and end on **27th August, 2025 at 5.00 PM**. Thereafter e-Voting module shall be disabled for voting by MUFG. Voting right will be reckoned on the paid-up value of share registered in the name of members on **21st August, 2025 (Cut Off Date)**.
10. Pursuant to Section 101 and Section 136 of the Act, read with relevant Rules made there under, Annual Report and Notice of AGM is being sent through e-mail to members who have registered e-mail ID with the Company / Depositories. The members who have not registered their e-mail ID with the Company can access the Notice of AGM and Annual Report on the website of the Company **www.westcoastpaper.com/investors**. Members who would like to obtain pdf copy on their e-mail ID, may write an e-mail to **co.sec@westcoastpaper.com**. Pursuant to the Circulars mentioned above, the Company will not send hard copy of Annual Reports.
11. Members may note that the Notice of AGM and Annual Report for the financial year 2024-25 will also be available on the website of the Stock Exchanges i.e. **www.nseindia.com** and **www.bseindia.com**.
12. Pursuant to Section 113 of the Act, corporate members are requested to send a duly certified copy of the Board Resolution authorizing their representative to attend and vote in the AGM, by e-mail before e-Voting/ attending AGM, to **csnaman@ngjoshiandco.com, co.sec@westcoastpaper.com**.
13. The members who are holding shares in physical form and who have not registered their e-mail ID with the Company, can write to by providing their name and folio number and obtain default PAN (if PAN is not registered with the Company) for the purpose of e-Voting and exercise their vote through remote e-Voting or vote electronically during the AGM. The credentials will be provided to the members after verification of all details.
14. As per the provisions of Section 72 of the Act, and Rule 19(1) of the Companies (Share Capital and Debentures) Rules, 2014, members holding shares in physical form may file nomination in the prescribed Form SH-13 with the Company's Registrar and Share Transfer Agent. Members can nominate a person in respect of all the shares held by him singly or jointly. If a member desires to opt out or cancel the earlier nomination and record a fresh nomination, he/she may submit the same in Form ISR-3 or SH-14 as the case may be. The said forms can be downloaded from the website of the Company and RTA. Members holding shares in electronic form may approach their respective DPs to complete the nomination formalities.
15. All documents referred to in the accompanying Notice are open for inspection at the Registered Office of the Company during office hours on all working days, except Saturdays and holidays, between 10:00 Hrs. and 12:00 Hrs. up to the date of the Annual General Meeting and these documents shall be uploaded on the platform of AGM with adequate security feature enabled so as to disallow members from taking copies of such documents
16. The Register of Members and the Share Transfer Books will remain closed from 15th August, 2025 to 28th August, 2025 (both the days inclusive).
17. The dividend on equity shares as recommended by the Board of Directors, if declared at the meeting, will be paid, on or after 2nd September, 2025 to those shareholders whose names appear in the Register of Members on 28th August, 2025. In respect of shares held in electronic form, the dividend will be paid on the basis of beneficial ownership at the close of business hours on 14th August, 2025, based on the details to be furnished by National Securities Depository Limited and Central Depository Services (India) Limited, for this purpose.
18. Payment of Dividend is subject to deduction of income tax at source in accordance with the provisions of Income Tax Act, 1961 and Rules made there under w.e.f. 1st April, 2020. Shareholders who are not liable to pay income tax are requested to download the applicable Tax Exemption Forms from **https://web.in.mpms.mufg.com/client-downloads.html** and upload the said Forms/documents duly completed and signed on **URL: https://web.in.mpms.mufg.com/formsreg/submission-of-form-15g-15h.html**, if unable to upload/email, send the hard copy to MUFG, (RTA of the Company) on or before 14th August, 2025.

19. Pursuant to SEBI Circular: SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023, in case of non-updating of PAN or Choice of Nomination or Contact Details or Mobile Number or Bank Account Details or Specimen Signature in respect of physical folios, dividend etc. shall be paid only through electronic mode with effect from April 01, 2024 upon furnishing all the aforesaid details.
20. If a security holder updates the PAN, Choice of Nomination, Contact Details including Mobile Number, Bank Account Details and Specimen Signature after April 01, 2024, then the security holder would receive all the dividends etc. declared during that period (from April 01, 2024 till date of updating) pertaining to the securities held after the said updating automatically.
21. SEBI Circular and the List of Shareholders having discrepancy as mentioned above is available on the website of the company (under Investor Information) at **<http://www.westcoastpaper.com/compliance/#com5>**
22. In compliance with the SEBI circular, the Company has assigned all the work related to share registry in terms of both physical and electronic to –
MUFG Intime India Pvt. Ltd.,
(Unit: West Coast Paper Mills Ltd.,)
C-101, 247 Park,
LBS Marg, Vikhroli (West)
Mumbai-400 083.
Ph: (022) 49186000; Fax: (022) 49186060;
E-mail: rnt.helpdesk@in.mpms.mufg.com
23. All the members are requested to send/deliver their documents/correspondence relating to the Company's Share Transfer/Demat/Remat requests to the above Registrar and Share Transfer Agent. Members holding shares in physical form are requested to notify promptly any change in their address, to the Registrar and Share Transfer Agent.
 - (i) Members holding shares in electronic form are requested to intimate immediately any change in their address or bank mandates to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form are requested to advise any change in their bank mandates immediately to the MUFG.
 - (ii) Members are requested to register their Permanent Account Number (PAN), E-mail ID and Mobile number with their Depository Participants, in case shares are held in dematerialized form.
 - (iii) Shareholders holding share in physical form are requested to register their PAN, E-mail ID, Mobile Number and Bank Account details on Web portal Link https://web.in.mpms.mufg.com/EmailReg/Email_Register.html or send the hard copy to MUFG (RTA of the Company) before 14th August, 2025.
 - (iv) Members may please note that SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated 25th January 2022 has mandated the listed companies to issue securities in dematerialized form only while processing service requests, viz. issue of duplicate securities certificate, consolidation of securities certificates/folios, transmission and transposition. Further SEBI vide Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/65 dated 18th May 2022 has simplified the procedure and standardized the format of documents for transmission of securities. Accordingly, members are requested to make service requests by submitting a duly filled and signed Form ISR-4 & ISR-5, as the case may be. The said Form can be downloaded from the website of the RTA.
 - (v) Members holding shares in the same name under different Ledger Folios are requested to apply for consolidation of such Folios and send the relevant share certificates to the Share Transfer Agent.
 - (vi) Non-resident Indian Members are requested to inform the following immediately to the Company's Registrar and Share Transfer Agent(RTA):
 - a) Change in their residential status on return to India for permanent settlement.
 - b) Particulars of their bank account maintained in India with complete name, branch, account type, account number and address of the bank with pin code number, if not furnished earlier.

- (vii) In view of SEBI Circulars: SEBI/HO/OIAE/OIAE_IAD-1/P/CIR/2023/131 dated 31st July,2023 and SEBI/HO/OIAE/OIAE_IAD-1/P/CIR/2023/135 dated 4th August, 2023, Shareholder if not satisfied with the resolution provided by RTA/Company(Level 1) or SEBI Scores Portal(Level 2), then the online resolution can be availed by lodging the grievances/ complaints/ disputes through the ODR Portal (Online Dispute Resolution) within the time frame under law at <https://smartodr.in/login>. Detailed process to access ODR Portal and the link for the ODR are also hosted on the website of the Company (under Investor Information) at <http://www.westcoastpaper.com/compliance/#com5>.
- (viii) MUFG Intime India Private Ltd (RTA) has launched '**SWAYAM**', is a secure, user-friendly web-based application, that empowers shareholders to effortlessly access various services. Shareholders are requested to get registered and have first-hand experience of the portal. This application can be accessed at <https://swayam.in.mpms.mufg.com>
24. Pursuant to the provisions of Section 124 of the Act, the amount of dividend remaining unclaimed for a period of seven years shall be transferred to the Investor Education and Protection Fund ("**IEPF**"). Thereafter, members shall not be able to register their claim in respect of their un-cashed dividends with the Company.
25. Further, pursuant to Section 124(6) of the Act, shares in respect of which dividend has not been paid or claimed for 7 (seven) consecutive years or more shall be transferred to Investor Education and Protection Fund. Members who have not yet uncashed their dividend for the financial year ended on 31st March, 2018 and onwards are advised to make their claims to the Company, without any delay.
26. The Unclaimed dividend for the year ended on 31st March, 2018 will be transferred to the Investor Education and Protection Fund in terms of the provisions of Section 124 of the Act, in the month of October 2025.
27. The details of the unpaid/unclaimed amounts of dividend for 7 (seven) years, lying with the Company are available on the website of the Company www.westcoastpaper.com. The Shareholders whose dividends/shares as transferred to the IEPF Authority can now claim their dividends/shares from the Authority by following the Refund Procedure as detailed on the website of IEPF Authority.
28. Once vote on a resolution is cast through remote e-Voting/voting by E-mail by a member, the member shall not be allowed to subsequently change it. A member may participate in the AGM through VC/OAVM, even after exercising his right to vote through remote e-Voting/voting by E-mail but shall not be allowed to vote again at the AGM.
29. Shri Naman Gurumurthi Joshi (Membership No.F8389), Company Secretaries, N.G. Joshi & Co., has been appointed as the Scrutinizer to scrutinize the e-Voting/voting in a fair and transparent manner. The Scrutinizer shall after the conclusion of voting at the general meeting, will unblock the votes cast through remote e-Voting/voting in the presence of at least two witnesses not in the employment of the Company and shall make, within two working days of the conclusion of the AGM, a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.
30. Instructions and other information relating to remote e-Voting: **Annexure-II** appended herewith.
31. The results declared along with the report of the Scrutinizer shall be placed on the website of the Company www.westcoastpaper.com and on the website of MUFG., immediately after the declaration of results by the Chairman or a person authorized by him in writing. The results shall also be immediately forwarded to the BSE Limited and the National Stock Exchange of India Limited, Mumbai.
32. The brief profile of the Director retiring by rotation and being eligible, seeking re-appointment at the AGM pursuant to Regulation 36(3) of SEBI LODR and applicable Secretarial Standards 2 issued by the Institute of Company Secretaries of India is provided as '**Exhibit A**'.

Place: Dandeli
Date: 23rd May, 2025

By Order of the Board
Brajmohan Prasad
Company Secretary
M.No.F7492

ANNEXURE TO THE NOTICE

STATEMENT OF MATERIAL FACTS PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013 READ WITH THE SECURITIES EXCHANGE BOARD OF INDIA (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015 ("SEBI LODR") AND CIRCULARS ISSUED THEREUNDER**Item No. 5**

On the recommendation of the Audit Committee and the Board of Directors of the Company at their meeting held on 23rd May, 2025 have approved the appointment of Shri Umesh Kini (M.No.29159), Cost Accountant, as the Cost Auditor of the Company to conduct the audit of the cost accounts records maintained by the Company, for the year ended on 31st March, 2026 at a remuneration of Rs. 2,00,000/- (Rupees Two Lakh) plus Goods and Services Tax, as applicable and reimbursement of out of pocket expenses incurred.

In terms of provisions of Section 148 of the Companies Act, 2013 ("the Act") and Rule 14 of the Companies (Audit and Auditors) Rules, 2014, the remuneration payable to the Cost Auditor shall be ratified by the shareholders of the Company.

Accordingly, consent of the shareholders is sought for passing an ordinary resolution as set out in Item no.5 of the Notice.

The Board of Directors have recommended the Ordinary Resolution as set out at Item No.5 of this Notice for ratification by the shareholders.

None of the Directors, Key Managerial Personnel and their relatives are concerned or interested in the Resolution at Item No.5 of the Notice.

Item No. 6

In terms of the amended provisions of Regulation 24A of the SEBI LODR, read with Section 204 of the Act, Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and Rule 8 of the Companies (Meeting of Board and its Powers) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force) Company is required to undertake Secretarial Audit by a Secretarial Auditor who shall be a Peer Reviewed Company Secretary and annex a Secretarial Audit Report in the specified form with the annual report of the company. Further, pursuant to Regulation 24A1(b) of SEBI LODR, on the recommendation of Board of Directors of the Company, Secretarial Audit firm can be appointed as Secretarial Auditor for not more than two terms of five consecutive years, with the approval of its shareholders in its Annual General Meeting.

The Audit Committee and the Board of Directors of the Company at their meeting held on 23rd May, 2025 have recommended and approved the appointment of M/s N G J & Co., Company Secretaries, Bangalore (Firm Unique Code No. P2015KR043200), as Secretarial Auditors of the Company, subject to the consent of the shareholders of the Company, to conduct secretarial audit of the records of the Company on the following terms and conditions:

- (1) **Term of appointment:** 5 (Five) consecutive years commencing from the conclusion of ensuing Annual General Meeting to the conclusion of the sixth Annual General Meeting from the financial year 2025-26 to 2029-30.
- (2) **Proposed fees:** Rs.1,75,000/- p.a. (Rupees One Lakh Seventy Five Thousand Only) plus applicable taxes and out of pocket expenses and /or mutually agreed by the Secretarial Auditors and the Board of Directors of the Company from time to time.
- (3) **Eligibility of the Secretarial Auditor:** The Secretarial Auditor is a Peer Reviewed Company Secretary and is authorised to act and sign on behalf of the firm and has not incurred any of the disqualifications as specified by the Board and in compliance with Regulation 24A of the SEBI LODR.

The Board of Directors have recommended the Ordinary Resolution as set out at Item No.6 of this Notice for approval by the shareholders.

None of the Directors, Key Managerial Personnel and their relatives are concerned or interested in the Resolution at Item No. 6 of the Notice.

“Exhibit A”

Sl. No.	Nature of Information	Item No. 4 of Notice
1.	Name	Shri Rajendra Jain
2.	DIN	07250797
3.	Age	63 years
4.	Nationality	Indian
5.	Director of Company since	31st July, 2015
6.	Expertise in specific functional areas	Professional
7.	Qualifications	B.com, FCA, ACS
8.	Terms and Conditions of appointment / re-appointment	Retirement by rotation
9.	Relationships between Directors inter-se	None
10.	Chairman / Member of the Committee of the Board of Directors of the Company / other Companies	None
11.	Directorship in other Listed entities	None
12.	Membership of Committee of the Board in other Listed entities	None
13.	No. of shares held in the Company	NIL
14.	Listed entities in which the director has resigned in the past three years	Andhra Paper Limited
15.	Number of meetings of the Board attended during the Financial Year 2024-25	Four meetings attended during Financial Year 2024-25
16.	Brief resume/skills and capabilities	He is FCA and ACS having experience in Strategic Planning & Management, Manufacturing/Plant Operations, Business Process Re-engineering, Quality assurance, Cost Optimization, Maintenance, Project Management, Customer Satisfaction, Safety, Continuous Improvement & adoption of best practices, Commercial Operations, Procurements, Accounting & Financial Management, Resource Development & Management, Industrial Relations, CSR, People Development, Liaison & Networking and Sustainability.

Place: Dandeli
Date: 23rd May, 2025

By Order of the Board
Brajmohan Prasad
Company Secretary
M.No.F7492

REMOTE E-VOTING INSTRUCTIONS FOR SHAREHOLDERS

In terms of SEBI circular no. SEBI/HO/CFD/PoD2/CIR/P/2023/120 dated July 11, 2023, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants.

Shareholders are advised to update their mobile number and email Id correctly in their demat accounts to access e-Voting facility.

Login method for Individual shareholders holding securities in demat mode is given below:

Individual Shareholders holding securities in demat mode with NSDL**METHOD 1 - Individual Shareholders registered with NSDL IDeAS facility****Shareholders who have registered for NSDL IDeAS facility:**

- a) Visit URL: <https://eservices.nsdl.com> and click on "Beneficial Owner" icon under "Login".
- b) Enter User ID and Password. Click on "Login"
- c) After successful authentication, you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services.
- d) Click on "MUFG Intime" or "e-voting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

OR

Shareholders who have not registered for NSDL IDeAS facility:

- a) To register, visit URL: <https://eservices.nsdl.com> and select "Register Online for IDeAS Portal" or click on <https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp>
- b) Proceed with updating the required fields.
- c) Post successful registration, user will be provided with Login ID and password.
- d) After successful login, you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services.
- e) Click on "MUFG Intime" or "e-voting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

METHOD 2 - Individual Shareholders directly visiting the e-voting website of NSDL

- a) Visit URL: <https://www.evoting.nsdl.com>
- b) Click on the "Login" tab available under 'Shareholder/Member' section.
- c) Enter User ID (i.e., your sixteen-digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen.
- d) Post successful authentication, you will be re-directed to NSDL depository website wherein you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services.
- e) Click on "MUFG Intime" or "e-voting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Individual Shareholders holding securities in demat mode with CDSL**METHOD 1 – Individual Shareholders registered with CDSL Easi/ Easiest facility****Shareholders who have registered/ opted for CDSL Easi/ Easiest facility:**

- a) Visit URL: <https://web.cdslindia.com/myeasitoken/Home/Login> or www.cdslindia.com.
- b) Click on New System Myeasi Tab
- c) Login with existing my easi username and password
- d) After successful login, user will be able to see e-voting option. The e-voting option will have links of e-voting service providers i.e., MUFG Intime, for voting during the remote e-voting period.

- e) Click on "MUFG Intime" or "e-voting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

OR

Shareholders who have not registered for CDSL Easi/ Easiest facility:

- a) To register, visit URL: <https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration> / <https://web.cdslindia.com/myeasitoken/Registration/EasiestRegistration>
- b) Proceed with updating the required fields.
- c) Post registration, user will be provided username and password.
- d) After successful login, user able to see e-voting menu.
- e) Click on "MUFG Intime" or "e-voting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

METHOD 2 - Individual Shareholders directly visiting the e-voting website of CDSL

- a) Visit URL: <https://www.cdslindia.com>
- b) Go to e-voting tab.
- c) Enter Demat Account Number (BO ID) and PAN No. and click on "Submit".
- d) System will authenticate the user by sending OTP on registered Mobile and Email as recorded in Demat Account
- e) After successful authentication, click on "MUFG Intime" or "e-voting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Individual Shareholders holding securities in demat mode with Depository Participant

Individual shareholders can also login using the login credentials of your demat account through your depository participant registered with NSDL / CDSL for e-voting facility.

- a) Login to DP website
- b) After Successful login, user shall navigate through "e-voting" option.
- c) Click on e-voting option, user will be redirected to NSDL / CDSL Depository website after successful authentication, wherein user can see e-voting feature.
- d) After successful authentication, click on "MUFG Intime" or "e-voting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Login method for shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode.

Shareholders holding shares in physical mode / Non-Individual Shareholders holding securities in demat mode as on the cut-off date for e-voting may register for InstaVote as under:

- a) Visit URL: <https://instavote.linkintime.co.in>

Shareholders who have not registered for INSTAVOTE facility:

- b) Click on "Sign Up" under 'SHARE HOLDER' tab and register with your following details:

A. User ID:

NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID.

CDSL demat account – User ID is 16 Digit Beneficiary ID.

Shareholders holding shares in physical form – User ID is Event No + Folio Number registered with the Company.

B. PAN:

Enter your 10-digit Permanent Account Number (PAN)

(Shareholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.)

C. DOB/DOI:

Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP / Company - in DD/MM/YYYY format)

D. Bank Account Number:

Enter your Bank Account Number (last four digits), as recorded with your DP/Company.

*Shareholders holding shares in **NSDL form**, shall provide 'D' above

Shareholders holding shares in **physical form but have not recorded 'C' and 'D', shall provide their Folio number in 'D' above

❖ Set the password of your choice

(The password should contain minimum 8 characters, at least one special Character (!#\$%&*), at least one numeral, at least one alphabet and at least one capital letter).

❖ Enter Image Verification (CAPTCHA) Code

❖ Click "Submit" (You have now registered on InstaVote).

Shareholders who have registered for INSTAVOTE facility:

c) Click on **"Login"** under 'SHARE HOLDER' tab.

A. User ID: Enter your User ID

B. Password: Enter your Password

C. Enter Image Verification (CAPTCHA) Code

D. Click "Submit"

d) Cast your vote electronically:

A. After successful login, you will be able to see the "Notification for e-voting".

B. Select 'View' icon.

C. E-voting page will appear.

D. Refer the Resolution description and cast your vote by selecting your desired option 'Favour / Against' (If you wish to view the entire Resolution details, click on the 'View Resolution' file link).

E. After selecting the desired option i.e. Favour / Against, click on 'Submit'.

A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote.

Guidelines for Institutional shareholders ("Custodian / Corporate Body/ Mutual Fund")

STEP 1 – Custodian / Corporate Body/ Mutual Fund Registration

a) Visit URL: <https://instavote.linkintime.co.in>

b) Click on **"Sign Up"** under "Custodian / Corporate Body/ Mutual Fund"

c) Fill up your entity details and submit the form.

d) A declaration form and organization ID is generated and sent to the Primary contact person email ID (which is filled at the time of sign up). The said form is to be signed by the Authorized Signatory, Director, Company Secretary of the entity & stamped and sent to insta.vote@linkintime.co.in.

e) Thereafter, Login credentials (User ID; Organization ID; Password) is sent to Primary contact person's email ID. (You have now registered on InstaVote)

STEP 2 – Investor Mapping

a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.

b) Click on **"Investor Mapping"** tab under the Menu Section

- c) Map the Investor with the following details:
- A. 'Investor ID' –
 - i. NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID i.e., IN00000012345678
 - ii. CDSL demat account – User ID is 16 Digit Beneficiary ID.
 - B. 'Investor's Name - Enter Investor's Name as updated with DP.
 - C. 'Investor PAN' - Enter your 10-digit PAN.
 - D. 'Power of Attorney' - Attach Board resolution or Power of Attorney. File Name for the Board resolution/Power of Attorney shall be – DP ID and Client ID and send the same in pdf format to the scrutinizer at email ID: csnaman@ngjoshiandco.com. Further, Custodians and Mutual Funds shall also upload specimen signature card
 *File Name for the Board resolution/ Power of Attorney shall be – DP ID and Client ID or 16 Digit Beneficiary ID. Further, Custodians and Mutual Funds shall also upload specimen signatures.
 - E. Click on Submit button. (The investor is now mapped with the Custodian / Corporate Body/ Mutual Fund Entity). The same can be viewed under the "Report Section".

STEP 3 – Voting through remote e-voting

The corporate shareholder can vote by two methods, during the remote e-voting period.

METHOD 1 - VOTES ENTRY

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) Click on **"Votes Entry"** tab under the Menu section.
- c) Enter the **"Event No."** for which you want to cast vote.
Event No. can be viewed on the home page of InstaVote under "On-going Events".
- d) Enter **"16-digit Demat Account No."** for which you want to cast vote.
- e) Refer the Resolution description and cast your vote by selecting your desired option 'Favour / Against' (If you wish to view the entire Resolution details, click on the 'View Resolution' file link).
- f) After selecting the desired option i.e. Favour / Against, click on 'Submit'.
A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote.

OR

METHOD 2 - VOTES UPLOAD

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) After successful login, you will be able to see the "Notification for e-voting".
- c) Select **"View"** icon for **"Company's Name / Event number"**.
- d) E-voting page will appear.
- e) Download sample vote file from **"Download Sample Vote File"** tab.
- f) Cast your vote by selecting your desired option 'Favour / Against' in the sample vote file and upload the same under **"Upload Vote File"** option.
- g) Click on 'Submit'. 'Data uploaded successfully' message will be displayed.
(Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

Helpdesk:

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode:

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode facing any technical issue in login may contact INSTAVOTE helpdesk by sending a request at enotices@in.mpms.mufg.com or contact on: - Tel: 022 – 4918 6000.

Individual Shareholders holding securities in demat mode:

Individual Shareholders holding securities in demat mode may contact the respective helpdesk for any technical issues related to login through Depository i.e., NSDL and CDSL.

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at : 022 - 4886 7000
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cDSLindia.com or contact at toll free no. 1800 22 55 33

Forgot Password:

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode:

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode have forgotten the USER ID [Login ID] or Password or both then the shareholder can use the "Forgot Password" option available on: <https://instavote.linkintime.co.in>

- Click on "**Login**" under 'SHARE HOLDER' tab.
- Click "**forgot password?**"
- Enter User ID, select Mode and Enter Image Verification code (CAPTCHA).
- Click on "SUBMIT".

In case shareholders have a valid email address, Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc. The password should contain a minimum of 8 characters, at least one special character (!#\$%&*), at least one numeral, at least one alphabet and at least one capital letter.

User ID:

NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID.

CDSL demat account – User ID is 16 Digit Beneficiary ID.

Shareholders holding shares in physical form – User ID is Event No + Folio Number registered with the Company.

In case Custodian / Corporate Body/ Mutual Fund has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the "Forgot Password" option available on: <https://instavote.linkintime.co.in>

- Click on 'Login' under "Custodian / Corporate Body/ Mutual Fund" tab
- Click "**forgot password?**"
- Enter User ID, Organization ID and Enter Image Verification code (CAPTCHA).
- Click on "SUBMIT".

In case shareholders have a valid email address, Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing information about the particulars of the Security Question and Answer, PAN, DOB/DOI etc. The password should contain a minimum of 8 characters, at least one special character (!#\$%&*), at least one numeral, at least one alphabet and at least one capital letter.

Individual Shareholders holding securities in demat mode with NSDL/ CDSL has forgotten the password:

Individual Shareholders holding securities in demat mode have forgotten the USER ID [Login ID] or Password or both, then the Shareholders are advised to use Forget User ID and Forget Password option available at above mentioned depository/ depository participants website.

- ❖ It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- ❖ For shareholders/ members holding shares in physical form, the details can be used only for voting on the resolutions contained in this Notice.

- ❖ During the voting period, shareholders/ members can login any number of time till they have voted on the resolution(s) for a particular “Event”.

Team InstaVote

MUFG Intime India Private Limited

Formerly Link Intime India Private Limited

Process and manner for attending the Annual General Meeting through InstaMeet:

In terms of Ministry of Corporate Affairs (MCA) General Circular No. 09/2024 dated 19.09.2024, the Companies can conduct their AGMs/ EGMs on or before 30 September 2025 by means of Video Conference (VC) or other audio-visual means (OAVM).

Shareholders are advised to update their mobile number and email Id correctly in their demat accounts to access InstaMeet facility.

Login method for shareholders to attend the General Meeting through InstaMeet:

- Visit URL: <https://instameet.in.mpms.mufg.com> & click on “Login”.
- Select the “Company” and ‘Event Date’ and register with your following details:

A. Demat Account No. or Folio No:

Shareholders holding shares in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID.

Shareholders holding shares in CDSL demat account shall provide 16 Digit Beneficiary ID.

Shareholders holding shares in physical form – shall provide Folio Number.

B. PAN:

Enter your 10-digit Permanent Account Number (PAN)

(Shareholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.

C. Mobile No: Enter your Mobile No.

D. Email ID: Enter your email Id as recorded with your DP/ Company.

- Click “Go to Meeting”

You are now registered for InstaMeet, and your attendance is marked for the meeting.

Instructions for shareholders to Speak during the General Meeting through InstaMeet:

- Shareholders who would like to speak during the meeting must register their request to co.sec@westcoastpaper.com from 25th August, 2025 to 27th August, 2025 (preferably one day or 24 hours prior to the date of AGM).
- Shareholders will get confirmation on first cum first basis depending upon the provision made by the company.
- Shareholders will receive “speaking serial number” once they mark attendance for the meeting. Please remember speaking serial number and start your conversation with panelist by switching on video mode and audio of your device.
- Other shareholder who has not registered as “Speaker Shareholder” may still ask questions to the panelist via active chat-board during the meeting.

*Shareholders are requested to speak only when moderator of the meeting/ management will announce the name and serial number for speaking.

Instructions for Shareholders to Vote during the General Meeting through InstaMeet:

Once the electronic voting is activated during the meeting, shareholders who have not exercised their vote through the remote e-voting can cast the vote as under:

- On the Shareholders VC page, click on the link for e-Voting “Cast your vote”
- Enter your 16-digit Demat Account No. / Folio No. and OTP (received on the registered mobile number/ registered email Id) received during registration for InstaMeet

- c) Click on 'Submit'.
- d) After successful login, you will see "Resolution Description" and against the same the option "Favour/ Against" for voting.
- e) Cast your vote by selecting appropriate option i.e. "Favour/Against" as desired. Enter the number of shares (which represents no. of votes) as on the cut-off date under 'Favour/Against'.
- f) After selecting the appropriate option i.e. Favour/Against as desired and you have decided to vote, click on "Save". A confirmation box will be displayed. If you wish to confirm your vote, click on "Confirm", else to change your vote, click on "Back" and accordingly modify your vote. Once you confirm your vote on the resolution, you will not be allowed to modify or change your vote subsequently.

Note:

Shareholders/ Members, who will be present in the General Meeting through InstaMeet facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting facility during the meeting.

Shareholders/ Members who have voted through Remote e-Voting prior to the General Meeting will be eligible to attend/ participate in the General Meeting through InstaMeet. However, they will not be eligible to vote again during the meeting.

Shareholders/ Members are encouraged to join the Meeting through Tablets/ Laptops connected through broadband for better experience.

Shareholders/ Members are required to use Internet with a good speed (preferably 2 MBPS download stream) to avoid any disturbance during the meeting.

Please note that Shareholders/ Members connecting from Mobile Devices or Tablets or through Laptops connecting via Mobile Hotspot may experience Audio/Visual loss due to fluctuation in their network. It is therefore recommended to use stable Wi-Fi or LAN connection to mitigate any kind of aforesaid glitches.

Helpdesk:

Shareholders facing any technical issue in login may contact INSTAMEET helpdesk by sending a request at instameet@in.mfpm.com or contact on: - Tel: 022 – 4918 6000 / 4918 6175.

Team InstaMeet

MUFG Intime India Private Limited

Formerly Link Intime India Private Limited