
NOTICE

Notice is hereby given that 32nd Annual General Meeting of the members of **COMMERCIAL SYN BAGS LIMITED** will be held on Friday, 30th day of September, 2016 at 11.30 A.M. at Sayaji Hotels Ltd., H-1, Scheme No. 54, Vijay Nagar, Indore, Madhya Pradesh-452010 to transact the following businesses:

ORDINARY BUSINESSSES:

1. To receive, consider and adopt the Financial Statements of the Company including the audited Balance Sheet as at March 31, 2016, the Statement of Profit & Loss and Cash Flow for the year ended March 31st 2016 and the Reports of the Board and Auditors thereon.
2. To appoint a director in place of Smt. Ranjana Choudhary (DIN 03349699) who retires by rotation and being eligible offers herself for re-appointment.
3. To ratify the appointment of M/s Gupta & Ashok, Chartered Accountants, Indore (ICAI Firm Registration No. 02254C) as approved by Members at the 30th Annual General Meeting as Statutory Auditors of the Company, to hold office until the conclusion of 35th Annual General Meeting of the Company and authority to the Board to fix the Remuneration for the Financial Year ending on March 31, 2017.

Place : Indore

Dated : 30th August, 2016

Commercial Syn Bags Limited

CIN: U25202MP1984PLC002669

Regd. Office: Commercial House,

3-4, Jaora Compound, M.Y.H. Road, Indore-452001 (MP)

By Order of the Board of Directors

Megha Parmar
Company Secretary
M. No. : ACS-37111

NOTES:

1. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY/IES TO ATTEND AND VOTE INSTEAD OF HIMSELF/ HERSELF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY.
2. A person can act as a proxy on behalf of members not exceeding 50 and holding in aggregating not more than 10% of the total share capital of the Company carry voting rights may appoint a single person as a proxy and such person shall not act as a proxy for any other person or Shareholder.
The instrument of proxy in order to be effective should be deposited at the Registered Office of the Company duly completed and signed not less than 48 hours before the time fixed for the Meeting. A Proxy Form is sent herewith.
3. The company has notified closure of Register of Members and Share Transfer Books from 23rd September, 2016 to 30th September 2016 (both days inclusive) for the purpose of the Annual General Meeting.
4. The Management Discussion and Analysis also forms part to the Report of the Board.
5. Members seeking any information are requested to write to the Company by email at investors@comsyn.com at least 7 days before the date of the AGM to enable the management to reply appropriately at the AGM.
6. Members are requested to notify immediately any change in their address and E-Mail ID to their respective Depository Participants (DPs) in respect of their electronic share accounts and to the Registrar and Share Transfer Agent of the Company viz. Bigshare Services Pvt. Ltd. Located at E/2, Ansa Industrial Estate, Sakivihar Road, Sakinaka, Andheri (East), Mumbai – 400 072 having email Id investor@bigshareonline.com to receive the soft copy of Annual Report of the Company.

7. Electronic copy of the Annual Report for the year 2015-16 is being sent to the members whose email IDs are registered with the Share Transfer Agent of the Company/Depository Participants unless any member has requested for a hard copy of the same. Members who have not registered their Email address, Physical Copies of the Annual Report for the year 2015-16 is being sent in permitted mode. Members attending the meeting are requested to bring with them the Attendance Slip attached to the Annual Report duly filled in and signed and handover the same at the entrance of the meeting venue.
8. Members may also note that the Annual Report for the year 2015-16 is available on Company's website www.comsyn.com
9. Corporate Members intending to send their authorized representatives to attend the Annual General Meeting pursuant to Section 113 of Companies Act, 2013 are requested to send a duly certified copy of the relevant Board Resolution together with the respective specimen signatures of those representatives authorized under the aid resolution to attend and vote on their behalf at the Meeting.
10. Relevant documents referred to in the accompanying Notice are open for inspection by the members at the Registered Office of the company on all working days, except Saturday, between 11:00 A.M and 1:00 P.M up to the date of the Annual General Meeting.
11. Members/proxies/ authorized representatives are requested to bring the duly signed attendance slip in accordance with their specimen registered with the Company and a copy of Annual Report with them to attend the Meeting.
12. The Register of Directors and Key Managerial Personnel and their shareholding, maintained under Section 170 of the Companies Act, 2013 will be available for inspection by the Members at the AGM.
13. The Register of Contracts or Arrangements in which the directors are interested, maintained under Section 189 of The Companies Act, 2013 will be available for inspection by the members at the AGM.
14. SEBI has also mandated that for registration of transfer of securities the transferee(s) as well as the transferor(s) shall furnish a copy their PAN card to the company for registration of transfer of securities.
15. Members may also note that the Notice of 32nd Annual General Meeting, Attendance Slip, Proxy Form, Route Map, Ballot Paper and the Annual Report for the year 2015-16 will also be available on the company website www.comsyn.com for their download. For any communication, the shareholders may also send request to the company on the aforementioned Email ID.
16. The Brief profile of the director proposed for re-appointment at the ensuing annual general meeting is annexed with the Notice.
17. The Map of Venue of AGM is given at the last page of Annual Report.
18. Voting through electronic means
 - (I) Pursuant to Section 108 of the Companies Act, 2013 ("the Act") read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as substituted by Companies (Management and Administration) Amendment, 2015 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company has provided a facility to the members to exercise their votes electronically through the electronic voting service facility arranged by CDSL. The instructions for e-voting are annexed to the Notice.
 - (II) The facility for voting through polling 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 polling 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 facility will be available during the following period after which the portal shall forthwith be blocked and shall not be available: -

Commencement of remote e-voting	27th September, 2016 at 09:00 a.m. (IST)
End of remote e-voting	29th September, 2016 at 05:00 p.m. (IST)

Once the vote on a resolution is casted by the member, the member shall not be allowed to change it subsequently. During this period members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 23rd September, 2016, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by CDSL for voting on 29th September, 2016 at 5:00 p.m. (IST). Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.

Members are requested to carefully read the below mentioned instructions for remote e-voting before casting their vote.

INSTRUCTIONS: Instructions to Members for e-voting are as under :

In case of members receiving e-mail:

- (I) Log on to the e-voting website: www.evotingindia.com
- (II) Click on "Shareholders" tab
- (III) Now, select, "COMMERCIAL SYN BAGS LIMITED" from the drop down menu and Click on "SUBMIT"
- (IV) Now Enter your User ID (For CDSL: 16 digits beneficiary ID; For NSDL: 8 Characters DP ID followed by 8 Digits Client ID, Members holding shares in Physical Form should enter Folio Number registered with the Company and then enter the Image Verification Code as displayed and Click on Login).
- (V) If you are holding shares in Demat form and had logged on to www.evotingindia.co.in and casted your vote earlier for any company, then your existing password is to be used.
- (VI) If you are a first time user follow the steps given below:

	For Members holding shares in Demat Form and Physical Form
PAN	Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) Members who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number at the Attendance Slip enclosed in the PAN field.
DOB	Enter the Date of Birth as recorded in your demat account in dd/mm/yyyy format.
Dividend Bank Details	Enter the Dividend Bank Details as recorded in your demat account or in the Company's records for the said demat account or folio. If the details are not recorded with the depository or Company please enter the member ID/ folio number in the Dividend Bank details field.

Please enter the DOB or Dividend Bank Details in order to login.

- i. After entering these details appropriately, click on "SUBMIT" tab.
- ii. Members holding shares in physical form will then reach directly the "Commercial Syn Bags Limited" screens.

- However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- iii. For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
 - iv. Click on the relevant EVSN-Commercial Syn Bags Limited on which you choose to vote.
 - v. In the voting page, you will see Resolution Description and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolutions and option NO implies that you dissent to the Resolution.
 - vi. Click on the "Resolutions File Link" if you wish to view the entire Resolution.
 - vii. After selecting the resolution you have decided to vote on, click on 'SUBMIT". A confirmation box will be displayed.
 - viii. If you wish to confirm your vote, click on "OK" else to change your vote, click on "CANCEL" and accordingly modify your vote.
 - ix. Once you "CONFIRM" your vote on there solution, you will not be allowed to modify your vote.
 - x. You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
 - xi. If Demat account holder has forgotten the changed password then Enter the User ID and Image verification Code and click on Forgot Password & enter the details as prompted by the system.
 - xii. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to log on to <https://www.evotingindia.co.in> and register themselves as Corporate.
 - xiii. They should submit a scanned copy of the Registration Form bearing the stamp and sign of the entity to helpdesk.evoting@cdslindia.com
 - xiv. After receiving the login details they have to create a user who would be able to link the account(s) which they wish to vote on.
 - xv. The list of accounts should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
 - xvi. They should upload a scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, in PDF format in the system for the scrutinizer to verify the same.

In case of members receiving the physical copy:

Please follow all steps from Sl. No. i to Sl. No. xvi above to cast vote.

- A. The voting period begins on Tuesday, the 27th September, 2016 at 09.00a.m.(IST) and ends on Thursday, the 29th September, 2016 at 05.00 p.m. (IST). During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting there after.
- B. In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at www.evotingindia.co.in under help section or write an email to helpdesk.evoting@cdslindia.com
- C. CS Ishan Jain, Practicing Company Secretary (ACS No. 29444 CP 13032) has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.

- D. The scrutinizer shall within a period not exceeding two (2) working days from the conclusion of the Annual General Meeting, unblock the votes in the presence of at least two (2) witnesses not in the employment of the Company and make a Scrutinizer's Report of the votes cast in favor or against, if any, forthwith to the Chairman of the Company.
- E. The results of e-voting, and poll, shall be aggregated and declared within 2 (Two) days after the AGM by the Chairman or by any other person duly authorized by the Board in this regard. The Results declared along with the Scrutinizer's Report shall be placed on the Company's website www.comsyn.com and shall also be forwarded to BSE Ltd., Mumbai.
- F. A person whose name is recorded in the register of member or register of beneficial owners maintained by the depositories as on the cut-off date i.e. 23rd September, 2016 shall be entitled to avail the facility of remote e-voting at the meeting through ballot papers.

For any other queries relating to the shares of the Company, you may contact the Share Transfer Agents Bigshare Services Pvt. Ltd., E-3 Ansa Industrial Estatesaki Vihar Road Sakinaka Mumbai MH 400072 Tel-022-40430200,40430294, Email id: investor@bigshareonline.com .

**DETAILS OF THE DIRECTOR SEEKING RE-APPOINTMENT IN THE ENSUING
ANNUAL GENERAL MEETING**

Name of Director	Smt. Ranjana Choudhary
Designation	Whole-time Director
Date of Birth	04/05/1981
Date of Appointment (previous)	Appointed as Whole Time Director w.e.f. 01/06/2012 for a period of 5 years subject to liable to retire by rotation
Expertise/Experience in specific functional areas	More than 5 years of experience in the field of administration, management and plastic packaging industry
Qualification	B.Com, Masters Degree in Computer Management
No. & % of Equity Shares held	2.57%, holding 2,21,600 equity shares of Rs.10/- each as at 31.03.2016
List of outside Company's directorship held	Mohra Infratech Private Limited
Chairman / Member of the Committees of the Board of Directors of the Company	Member-CSR Committee of Commercial Syn Bags Limited
Chairman / Member of the Committees of the Board, Directors of other Companies in which he is director	Nil
Disclosures of relationships between directors inter-se.	Nil
Brief Resume: Smt. Ranjana Choudhary, aged 35 years has been director of our Company since June 5, 2011. She was designated as Whole-time Director on June 1, 2012. She has completed her graduation in commerce and Masters in Computer Management from North Maharashtra University, Jalgaon. She has an experience of more than five years in administration, management and plastic packaging industry. She looks after day to day affairs and general business activities of the Company.	

Route Map to the Venue of the AGM

Sayaji Hotels Ltd.

H-1, Scheme No. 54, Vijay Nagar, Indore, MP - 452010

