

STEP TWO CORPORATION LIMITED

CIN:L65991WB1994PLC066080

Regd. Office : 21, Hemant Basu Sarani,5th Floor, Room No.507,Kolkata – 700 001

Telefax : 2231-8207/8208, E-mail : admin@steptwo.in

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NOTICE FOR E-VOTING & BOOK CLOSURE

Notice hereby given that the 26th Annual General Meeting (AGM) of the members of the Company will be held on 29th day of December,2020 at 10.00 A.M. to transact the Ordinary Businesses as set out in the Notice of the AGM.

Notice is also given under Section 91 of the Companies Act, 2013 read with Rule 10 of the Companies (Management and Administration) Rules 2014 that the Register of Members and Share Transfer Books of the Company shall remain closed from **23rd day, of December, 2020 to 29th day, of December, 2020** (both days inclusive) for the purpose of the AGM.

The Company has completed the despatch of the Notice of AGM and the Annual Report for the year 2019-20. The communication relating to remote e-voting, inter-alia, containing user ID and password has been dispatched to the members.

Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules 2014, as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the Listing Regulations, remote e-voting facility has been made available to the members to exercise their right to vote . The Company has engaged the services of NSDL to provide remote e-voting facility. The details of the remote e-voting are as under:

1. Date and time of commencement of remote E-voting: 26th December, 2020 at 10.00 a.m
2. Date and time of end of remote E-voting: 28th December,2020 at 5.00 p.m.
3. Remote e-voting shall not be allowed beyond this 28th December 2020, (5.00 p.m.)
4. Cut-off date: 22nd December,2020
5. A member may participate in the General Meeting even after exercising his right to vote through remote e-voting but shall not be allowed to vote again in the meeting; and
6. A person whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting as well as voting in the General Meeting
7. Notice of the Annual General Meeting has been displayed on the web site of the Company www.steptwo.in and on website of e-voting platform provided by National Securities Depository Limited i.e. www.evoting.nsdl.com.
8. In case you have any queries or issues regarding e-voting, write an email to admin@steptwo.in contact Mr.Bhola Nath Manna telephone.0332231-8207 .

Place: Kolkata
Date: 02.12.2020

By Order of the Board of Directors
For Step Two Corporation Limited

Mamta Sharma

Company Secretary