



# VAPI GREEN ENVIRO LIMITED

VIA House, Plot No.135, Char Rasta, GIDC, VAPI - 396 195. Gujarat. INDIA  
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Website : www.vgelvapi.com | www.coevapi.com | CIN : U74210GJ1997GAP031525

Ref: VGEL/2018-19/0102

May 11, 2018

## CIRCULAR

To,

Dear Member/s,

Notice is hereby given that all the registered members of the company have to pay and clear all their outstanding dues existing in any division of the company i.e. CETP, CSWP & COE against treatment charges, depositary charges, testing charges, capital contribution or any other dues raised by the company through invoice/ debit note/ supplementary bill, etc. outstanding upto **31st March, 2018 should be paid by 31st May, 2018** and shall have No-Dues against the company. A Registered member has to be with No-Dues against the company to be allowed to exercise their voting rights at the ensuing 21<sup>st</sup> Annual General Meeting of the Company to be held in the month of September of the year – 2018. (Notice with final date and time of the AGM will be communicated well in advance from the date of meeting). Members who are unable to pay all their dues as referred above shall not be eligible to vote on any proposed resolutions to be passed at ensuing 21<sup>st</sup> Annual General Meeting of the company.

Further please take note that the credit balance of any member in any division of the company will not be used for set off against dues of other division of the company for calculation of no-dues. If any grievance is there regarding payments as specified above, full amount shall be paid by the registered member under protest.

Further the company is hereby requesting all its members to submit their updated KYM (Know Your Member) in case of any change in constitution of their entity or a fresh KYM in case of having not submitted it earlier, latest by June 30, 2018 along with all required documents. Further, failing this the company shall consider the details available with it and that shall be considered final i.e. for eg: if the nominated Partner/Director of any Partnerships/Corporate have been changed due to death, retirement or having gone to abroad, etc. and is not updated in company's record within the above mentioned date, company shall not entertain any other person to exercise the voting rights of the member.

**Please ignore if payment is already made.**

Thanking you,

For **Vapi Green Enviro Limited,**

**Chief Financial Officer**