

Date :18<sup>th</sup> August,2018

The Mumbai Stock Exchange,  
Phiroze Jeejeebhoy Towers,  
Dalal Street,  
Mumbai- 400 001.

Dear Sir,

SUB: INFORMATIONS REGARDING BOOK CLOSURE,E-VOTING AND ANNUAL GENERAL MEETING OF THE COMPANY-NEWSPAPER CUTTINGS

Attached pls. find the Scanned copies of the Newspaper Cuttings published on 10-08-2018, in "The Political Business Daily"(English edition) and "Sukhobor"(Bengali/Vernacular edition) for your information please.

Thanking you.

Yours faithfully,  
for KILBURN OFFICE AUTOMATION LTD.



SANDEEP KUMAR JALAN  
CHAIRMAN/DIRECTOR  
DIN-00015836

Encl:as above:

Kilburn Office Automation Ltd.

CIN : L27106WB1980PLC033140

Regd. & Corp. Office : Shantiniketan, 15th & 16th Floor, B, Camac Street, Kolkata - 700 017

Tel. : (033) 22828501, 2282-7722 Fax : (033) 2282-4627, E-mail : koalcorporate@kilburn.in

Website : www.kilburn.in

**kilburn**

**Kilburn Office Automation Ltd.**

Registered Office : "Shantiniketan", 8 Camac Street, 15th Floor, Kolkata-700017  
Telephone No. (033) 2262-8501/7722, Fax No. (033) 2282-4627  
Email id : www.koalcorporate@kilburn.in, website : www.kilburn.in  
CIN No. : L27106WB1980PLCG33140

**NOTICE OF 37TH ANNUAL GENERAL MEETING E-VOTING INFORMATION AND BOOK CLOSURE**

**NOTICE IS HEREBY GIVEN THAT :-**

1. The Thirty Seventh (37th) Annual General Meeting (AGM) of the Members of the Company will be held on **Wednesday, 29th day of August, 2018 at 11.00 a.m at Bharatiya Bhasha Parishad, 36A, Shakespeare Sarani, Kolkata-700 017**, to transact the business as set out in the Notice of the AGM.
2. The **Notice of the AGM and Annual Report for the Financial Year 2017-18** have been sent to all the members electronically whose e-mail IDs are registered with the **RTA-M/s.Maheshwari Datamatics Pvt. Ltd./Depository Participant(s)**. The same are also available on the website of the Company at **www.kilburn.in**. Further, the **Notice of the AGM and Annual Report for the Financial Year 2017-18** have been sent to all other members at the registered address in the permitted mode.
3. In compliance with the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the SEBI (LODR) Regulations, 2015, the Members are provided with the facility to cast their votes on the resolutions proposed at the meeting by electronic means. The said facility is provided by **Central Depository Services Limited (CDSL)**.
4. The details relating to electronic-voting are as under :-
  - i) The E-Voting period begins from **26th August, 2018 (9.00 A.M.)** and ends on **28th August, 2018 (5.00 P.M.)**. During this period, members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off/entitlement date of **22nd August, 2018** may cast their vote electronically.
  - ii) The E-voting module shall be disabled by CDSL for voting thereafter. Once the vote on a Resolution is cast by the members by electronic means, the members shall not be allowed to change it subsequently or cast his vote by any other means.
  - iii) The voting rights of shareholders shall be in proportion to their shares of the paid up equity capital of the Company as on the cut-off/entitlement date of **22nd August, 2018**.
  - iv) The facility for voting through ballot paper shall be made available at the AGM and only such members attending the meeting who have not cast their vote by e-voting, shall be entitled to exercise their right at the meeting through ballot paper.
5. Pursuant to Section 91 of the Companies Act, 2013 and Regulation 42 of SEBI (LODR) Regulations, 2015, the Register of Members and Share Transfer Books of the Company will remain closed from **23rd August, 2018 to 29th August, 2018 (both days inclusive)**.

By the Order of the Board  
Sd/-

**NILIMES CHAUDHURI**  
CHIEF FINANCIAL OFFICER

Place : Kolkata  
Date : 9th August, 2018

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