

INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS

CIN: U80902TG2005NPL047675

**Registered Office: 6-1-73, Office No. 104 & 106, First Floor, Saeed Plaza,
Lakdi Pul Hyderabad 500004, Telangana, India.**

E-mail: admin@iiisla.co.in; Website: <http://www.iiisla.co.in/>

Tel: 040- 23261072/73

NOTICE

Notice is hereby given that the **12th Annual General Meeting (AGM)** of the Members of **M/s. INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS** will be held on **Monday, 28th December, 2020 at 11: 00 A.M** at The Plaza Hotel, 6-3-870, Beside CM Camp Office, Begumpet, Hyderabad, Telangana-500016 and also through Video Conferencing or Other Audio Visual Means ('VC/ OAVM') to transact the following business:

Ordinary Business:

1. To receive, consider and adopt the Audited Financial Statements of the Company for the financial year ended 31st March, 2020, together with the notes attached thereto, along with Reports of the Board of Directors and Auditors thereon.
2. *To appoint a Director in place of Mr. Manoj Bhargava (DIN: 08517419), who retires by rotation.
3. *To appoint a Director in place of Mr. Dulal Chandra Das (DIN: 08519626), who retires by rotation.
4. *To appoint Director in place of Mr. Sachin Audumber Mulge (DIN: 02683040), who retires by rotation.

**For INDIAN INSTITUTE OF
INSURANCE SURVEYORS AND LOSS ASSESSORS**

**Sd/-
CHANDRASEKHARA RAJU DASARAJU
Director & President
DIN: 02629173**

**Address: EWS-121, Road No 2, K P H B Colony,
Tirumalagiri, Hyderabad 500085,
Telangana, India.**

Place: Hyderabad

Date: 04th December, 2020

NOTES:

1. In view of the outbreak of the COVID-19 pandemic, social distancing norms to be followed and the continuing restriction on movement of persons at several places in the country, the Ministry of Corporate Affairs ('MCA') in its General Circular Nos. 14/2020, 17/2020 and 20/2020 dated 8th April 2020, 13th April 2020 and 5th May 2020, respectively (collectively referred to as 'MCA Circulars') has inter-alia allowed the Companies to conduct their Annual General Meeting through video conferencing (VC) or other audio visual means (OAVM), during the calendar year 2020 subject to the fulfillment of certain conditions. In compliance with the provisions of the Companies Act, 2013 (the 'Act') and MCA Circulars, it has been decided to convene the 12th Annual General Meeting ('AGM') of the Company through both the modes i.e., through physical mode and through VC/OAVM facility on Monday, 28th December, 2020 at 11: 00 A.M (IST).
2. *Pursuant to the Article 49(a) of Articles of Association (AOA) of the Company and in pursuance of the "Regulations & Procedure for the Conduct of Elections to the Council "(RPCEC/IIISLA) of the IIISLA, the Insurance Regulatory and Development Authority of India ('IRDAI') has appointed V. Devanathan as the Election Officer for conducting the election of Council Members to the IIISLA Central Council.

As per the Regulations & Procedure for the Conduct of Elections to the Council, the Election Officer shall determine by lot the 2/3rd of the Council Members excluding the Nominee Directors whose offices are subject to retire by rotation. The Members so elected by the Election Officer, with in period of 3 days from the date of lot, shall decide 50% i.e. 4 Members who shall retire this year.

In this regard, V. Devanathan, Election Officer through draw of lots has identified the names of the 2/3rd of the Council Members i.e 8 Council Members (including the name of deceased Council Member Late R. K. Elango) whose offices are subject to retire by rotation. Further, those 8 identified Members among themselves have identified the names of 4 Council Members (including the name of deceased Council Member Late R.K. Elango) whose offices is liable to retire by rotation this year.

Members are hereby informed the offices of the 4 council Members shall be filled through Election process undertaken by the election officer appointed.

Election Officer has issued an Election Notification for the 12th Council Election of IIISLA vide dated 20th November, 2020 to fill the offices of the 3 retiring Directors and 1 vacant position of the deceased Council Member.

The Members so elected in the Election process will be formally get appointed as the Additional Director in the Council Meeting.

3. Since, the AGM is being held through both the modes i.e. physical mode and VC / OAVM, the Attendance Slip and the Route map of the AGM venue is annexed with this Notice.
4. Every member shall have one vote on each resolution subject to Articles of Association of the Company.
5. The statutory registers as stipulated under the Act will be available for inspection during the AGM
6. All Documents referred to in the accompanying notice are open for inspection at the registered office of the company up to the date of the Annual General Meeting.
7. Members who intends to attend the AGM physically are required to bring the duly filled Attendance Slip enclosed herewith to attend the meeting.
8. In compliance with the aforesaid MCA Circulars, the Notice of the AGM along with the Annual Report 2019-20 is sent through electronic mode to those Members whose email addresses are registered with the Company. Members may note that the Notice and Annual Report 2019-20 will also be available on the Company's website viz. <https://www.iiisla.co.in/> and the E-Voting Agency.
9. Members who have not yet registered their email addresses are requested to register the same by providing their name, Membership Number, e-mail id to receive the notice calling AGM, Annual Report & other documents permissible to be sent through electronic mode, by sending e-mail to admin@iiisla.co.in (Mr. Unni Anand, Admin).
10. Members may send their queries, if any, on the financial statements/operations of the Company at admin@iiisla.co.in, at least 7 days before the meeting, so that the information can be compiled in advance. The same will be replied by the company suitably
11. Pursuant to the provisions of Section 108 and other applicable provisions, if any, of the Act, read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended, Members are provided with the facility to cast their vote on all items/ resolutions set forth in this Notice, through e-voting on NSDL's e-voting platform.
12. Members who have cast their vote by remote-voting prior to the meeting may also attend the meeting but shall not be entitled to cast their vote again.
13. Those Members, who will be present in the AGM through VC / OAVM facility have not cast 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 system during the AGM.

14. Those Members, who will be present in the AGM physically at the Venue and have not cast 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 system or ballot/polling papers during the AGM.
15. Persons whose name appears in the Register of Member (List of Good Standing Members) as on Friday, 04th December, 2020 (cut-off date) shall be entitled to vote by way of e-voting on the date of AGM and remote e-voting on the Resolution(s) set forth in this Notice. Any person who is not a Member as on the above cut-off date should treat this Notice for information purpose only.
16. The remote e-voting facility will be available during the following period:

Date and Time of Commencement of Remote E-Voting	From 09:00 am (Server Time) on Friday, 25th December, 2020
Date and Time of Conclusion of Remote E-Voting	Up to 05:00 pm (Server Time) on Sunday, 27th December, 2020

Remote e-voting will not be allowed beyond the aforesaid date and time and the e-voting module shall be disabled by NSDL upon expiry of aforesaid period.

17. The Board of Directors (Council Members) has appointed Shri R. Ramakrishna Gupta, a Company Secretary in practice (C.P. No. 5523) as Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
18. The Scrutinizer shall, after conclusion of voting at the AGM, count the votes cast at the meeting. Thereafter, he will unblock the votes cast through remote e-voting and e-voting during the AGM in the presence of at least two witnesses not in the employment of the Company and make, not later than 48 hours from the conclusion of the Meeting, a consolidated Scrutinizer's Report of the total votes cast in favour or against the resolution, invalid votes, if any and whether the resolution(s) has/have been carried or not, to the Chairperson or any other person authorised by Chairperson in writing, who shall countersign the same and declare the result of the voting.
19. The result of voting along with the scrutinizers' report shall be placed on the website of the Company viz. <https://www.iiisla.co.in/> and on NSDL's website www.evoting.nsdl.com immediately after the same is declared.
20. The resolutions shall be deemed to be passed on the date of AGM subject to receipt of requisite number of votes in favour of the resolution(s).
21. Members are requested to carefully read the "**Procedure and Instructions for remote e-voting**" given below.

The way to vote electronically on NSDL e-Voting system consists of “Two Steps” which are mentioned below:

Step 1: Log-in to NSDL e-Voting system at <https://www.evoting.nsdl.com/>

Step 2: Cast your vote electronically on NSDL e-Voting system.

Details on Step 1 is mentioned below:

How to Log-in to NSDL e-Voting website?

- a) Visit the e-Voting website of NSDL. Open web browser by typing the URL <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile;
- b) Once the home page of e-Voting system is launched, click on the icon ‘Login’ which is available under ‘Shareholders/ Members’ section.
- c) After clicking on the ‘Login’ which is available under ‘Shareholders/Members’ section, a new screen will open. You are required to enter the login credentials (i.e. User ID and password) as received on the mail-id registered with the Company from NSDL. After entering these details appropriately, click on ‘LOGIN.’
- d) On successful login, the system will prompt you to change password on first login. Further, User shall select the “Security Question” from the drop down list and enter the answer in “Answer” field. This security question shall be used in case user forgets the password. An email shall be sent to the email id registered with the E-voting platform, click on “Confirm” button as shown below.

Note: You are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A- Z), one lower case (a-z), one numeric value (0-9) and a special character (@, #, \$, etc.,).

Example: Notice@1234

- e) Up on the successful change of Password, the system will prompt you to the new screen for remote e-voting.
- f) Now you are ready for remote e-voting.

Details on Step 2 is given below:

How to cast your vote electronically on NSDL E-Voting system?

- a) After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.

- b) User may select the e-voting cycle for voting by clicking on the hyperlink of "EVEN" (Electronic Voting Event Number) as shown below. Kindly, select the "EVEN" i.e., 'Indian Institute of Insurance Surveyors and Loss Assessors'
- c) Now you are ready for e-Voting as the Voting page opens.
- d) Cast your vote by selecting appropriate options i.e. assent or dissent and click on "Submit" and also "Confirm" when prompted.
- e) Upon confirmation, the message "Vote cast successfully" will be displayed.
- f) Once you confirm your vote, you will not be allowed to modify your vote.
- g) It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- h) In case of any queries, you may call on toll free no: 1800-222-990 or send a request to evoting@nsdl.co.in.

INSTRUCTIONS FOR E-VOTING ON THE DAY OF THE AGM FOR THE MEMBERS WHO ARE ATTENDING THE MEETING THROUGH VC/OAVM FACILITY ARE AS UNDER:

- a) The procedure for e-Voting on the day of the AGM is same as the instructions mentioned above for remote e-voting.
- b) Only those Members/ shareholders, who will be attending the AGM through VC/OAVM 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 system during the AGM.
- c) Members who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.

INSTRUCTIONS FOR VOTING ON THE DAY OF THE AGM FOR THE MEMBERS WHO ARE ATTENDING THE MEETING PHYSICALLY AT THE VENUE ARE AS UNDER:

- a) Only those Members/ shareholders, who will be attending the AGM physically at the Venue 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 system or Ballot/Polling papers as provided in the AGM.
- b) Members who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.

- c) Members who will be attending the AGM physically at the Venue are compulsory required to adhere to COVID-19 guidelines issued by the relevant authorities.

INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE AGM THROUGH VC/OAVM ARE AS UNDER:

- a) Member will be provided with a facility to attend the AGM through VC/OAVM through the NSDL e-Voting system. Members may access the same at <https://www.evoting.nsdl.com/> under shareholders/members login by using the remote e-voting credentials. The link for VC/OAVM will be available in shareholder/members login where the EVEN of Company will be displayed. Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions mentioned in the notice to avoid last minute rush. Further members can also use the OTP based login for logging into the e-Voting system of NSDL.
- b) The facility for joining the Meeting will be kept open at least 15 minutes before the time scheduled for the Meeting and shall not be closed till the expiry of 15 minutes after the Scheduled time of Meeting.
- c) This facility shall be available to the 1000 Members to participate on a first-come-first served basis.
- d) Members are encouraged to join the Meeting through Laptops for better experience.
- e) Further Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
- f) Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
- g) Shareholders who would like to express their views/have questions on the financial statements/operations of the Company may send their queries at admin@iisla.co.in at least 7 days before the meeting, so that the information can be compiled in advance. The same will be replied by the company suitably.
- h) In case of any queries, you may call on toll free no: 1800-222-990 or send a request to evoting@nsdl.co.in.

IN CASE YOU HAVE NOT RECEIVED USER-ID OR PASSWORD FROM NSDL:

In case you have not received user-id or password from NSDL, you can alternatively use OTP based log-in on <https://www.evoting.nsdl.com> (Under Shareholder/Member Login)

User-Id will be as follows:

User ID: EVEN No + Membership No (Without using slash '/')

For Example: If your Membership is A/S/12345 and EVEN for the AGM is 101010

Then the user-id will be: 101010AS12345

Note: EVEN No of the 12th Annual General Meeting will be available on the website of the IISLA.

Select log in type as OTP and follow the instructions and proceed. The OTP will be sent to your registered Mobile Number and E-Mail, using the OTP received you can log-in and cast your vote.

For any queries or issues relating to e-voting, the Members may write the same to the following from the e-mail id registered with the Company (IISLA) only:

NSDL Helpdesk at Tel No. (Toll Free) 1800-222-990

E-Mail Us at : evoting@nsdl.co.in

Any query or issues written from the mail-id other than registered mail-id shall not be entertained and addressed. Company or E-voting Agency shall not be held responsible for such issue

ATTENDANCE SLIP

12th Annual General Meeting held on Monday, 28th December, 2020 at 11:00 A.M.

DATE	Monday, 28 th December, 2020	TIME	11:00 A.M
VENUE : The Plaza Hotel, 6-3-870, Beside CM Camp Office, Begumpet, Hyderabad, Telangana 500016			

Regd. Folio/Membership No	
(If not dematerialized)	
Name of the Shareholder/Member	
Number of Shares	NA

I hereby record my presence at the 12th Annual General Meeting of the Company on **Monday, 28th December, 2020 at 11:00 A.M** at The Plaza Hotel, 6-3-870, Beside CM Camp Office, Begumpet, Hyderabad, Telangana 500016.

Name of the Member

Signature of the Member

(Please fill in the Attendance Slip and hand it over at the entrance of the meeting hall)

ROUTE MAP:



Venue: The Plaza Hotel, 6-3-870, Beside CM Camp Office, Begumpet, Hyderabad, Telangana 500016.