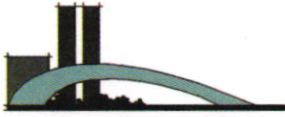


# SHELTER INFRA PROJECTS LIMITED

(formerly CCAP Limited)



REGD. AND HEAD OFFICE

ETERNITY, DN - 1, SECTOR - V, SALT LAKE CITY, KOLKATA - 700 091

PH. : 2357 - 6255 / 2357-6256/2357-6257, FAX : 91-33-2357-6253

E-MAIL : info@ccapltd.in, WEBSITE : www.ccapltd.in, CIN - L45203WB1972PLCO28349

Date: - 25-08-2017

To,  
The secretary  
The BSE Ltd.  
Phiroze Jeejeebhoy Tower,  
Dalal Street ,Mumbai :- 400 001

**Script code :- 526839**

Dear Sir,

**Notice of Annual General Meeting for 2016-17 and Book Closure  
for the purpose of AGM & E-voting Record Date and Other  
Details**

We would like to inform you that the Register of Members and Share Transfer Books of the Company will remain closed from Monday, 18th September, 2017 to Saturday, 23rd September, 2017 (Both days inclusive) for the purpose of the next Annual General Meeting of the Company to be held on Saturday, the 23<sup>rd</sup> September 2017 at 12.30 p.m. at SHAYAMALINA, P.S Rajarhat, P.O Rajarhat Bishnupur, Battala, (24 Paraganas North), Kolkata-700135.

The remote e-voting period commences on 20th September, 2017 (9:00 am) and ends on 22<sup>nd</sup> September, 2017 (5:00 pm). E-Voting Cutoff Date (Record Date) will be 16th September, 2017.

Please find attached notice for your information and record.

Thanking you,

Yours faithfully,

**For Shelter Infra Projects Limited**

**Rahul Srivastava**  
Company Secretary Cum Compliance Officer  
(Mem No: - A33930)

CC: - 1- Calcutta Stock Exchange  
2- Website of Company



NOTICE

Notice is hereby given that the 45TH Annual General Meeting of the members of Shelter Infra Projects Limited will be held on Saturday, 23<sup>rd</sup> day, September 2017 at 12:30 P.M. at Shyamalina ,P.S Rajarhat, P.O Rajarhat Bishnupur,Battala,(24 Parganas North),Kolkata – 700 135, to transact the following business:

ORDINARY BUSINESS: -

1. To consider and adopt the audited financial statement of the Company for the financial year ended March 31, 2017 and the reports of the Board of Directors and Auditors thereon.
2. To appoint a Director in place of Mr. Chinmoy Majumdar (DIN: 00021324) who retires by rotation and being eligible, offers himself for re-appointment.
3. To appoint Auditors and to fix their remuneration and in this regard, to consider and, if thought fit, to pass with or without modification(s), the following resolution as an **Ordinary Resolution**:

“RESOLVED THAT pursuant to the provisions of Sections 139, 142 and other applicable provisions, if any, of the Companies Act, 2013, and the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force), **M/s. Basu Chanchani & Deb**, Chartered Accountants (Registration No. 304049E), be and is hereby appointed as the Statutory Auditors of the Company, in place of **M/s. G. Basu & Co**, Chartered Accountants,(FRN 301174E) ,the retiring Statutory Auditors, to hold office for a term of five years from the conclusion of this Annual General Meeting till the conclusion of Fiftieth Annual General Meeting of the Company to be held in the year 2022, subject to ratification of their appointment by the Members at every Annual General Meeting till the Fiftieth Annual General Meeting, at such remuneration as may be mutually agreed between the Board of Directors of the Company and the Statutory Auditors.”

Dated : 29<sup>TH</sup> May 2017

By Order of the Board of Directors

Sd/-

RAHUL SRIVASTAVA

Company Secretary

ACS :- 33930

NOTES :-

- (a) A MEMBER ENTITLED TO ATTEND AND VOTE AT THE ANNUAL GENERAL MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY. Proxies, in order to be effective, must be received at the Company's Registered Office not less than 48 hours before the meeting. Members are requested to note that a person can act as a proxy on behalf of members not exceeding 50 and holding in the aggregate not more than 10% of the total share capital of the Company carrying voting rights. In case a proxy is proposed to be appointed by a member holding more than 10% of the total share capital of the Company carrying voting rights, then such proxy shall not act as a proxy for any other person or shareholder.

- (b) Corporate Members intending to send their authorized representatives to attend the Meeting are requested to send to the Company, a certified copy of the Board Resolution authorizing the representative to attend and vote on their behalf at the Meeting.
- (c) The Register of Members and Share Transfer Books of the Company will be closed from **Monday, 18th September, 2017 to Saturday, 23rd September, 2017** (both days inclusive).
- (d) Members/proxies/authorized representatives are requested to bring their duly filled attendance slips to attend the Meeting.
- (e) Complete particulars of the venue of the Meeting including route map and prominent land mark for easy location is enclosed for the convenience of the Members. The same has also been hosted at the website of the Company at [www.ccapltd.in](http://www.ccapltd.in)
- (f) Members desiring any information as regards the Accounts are requested to write to the Company at 10 days before AGM so as to enable the Management to keep the information ready at the Meeting.
- (i) Members who have not yet encashed their dividend warrants for the financial years ended 31st March, 2010 onwards are requested to make their claims to the Company accordingly, without any delay. It may be noted that the unclaimed dividend for financial year 2009-10 can be claimed by shareholders before 02 Nov 2017.
- (j) As per the provisions of the Companies Act, 2013 facility for making nominations is available to the Members in respect of the shares held by them. Nomination forms can be obtained from the Company's Registrars and Share Transfer Agents, MCS Share Transfer Agent Limited by Members holding shares in physical form. Members holding shares in electronic form may obtain nomination forms from their respective Depository Participant. The contact details of the Company's Registrars and Share Transfer Agents, MCS Share Transfer Agent Limited are given in this Annual report.

To support the Green Initiatives, the Members who have not registered their email addresses are requested to register their email addresses with MCS Share Transfer Agent Limited / Depositories based on the mode in which the Shares were held.

- (k) In accordance with the Companies Act, 2013 read with the applicable Rules the Notice of the AGM along with the Annual Report 2016-17 is being sent by electronic mode to those Members whose e-mail addresses are registered with the Company/Depositories, unless any Member has requested for a physical copy of the same. For Members who have not registered their e-mail addresses, physical copies are being sent by the permitted mode.
- (l) *Mr. K. Kishore Choudhury, Non-Executive Director, holds 3103 shares in the Company; no other person holds any share in the Company for him on a beneficial basis.*
- (m) Members, who wish to obtain information on the Company or view the Financial Statements, may visit the Company's corporate website or send their queries at least 10 days before the AGM to the Whole Time Director or Company Secretary at the Registered Office of the Company.
- (n) **Voting through electronic means**

I. In compliance with provisions of Section 108 of the Companies Act, 2013, 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 SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at the 45<sup>TH</sup> Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM ("remote e-voting") will be provided by National Securities Depository Limited (NSDL).

II. The facility for voting through ballot paper 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 ballot paper.

III. The members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again.

IV. The remote e-voting period commences on 18th September, 2017 (9:00 am) and ends on 20th September, 2017 (5:00 pm). During this period members' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 16<sup>th</sup> September, 2017, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.

V. The process and manner for remote e-voting are as under:

A. In case a Member receives an email from NSDL [for members whose email IDs are registered with the Company/Depository Participants(s)] :

(i) Open email and open PDF file viz; "SIPL remote e-voting.pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password/PIN for remote e-voting.

Please note that the password is an initial password.

(ii) Launch internet browser by typing the following URL: <https://www.evoting.nsd.com/>

(iii) Click on Shareholder - Login

(iv) Put user ID and password as initial password/PIN noted in step (i) above. Click Login.

(v) Password change menu appears. Change the password/PIN with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

(vi) Home page of remote e-voting opens. Click on remote e-voting: Active Voting Cycles.

(vii) Select "EVEN" of "Shelter Infra Projects Limited".

(viii) Now you are ready for remote e-voting as Cast Vote page opens.

(ix) Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.

(x) Upon confirmation, the message "Vote cast successfully" will be displayed.

(xi) Once you have voted on the resolution, you will not be allowed to modify your vote.

(xii) Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to [karun@cskarun.com](mailto:karun@cskarun.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)

B. In case a Member receives physical copy of the Notice of AGM [for members whose email IDs are not registered with the Company/Depository Participants(s) or requesting physical copy] :

(i) Initial password is provided as below/at the bottom of the Attendance Slip for the AGM:

EVEN (Remote e-voting Event Number) USER ID PASSWORD/PIN

(ii) Please follow all steps from Sl. No. (ii) to Sl. No. (xii) above, to cast vote.

VI. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Members and remote e-voting user manual for Members available at the downloads section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on toll free no.: 1800-222- 990.

VII. If you are already registered with NSDL for remote e-voting then you can use your existing user ID and password/PIN for casting your vote.

VIII. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).

IX. The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of **16<sup>th</sup> September, 2017**

X. Any person, who acquires shares of the Company and become member of the Company after dispatch of the notice and holding shares as of the cut-off date i.e. **16<sup>th</sup> September, 2017** may obtain the login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or MCS Share Transfer Agent Limited.

However, if you are already registered with NSDL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forgot your password, you can reset your password by using "Forgot User Details/Password" option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or contact NSDL at the following toll free no.: 1800-222- 990.

XI. A member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the AGM.

XII. 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 at the AGM through ballot paper.

XIII. **Mr. Arun Khandelia, Company Secretary (FCS.: 3829 / PCS: 2270)** and Partner M/s. K. Arun Co., Company Secretary has been appointed for as the Scrutinizer for providing facility to the members of the Company to scrutinize the voting and remote e- voting process in a fair and transparent manner.

XIV. The Chairman shall, at the AGM, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of "remote e-voting" or "Ballot Paper" or "Poling Paper" for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.

XV. The Scrutinizer shall after the conclusion of voting at the general meeting, will first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than three 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.

XVI. The Results declared alongwith the report of the Scrutinizer shall be placed on the website of the Company [www.ccapltd.in](http://www.ccapltd.in) and on the website of NSDL immediately after the declaration of result by the Chairman or a person authorized by him in writing. The results shall also be immediately forwarded to the BSE Limited, Mumbai.

The Board recommends the Ordinary Resolution as set out in the Notice for approval of the Member.

**Details of the Director seeking re-appointment at the Annual General Meeting:**

Name of Director	Mr. CHINMOY MAZUMDAR
Date of Birth	10- 01-1941
Date of Appointment	02/05/2001
Qualification	B. Tech. (Civil) and LLB
Expertise in specific functional areas	Expertise in the field of Civil Construction and Corporate Law Matters
Directorship held in other Companies*	NIL
Membership/ Chairmanship of	SHELTER INFRA PROJECTS LIMITED - SRC
Committees** across public	SHELTER INFRA PROJECTS LIMITED - NRC
Companies	SHELTER INFRA PROJECTS LIMITED - AC
No. of shares held in the Company	Nil

\* Names of listed companies are only considered.

\*\*Includes Audit Committee (AC), Stakeholders' Relationship Committee (SRC).

ROUTE MAP TO THE AGM VENUE



SHYAMALINA ,P.S RAJARHAT, P.O RAJARHAT BISHNUPUR,BATTALA,(24 PARGANAS NORTH),KOLKATA – 700 135,