

**Ruchira Papers Limited**

**Registered office:** Tirlokpur Road, Kala-Amb, Distt-Sirmaur, H.P-173030  
(CIN –L21012HP1980PLC004336)

Email id: [investor@ruchirapapers.com](mailto:investor@ruchirapapers.com); [cs@ruchirapapers.com](mailto:cs@ruchirapapers.com) Website: [www.ruchirapapers.com](http://www.ruchirapapers.com)  
**Tel.: +91-80538-00897**

**POSTAL BALLOT NOTICE**

[Pursuant to Section 110 read with Section 108 of the Companies Act, 2013, read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014 as amended] and the MCA Circulars (as defined below)

To

The Members of Ruchira Papers Limited

Notice is hereby given that the resolutions set out below are proposed for approval by the Members of Ruchira Papers Limited ("the Company") by means of Postal Ballot, only by remote e-voting process ("e-voting") being provided by the Company to all its Members to cast their votes electronically, pursuant to Section 110 read with Section 108 of the Companies Act, 2013 ("the Act"), read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014 ("the Rules") and other applicable provisions of the Act and the Rules, General Circular Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020 and Circular Nos. 11/2022 dated December 28, 2022 read with other relevant circulars, including General Circular No. 09/2023 dated September 25, 2023, General Circular No. 09/2024 dated 19th September, 2024, including the latest being No. 03/2025 dated September 22, 2025, issued by the Ministry of Corporate Affairs (collectively termed as "MCA Circulars"), Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), Secretarial Standards on General Meetings ("SS-2") issued by the Institute of Company Secretaries of India and other applicable laws, rules and regulations (including any statutory modification(s) or re-enactment(s) thereof for the time being in force and as amended from time to time).

The Explanatory Statement, pursuant to the provisions of Section 102(1) and other applicable provisions of the Act read with the Rules, setting out all material facts relating to the resolutions mentioned in this Postal Ballot Notice and additional information as required under the Listing Regulations is also attached.

The Board of Directors has appointed M/S Sanjay Kumar Garg & Co., Cost Accountants, as Scrutinizer for conducting the Postal Ballot, through e-voting process, in a fair and transparent manner and they have communicated their willingness to be appointed and will be available for the said purpose. The Scrutinizer's decision on the validity of the votes cast in the Postal Ballot shall be final.

The Company has engaged the services of MUFG Intime India Private Limited (Formerly known as Link Intime India Private Limited) ("MUFG" or "Registrar and Transfer Agent") as the agency to provide e-voting facility.

Members are requested to read the instructions in the Notes in this Postal Ballot Notice so as to cast their vote electronically. The votes can be cast during the following voting period:

Commencement of e-voting:	Friday, 01st May, 2026 at 9:00 AM (IST)
End of e-voting:	Saturday, 30th May, 2026 at 5:00 PM (IST)

The Scrutinizer will submit his report, after the completion of scrutiny, to the Chairman of the Company or any person authorized by him. The results of e-voting will be announced on or before Tuesday, 2nd June 2026 and will be displayed on the Company's website at [www.ruchirapapers.com](http://www.ruchirapapers.com). The results will simultaneously be communicated to the Stock Exchanges.

**SPECIAL BUSINESS: -**
**ITEM NO. 1: CHANGE IN DESIGNATION AND APPOINTMENT OF SH. JATINDER SINGH (DIN: 01594919) AS MANAGING DIRECTOR OF THE COMPANY.**

**To consider and, if thought fit, to pass, with or without modification(s), the following resolution as a Special Resolution:**

**"RESOLVED THAT** pursuant to the provisions of Sections 196, 197, 198 and 203 read with Schedule V and all other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, the Articles of Association of the Company, Regulation 17, Regulation 26A and other applicable provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and pursuant to the recommendation of the Nomination and Remuneration Committee and the Audit Committee, consent of the shareholders of the company be and is hereby accorded for change in designation and appointment of Sh. Jatinder Singh (DIN: 01594919) from Whole-time Director to Managing Director of the Company with effect from 09.04.2026 for the remaining tenure up to 31.08.2030, on the same remuneration and terms and conditions as approved by the shareholders in the Annual General Meeting held on 29.09.2025 at the time of his re-appointment as Whole-time Director.

**RESOLVED FURTHER THAT** the terms of appointment and remuneration payable to Sh. Jatinder Singh shall remain unchanged and are as under:

- Basic Salary: Rs. 24,00,000/- per month.
- House Rent Allowance @ 20% of the Basic Salary.
- Reimbursement of Medical expenses incurred in India or abroad for himself and family.
- Club Fees not exceeding Rs. 20,000/- in a year.
- Car, Telephone, Cell Phone, PC shall be provided and their maintenance and running expenses shall be met by the Company for official purpose only.
- Reimbursement of actual traveling, boarding and lodging expenses and other amenities as may be incurred by him from time to time, in connection with the Company's business.

In addition to the above remuneration, he shall also be entitled to the following benefits which shall not be counted for the purpose of Ceiling as per Section II of Part II of Schedule V.

- Provident Fund: Company's Contribution towards Provident Fund as per the Employees Provident Fund Act.
- Gratuity: Payable at a rate not exceeding half a month's salary for each completed year of service.

Notwithstanding anything contrary contained herein, the Company will pay above remuneration as "minimum remuneration" as per the limits

specified in paragraph (A) as laid down under Section II of Part II of Schedule V to the Companies Act, 2013.

**RESOLVED FURTHER THAT** this change in designation shall be treated as partial modification of the earlier resolution passed by the Board and approved by the shareholders in the Annual General Meeting held on 29.09.2025 for appointment of Sh. Jatinder Singh as Whole-time Director, and all other terms and conditions including tenure and remuneration shall remain unchanged.

**RESOLVED FURTHER THAT** any of the Executive Directors and/or the Company Secretary of the Company be and are hereby authorized, jointly and/or severally, to file necessary forms with the Registrar of Companies, make necessary filings and disclosures with the Stock Exchanges and other statutory authorities and to do all such acts, deeds, matters and things as may be necessary or expedient to give effect to this resolution."

**ITEM NO. 2:**

**REGULARIZATION OF APPOINTMENT OF SMT. SHASHI GARG (DIN: 01599284) AS DIRECTOR OF THE COMPANY:**

**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 Section 149, 150, 152, read with schedule IV, and Section 161(1) under the Companies (Appointment and Qualification of Directors) Rules, 2014, and other applicable sections and rules of the Companies Act, 2013 if any, along with relevant provisions of the Articles of Association of the Company, Regulation 17, and other applicable Regulations of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and upon the recommendation of the Nomination and Remuneration Committee, consent of the shareholders of the company be and is hereby accorded to appoint Smt. Shashi Garg (DIN: 01599284), who was appointed as an Additional Director by the Board of Directors of the Company with effect from 09.04.2026 and who holds office up to the date of the next Annual General Meeting or the last date on which the Annual General Meeting should have been held, in terms of Section 161(1) of the Companies Act, 2013, be and is hereby appointed as a Director of the Company, liable to retire by rotation.

**RESOLVED FURTHER THAT** any of the Executive Directors and/or the Company Secretary of the Company be and are hereby authorized, jointly and/or severally, to file necessary e-forms with the Registrar of Companies and Stock Exchanges and to do all such acts, deeds and things as may be necessary to give effect to this resolution."

**ITEM NO. 3:**

**APPOINTMENT OF SMT. SHASHI GARG (DIN: 01599284) AS WHOLE-TIME DIRECTOR OF THE COMPANY AND APPROVAL OF HER REMUNERATION:**

**To consider and, if thought fit, to pass, with or without modification(s), the following resolution as a Special Resolution:**

"**RESOLVED THAT** pursuant to provisions of Sections 196, 197, 198 and 203 read with Schedule V and all other applicable provisions, if

any, of the Companies Act, 2013 (hereinafter referred to as "the Act") and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force), the relevant provisions of Articles of Association of the Company, Regulation 17 and other applicable Regulations, if any, of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, pursuant to the recommendation of the Nomination and Remuneration Committee and Audit Committee, consent of the shareholders of the company be and is hereby accorded for the appointment of Smt. Shashi Garg (DIN: 01599284) as Whole Time Director of the company, for a period commencing from 09.04.2026 up to 31.08.2030, liable to retire by rotation.

**RESOLVED FURTHER THAT** consent of the shareholders be and is hereby further accorded for payment of remuneration to Smt. Shashi Garg, Whole-time Director, for the period commencing from 09.04.2026 up to 31.08.2028, on such terms and conditions including remuneration, and in the event of absence or inadequacy of profits in any financial year during her tenure, as detailed below:

- Basic Salary: Rs. 5,00,000/- per month.
- House Rent Allowance 15 % of the Basic Salary.
- Reimbursement of Medical expenses incurred in India or abroad for herself and family.
- Club Fees do not exceed Rs. 20,000/- in a year.
- Car, Telephone, Cell Phone, PC shall be provided and their maintenance and running expenses shall be met by the Company for official purpose only.
- Reimbursement of actual traveling, boarding and lodging expenses and other amenities as may be incurred by her from time to time, in connection with the Company's business.

In addition to the above remuneration, she shall also be entitled to the following benefits which shall not be counted for the purpose of Ceiling as per Section II of Part II of Schedule V.

- Provident Fund: Company's Contribution towards Provident Fund as per the Employees Provident Fund Act.
- Gratuity: Payable at a rate not exceeding half a month's salary for each completed year of service.

Notwithstanding anything contrary contained herein, the Company will pay above remuneration as "minimum remuneration" as per the limits specified in paragraph (A) as laid down under Section II of Part II of Schedule V to the Companies Act, 2013.

**RESOLVED FURTHER THAT** Board of Directors and/ or Nomination and Remuneration Committee is hereby further authorized to alter and vary the terms and conditions from time to time including designation subject to the applicable provisions of the Companies Act, 2013 and within the overall limits approved by the Shareholders of the Company.

**RESOLVED FURTHER THAT** any of the Executive Directors and/or the Company Secretary of the Company be and are hereby authorized, jointly and/or severally, to file necessary e-forms with the Registrar of Companies and Stock Exchanges and to do all such acts, deeds and things as may be necessary to give effect to this resolution."

**For order of Board of Directors**

**Iqbal Singh**  
**Company Secretary and**  
**Compliance Officer**

Place:- Kala Amb

Date: 09.04.2026

**NOTES:**

1. A explanatory statement, pursuant to the provisions of Section 102(1) and other applicable provisions of the Act read with the Rules, setting out all material facts relating to the resolutions mentioned in this Postal Ballot Notice and additional information as required under the Listing Regulations is attached.
2. In compliance with the MCA Circulars, this Postal Ballot Notice is being sent only through electronic mode to those Members whose names appear on the Register of Members / Register of Beneficial Owners as on Friday, April 24<sup>th</sup>, 2026 ("Cut-Off Date") received from the Depositories and whose e-mail address is registered with the Company / Registrar and Transfer Agent / Depository Participants / Depositories. Physical copies of the Postal Ballot Notice along with postal ballot forms and pre-paid business reply envelopes are not being sent to Members for this Postal Ballot.
3. This Postal Ballot Notice will also be available on the Company's website at [www.ruchirapapers.com](http://www.ruchirapapers.com), website of the Stock Exchanges, i.e. BSE Limited and National Stock Exchange of India Limited at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com) respectively, and on the website of MUFG Intime India Private Limited (Formerly known as Link Intime India Private Limited) at <https://www.linkintime.co.in/>.
4. In accordance with the MCA Circulars, the Company has made necessary arrangements for the Members to register their e-mail address. Members who have not registered their e-mail address are requested to register the same (i) with the Depository Participant(s) where they maintain their demat accounts, if the shares are held in electronic form, and (ii) Members holding shares in physical mode, who have not registered / updated their e-mail address with the Company, are requested to register / update their e-mail address by submitting Form ISR-1 (available on the website of the Company at [www.ruchirapapers.com](http://www.ruchirapapers.com)) duly filled and signed along with requisite supporting documents to MUFG Intime India Private Limited (Formerly known as Link Intime India Private Limited) (Registrar and Transfer Agent), Noble Height 1st Floor, Plot No. NH-2, C-1 Block, LSC Near Savitri Market, Janakpuri, New Delhi-110058.
5. Only a person, whose name is recorded in the Register of Members / Register of Beneficial Owners, as on the Cut-Off Date, maintained by the Depositories shall be entitled to participate in the e-voting. A person who is not a Member as on the Cut-Off Date, should treat this Postal Ballot Notice for information purpose only.
6. Subject to the provisions of the Articles of Association of the Company, voting rights of a Member / Beneficial Owner (in case of electronic shareholding) shall be in proportion to his/her/its shareholding in the paid-up equity share capital of

the Company as on the Cut-Off Date.

7. Pursuant to the provisions of Sections 108, 110 and other applicable provisions of the Act and the Rules made thereunder, the MCA Circulars, Regulation 44 of the Listing Regulations read with Section VI-C of the SEBI Master Circular bearing reference no. SEBI/HO/CFD/PoD2/CIR/P/0155 dated November 11, 2024, as amended ("SEBI Master Circular"), and SS-2 and any amendments thereto, the Company is providing the facility to the Members to exercise their right to vote on the proposed resolution electronically. The instructions for e-voting are provided as part of this Postal Ballot Notice.
8. The e-voting period commences at Friday, 01st May, 2026 at 9:00 AM (IST) and ends at Saturday, 30th May, 2026 at 5:00 PM (IST). The e-voting will not be allowed beyond the aforesaid date and time and the e-voting module shall be forthwith disabled by MUFG Intime India Private Limited (Formerly known as Link Intime India Private Limited) upon expiry of the aforesaid period.
9. The resolutions, if approved, shall be deemed to have been passed on the last date of e-voting i.e. Saturday, 30th May, 2026.
10. As required by Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 read with the MCA Circulars and the Listing Regulations, the details pertaining to this Postal Ballot will be published in at least one (1) English National daily newspaper circulating throughout India (In English language) and one (1) Vernacular language newspaper circulating in Local Area.
11. Any query/grievance may please be addressed to Company Secretary with respect to the voting by electronic means at: Email id: [investor@ruchirapapers.com](mailto:investor@ruchirapapers.com); or [cs@ruchirapapers.com](mailto:cs@ruchirapapers.com) or Tel. +91-8053800897.
12. PROCEDURE FOR E-VOTING:
  - (i) E-VOTING FACILITY:
    - (a) The Company is providing e-voting facility of MUFG Intime India Private Limited (Formerly known as Link Intime India Private Limited) to its Members to exercise their right to vote on the proposed resolutions by electronic means. The remote e-voting facility will be available during the following voting period: Commencement of e-voting on Friday, 01st May, 2026 at 9:00 AM (IST) and ends on Saturday, 30th May, 2026 at 5:00 PM (IST).
    - (b) The remote e-voting will not be allowed beyond the aforesaid date and time and the remote e-voting module shall be forthwith disabled by MUFG Intime India Private Limited (Formerly known as Link Intime India Private Limited) upon expiry of the aforesaid period.
    - (c) The manner of e-voting by (i) individual shareholders holding shares of the Company in demat mode, (ii) Shareholders other than individuals holding shares of the Company in demat mode, (iii) shareholders holding shares of the Company in physical mode, and (iv) Members who have not registered their e-mail address, is explained in the instructions given herein below.

(ii) INFORMATION AND INSTRUCTIONS RELATING TO E-VOTING:

- (a) Once the vote on a resolution is cast by a Member, whether partially or otherwise, the Member shall not be allowed to change it subsequently or cast the vote again.
- (b) INFORMATION AND INSTRUCTIONS FOR E-VOTING BY INDIVIDUAL SHAREHOLDERS HOLDING SHARES

OF THE COMPANY IN DEMAT MODE: As per the SEBI Master Circular, all "individual shareholders holding shares of the Company in demat mode" can cast their vote, by way of a single login credential, through their demat accounts / websites of Depositories / Depository Participants. The procedure to login and access e-voting, as devised by the Depositories / Depository Participant(s), is given below:

### REMOTE E-VOTING INSTRUCTIONS:

In terms of SEBI circular no. SEBI/HO/CFD/PoD2/CIR/P/0155 dated November 11, 2024, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants.

Shareholders are advised to update their mobile number and email Id correctly in their demat accounts to access remote e-Voting facility.

#### Login method for Individual shareholders holding securities in demat mode:

##### Individual Shareholders holding securities in demat mode with NSDL

##### METHOD 1 - NSDL OTP based login

- a) Visit URL: <https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp>
- b) Enter your 8 - character DP ID, 8 - digit Client Id, PAN, Verification code and generate OTP.
- c) Enter the OTP received on your registered email ID/ mobile number and click on login.
- d) Post successful authentication, you will be re-directed to NSDL depository website wherein you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services.
- e) Click on "MUFG InTime" or "evoting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

##### METHOD 2 - NSDL IDeAS facility

##### Shareholders registered for IDeAS facility:

- a) Visit URL: <https://eservices.nsdl.com> and click on "Beneficial Owner" icon under "IDeAS Login Section".
- b) Enter IDeAS User ID, Password, Verification code & click on "Log-in".
- c) Post successful authentication, you will be able to see e-Voting services under Value added services section. Click on "Access to e-Voting" under e-Voting services.
- d) Click on "MUFG InTime" or "evoting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

##### Shareholders not registered for IDeAS facility:

- a) To register, visit URL: <https://eservices.nsdl.com> and select "Register Online for IDeAS Portal" or click on <https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp>
- b) Enter 8-character DP ID, 8-digit Client ID, Mobile no, Verification code & click on "Submit".
- c) Enter the last 4 digits of your bank account / generate 'OTP'
- d) Post successful registration, user will be provided with Login ID and password.
- e) Follow steps given above in points (a-d).

Shareholders/ Members can also download NSDL Mobile App "NSDL Speede" facility by scanning the QR code mentioned below for seamless voting experience.



### **METHOD 3 - NSDL e-voting website**

- a) Visit URL: <https://www.evoting.nsdl.com>
- b) Click on the "Login" tab available under 'Shareholder/Member' section.
- c) Enter User ID (i.e., your 16-digit demat account no. held with NSDL), Password/OTP and a Verification Code as shown on the screen & click on "Login".
- d) Post successful authentication, you will be re-directed to NSDL depository website wherein you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services.
- e) Click on "MUFG InTime" or "evoting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

### **Individual Shareholders holding securities in demat mode with CDSL**

#### **METHOD 1 - CDSL e-voting page**

- a) Visit URL: <https://www.cdslindia.com>.
- b) Go to e-voting tab.
- c) Enter 16-digit Demat Account Number (BO ID) and PAN No. and click on "Submit".
- d) System will authenticate the user by sending OTP on registered Mobile and Email as recorded in Demat Account
- e) Post successful authentication, user will be able to see e-voting option. The evoting option will have links of e-voting service providers i.e., MUFG InTime. Click on "MUFG InTime" or "evoting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

#### **METHOD 2 - CDSL Easi/ Easiest facility:**

##### **Shareholders registered for Easi/ Easiest facility:**

- a) Visit URL: <https://web.cdslindia.com/myeasitoken/Home/Login> or Visit URL: [www.cdslindia.com](http://www.cdslindia.com), click on "Login" and select "My Easi New (Token)".
- b) Enter existing username, Password & click on "Login".
- c) Post successful authentication, user will be able to see e-voting option. The evoting option will have links of e-voting service providers i.e., MUFG InTime. Click on "MUFG InTime" or "evoting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

##### **Shareholders not registered for Easi/ Easiest facility:**

- a) To register, visit URL: <https://web.cdslindia.com/myeasitoken/Home/EasiRegistration> / <https://web.cdslindia.com/myeasitoken/Home/EasiestRegistration>.
- b) Proceed with updating the required fields for registration.
- c) Post successful registration, user will be provided username and password on the registered email id. Follow steps given above in points (a-c).

### **Individual Shareholders holding securities in demat mode with Depository Participant**

Individual shareholders can also login using the login credentials of your demat account through your depository participant registered with NSDL / CDSL for e-voting facility.

- a) Login to DP website
- b) After Successful login, user shall navigate through "e-voting" option.
- c) Click on e-voting option, user will be redirected to NSDL / CDSL Depository website after successful authentication, wherein user can see e-voting feature.
- d) Post successful authentication, click on "MUFG InTime" or "evoting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Login method for shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode.

**Shareholders holding shares in physical mode / Non-Individual Shareholders holding securities in demat mode as on the cut-off date for e-voting may register and vote on InstaVote as under:**

#### **STEP 1: LOGIN / SIGNUP on InstaVote**

##### **Shareholders registered for INSTAVOTE facility:**

- a) Visit URL: <https://instavote.linkintime.co.in> & click on "Login" under 'SHARE HOLDER' tab.  
 b) Enter details as under:

1. User ID: Enter User ID
2. Password: Enter existing Password
3. Enter Image Verification (CAPTCHA) Code
4. Click "Submit".  
 (Home page of e-voting will open. Follow the process given under "Steps to cast vote for Resolutions")

InstaVote USER ID	NSDL	User ID is 8 Character DP ID followed by 8 Digit Client ID (e.g.IN123456) and 8 digit Client ID (eg.12345678).
	CDSL	User ID is 16 Digit Beneficiary ID.
	Shares held in physical form	User ID is <u>Event No + Folio no.</u> registered with the Company

**Shareholders not registered for INSTAVOTE facility:**

- a) Visit URL: <https://instavote.linkintime.co.in> & click on "Sign Up" under 'SHARE HOLDER' tab & register with details as under:

1. User ID: Enter User ID
2. PAN: Enter your 10-digit Permanent Account Number (PAN) (Shareholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable).
3. DOB/DOI: Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP/Company - in DD/MM/YYYY format)
4. Bank Account Number: Enter your Bank Account Number (last four digits), as recorded with your DP/Company.
  - o Shareholders, holding shares in NSDL form, shall provide 'point 4' above.
  - o Shareholders, holding shares in CDSL form, shall provide 'point 3' or 'point 4' above.
  - o Shareholders, holding shares in physical form but have not recorded 'point 3' and 'point 4', shall provide their Folio number in 'point 4' above
5. Set the password of your choice.  
 (The password should contain minimum 8 characters, at least one special Character (!#\$%&\*), at least one numeral, at least one alphabet and at least one capital letter).
6. Enter Image Verification (CAPTCHA) Code.
7. Click "Submit" (You have now registered on InstaVote).  
 Post successful registration, click on "Login" under 'SHARE HOLDER' tab & follow steps given above in points (a-b).

InstaVote USER ID	NSDL	User ID is 8 Character DP ID followed by 8 Digit Client ID (e.g.IN123456) and 8 digit Client ID (eg.12345678).
	CDSL	User ID is 16 Digit Beneficiary ID.
	Shares held in physical form	User ID is <u>Event No + Folio no.</u> registered with the Company

**STEP 2: Steps to cast vote for Resolutions through InstaVote**

- A. Post successful authentication and redirection to InstaVote inbox page, you will be able to see the "Notification for e-voting".
- B. Select 'View' icon. E-voting page will appear.
- C. Refer the Resolution description and cast your vote by selecting your desired option 'Favour / Against' (If you wish to view the entire Resolution details, click on the 'View Resolution' file link).
- D. After selecting the desired option i.e. Favour / Against, click on 'Submit'.
- E. A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote.

NOTE: Shareholders may click on "Vote as per Proxy Advisor's Recommendation" option and view proxy advisor recommendations for each resolution before casting vote. "Vote as per Proxy Advisor's Recommendation" option provides access to expert insights during the e-Voting process. Shareholders may modify their vote before final submission.

Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently.

Non-Individual Body corporate shareholders shall send a scanned copy of the board resolution authorising its representative to vote, to the scrutinizer at registered email address with a copy marked to RTA at [enotices@in.mpms.mufg.com](mailto:enotices@in.mpms.mufg.com) and the company at registered email address.

**Guidelines for Institutional shareholders ("Custodian / Corporate Body/ Mutual Fund")**

**STEP 1 – Custodian / Corporate Body/ Mutual Fund Registration**

- A. Visit URL: <https://instavote.linkintime.co.in>
- B. Click on "Sign Up" under "Custodian / Corporate Body/ Mutual Fund"
- C. Fill up your entity details and submit the form.

- D. A declaration form and organization ID is generated and sent to the Primary contact person email ID (which is filled at the time of sign up). The said form is to be signed by the Authorised Signatory, Director, Company Secretary of the entity & stamped and sent to [insta.vote@linkintime.co.in](mailto:insta.vote@linkintime.co.in).
- E. Thereafter, Login credentials (User ID; Organisation ID; Password) is sent to Primary contact person's email ID. (You have now registered on InstaVote)

### STEP 2 – Investor Mapping

- A. Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- B. Click on "Investor Mapping" tab under the Menu section
- C. Map the Investor with the following details:
  - 1) 'Investor ID' – Investor ID for NSDL demat account is 8 Character DP ID followed by 8 Digit Client ID i.e., IN00000012345678; Investor ID for CDSL demat account is 16 Digit Beneficiary ID.
  - 2) 'Investor's Name - Enter Investor's Name as updated with DP.
  - 3) 'Investor PAN' - Enter your 10-digit PAN.
  - 4) 'Power of Attorney' - Attach Board resolution or Power of Attorney.

NOTE: File Name for the Board resolution/ Power of Attorney shall be – DP ID and Client ID or 16 Digit Beneficiary ID.

Further, Custodians and Mutual Funds shall also upload specimen signatures.

- D. Click on Submit button. (The investor is now mapped with the Custodian / Corporate Body/ Mutual Fund Entity). The same can be viewed under the "Report section".

### STEP 3 – Steps to cast vote for Resolutions through InstaVote

The corporate shareholder can vote by two methods, during the remote e-voting period.

#### METHOD 1 - VOTES ENTRY

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) Click on "Votes Entry" tab under the Menu section.
- c) Enter the "Event No." for which you want to cast vote.  
Event No. can be viewed on the home page of InstaVote under "On-going Events".
- d) Enter "16-digit Demat Account No.".
- e) Refer the Resolution description and cast your vote by selecting your desired option 'Favour / Against' (If you wish to view the entire Resolution details, click on the 'View Resolution' file link). After selecting the desired option i.e. Favour / Against, click on 'Submit'.
- f) A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote.  
(Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

#### METHOD 2 - VOTES UPLOAD

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) After successful login, you will see "Notification for e-voting".
- c) Select "View" icon for "Company's Name / Event number".
- d) E-voting page will appear.
- e) Download sample vote file from "Download Sample Vote File" tab.
- f) Cast your vote by selecting your desired option 'Favour / Against' in the sample vote file and upload the same under "Upload Vote File" option.
- g) Click on 'Submit'. 'Data uploaded successfully' message will be displayed.  
(Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

NOTE: Non-Individual Body corporate shareholders shall send a scanned copy of the board resolution authorising its representative to vote, to the scrutinizer at registered email address with a copy marked to RTA at [enotices@in.mpms.mufg.com](mailto:enotices@in.mpms.mufg.com) and the company at registered email address.

**HELPDESK:**

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode:

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode facing any technical issue in login may contact INSTAVOTE helpdesk by sending a request at [enotices@in.mpms.mufg.com](mailto:enotices@in.mpms.mufg.com) or contact on: - Tel: 022 – 4918 6000.

**Individual Shareholders holding securities in demat mode:**

Individual Shareholders holding securities in demat mode may contact the respective helpdesk for any technical issues related to login through Depository i.e., NSDL and CDSL.

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at: 022 - 4886 7000
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800 22 55 33

**Forgot Password:**

Individual Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode:

Individual Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode have forgotten the USER ID [Login ID] or Password or both then the shareholder can use the "Forgot Password" option available on: <https://instavote.linkintime.co.in>

- Click on "Login" under 'SHARE HOLDER' tab.
- Further Click on "forgot password?"
- Enter User ID, select Mode and Enter Image Verification code (CAPTCHA).
- Click on "SUBMIT".

InstaVote USER ID	NSDL	User ID is 8 Character DP ID followed by 8 Digit Client ID (e.g. IN123456) and 8 digit Client ID (eg.12345678).
	CDSL	User ID is 16 Digit Beneficiary ID.
	Shares held in physical form	User ID is Event No + Folio no. registered with the Company

In case Custodian / Corporate Body/ Mutual Fund has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the "Forgot Password" option available on: <https://instavote.linkintime.co.in>

- Click on 'Login' under "Custodian / Corporate Body/ Mutual Fund" tab
- Further Click on "forgot password?"
- Enter User ID, Organization ID and Enter Image Verification code (CAPTCHA).
- Click on "SUBMIT".

In case shareholders have a valid email address, Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing information about the particulars of the Security Question and Answer, PAN, DOB/DOI etc. The password should contain a minimum of 8 characters, at least one special character (!#\$%\*), at least one numeral, at least one alphabet and at least one capital letter.

**Individual Shareholders holding securities in demat mode with NSDL/ CDSL has forgotten the password:**

Individual Shareholders holding securities in demat mode have forgotten the USER ID [Login ID] or Password or both, then the Shareholders are advised to use Forget User ID and Forget Password option available at above mentioned depository/ depository participants website.

**General Instructions - Shareholders**

- ❖ It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- ❖ For shareholders/ members holding shares in physical form, the details can be used only for voting on the resolutions contained in this Notice.
- ❖ During the voting period, shareholders/ members can login any number of time till they have voted on the resolution(s) for a particular "Event".

**EXPLANATORY STATEMENT PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013 READ WITH RULES 20 AND 22 OF THE COMPANIES (MANAGEMENT AND ADMINISTRATION) RULES, 2014 AND ADDITIONAL INFORMATION AS REQUIRED UNDER THE SECURITIES AND EXCHANGE BOARD OF INDIA (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015.**

**ITEM NO. 1**

**CHANGE IN DESIGNATION AND APPOINTMENT OF SH. JATINDER SINGH (DIN: 01594919) AS MANAGING DIRECTOR OF THE COMPANY:**

The members are informed that Sh. Umesh Chander Garg, Managing Director of the Company, passed away on 23rd January, 2026, resulting in a vacancy in the office of Managing Director of the Company.

As per Regulation 26A(1) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, any vacancy in the office of Managing Director is required to be filled at the earliest but not later than three months from the date of such vacancy. Further, as per Regulation 17(1C) of SEBI (LODR) Regulations, the appointment of Managing Director shall be approved by the shareholders at the next General Meeting or within three months from the date of appointment, whichever is earlier.

In order to fill the said vacancy, the Board of Directors, based on the recommendation of the Nomination and Remuneration Committee and Audit Committee, at its meeting held on 09.04.2026, approved the appointment of Sh. Jatinder Singh, as Managing Director of the Company by way of change in designation from Whole-time Director of the Company, with effect from 09.04.2026 for the remaining tenure up to 31.08.2030, subject to approval of the shareholders.

There shall be no change in his tenure, terms and remuneration, as already approved by the shareholders in the Annual General Meeting held on 29.09.2025 at the time of his re-appointment as Whole-time Director and only his designation is proposed to be changed from Whole-time Director to Managing Director in order to fill the vacancy caused due to the demise of the erstwhile Managing Director.

Brief particulars pursuant to Regulation 36(3) of the Listing Regulations and additional information to be given to Members in terms of Secretarial Standards on General Meetings (SS-2) in respect of Sh. Jatinder Singh is given in Annexure A to the Notice.

As per the proviso to Section 102(2) of the Companies Act, 2013, it is clarified that the proposed Resolution does not relate to or affect any other Company.

Information required to be disclosed under the Second Proviso to Section II(B), Part II of Schedule V of the Companies Act, 2013 is as follows:

- (i) The proposed remuneration has been approved by Nomination and Remuneration Committee and the Board.
- (ii) The Company has not defaulted in repaying any of its debts or interest payable for a continuous period

of thirty days in the preceding financial year before the date of appointment.

- (iii) The approval of the shareholders is being sought by way of Special Resolution through Postal Ballot for payment of remuneration to the managerial personnel in accordance with the provisions of Section II of Part II of Schedule V of the Companies Act, 2013. In the case of Sh. Jatinder Singh, there is no change in remuneration, tenure and other terms and conditions earlier approved by the members, and only the designation is proposed to be changed from Whole-time Director to Managing Director.
- (iv) A statement containing further information is set out in the Annexure A to the Notice.

Justification for Appointment/re-appointment after attaining age of 70 years:

Sh. Jatinder Singh, aged 71 years, is an Engineering Graduate from Punjab University. He is one of the Promoters of Ruchira Papers Limited and has been looking finance and accounts of the company. Over the years, he has acquired deep insight into the working of Paper Industry. He has been looking after the Finance, Administration and Raw Material Procurement of the company. Considering his vast experience, leadership, long association with the Company and his continued valuable contribution to the growth and management of the Company, the Board of Directors is of the opinion that it will be in the interest of the Company to appoint him as Managing Director of the company.

The Board recommends the Special Resolution for approval of the shareholders of the company.

Except Sh. Jatinder Singh, Sh. Daljeet Singh Mandhan and his relatives, none of the Directors, Key Managerial Personnel or their relatives are in any way concerned or interested in the resolution.

**ITEM NO. 2**

**REGULARIZATION OF APPOINTMENT OF SMT. SHASHI GARG (DIN: 01599284) AS DIRECTOR OF THE COMPANY:**

The members are informed that due to the sad demise of Sh. Umesh Chander Garg, Director and Managing Director of the Company, on 23rd January, 2026, a vacancy arose on the Board of Directors of the Company. In order to fill the vacancy and strengthen the management of the Company, the Board of Directors at its meeting held on 09.04.2026 appointed Smt. Shashi Garg as an Additional Director of the Company pursuant to the provisions of Section 161(1) of the Companies Act, 2013.

In terms of the provisions of Section 161(1), Smt. Shashi Garg holds office up to the date of the next Annual General Meeting or the last date on which the Annual General Meeting should have been held, whichever is earlier. The Company has received a notice in writing under Section 160 of the Companies Act, 2013 proposing her candidature for the office of Director.

The Board considers that her association would be beneficial and in the interest of the Company and therefore recommends her appointment as Director of the Company.

The Board recommends the Ordinary Resolution for approval of the shareholders of the company.

Except Smt. Shashi Garg, Subhash Chander Garg, Sh. Deepan Garg and her relatives, none of the Directors, Key Managerial Personnel or their relatives are in any way concerned or interested in the resolution.

### ITEM NO. 3

#### **APPOINTMENT OF SMT. SHASHI GARG (DIN: 01599284) AS WHOLE-TIME DIRECTOR OF THE COMPANY AND APPROVAL OF HER REMUNERATION:**

The members are informed that the Board of Directors, based on the recommendation of the Nomination and Remuneration Committee and Audit Committee, at its meeting held on 09.04.2026, approved the appointment of Smt. Shashi Garg as Whole-time Director of the Company for the period commencing from 09.04.2026 to 31.08.2030, and the Remuneration was approved for the period of commencing from 09.04.2026 till 31.08.2028, subject to approval of the shareholders of the Company.

The terms and conditions of her appointment including remuneration are set out in the resolution and are in accordance with the provisions of Sections 196, 197, 198 and Schedule V of the Companies Act, 2013.

Brief particulars pursuant to Regulation 36(3) of the Listing Regulations and additional information to be given to shareholders in terms of Secretarial Standards on General Meetings (SS-2) in respect of Smt. Shashi Garg is given in Annexure B to the Notice.

As per the proviso to Section 102(2) of the Companies Act, 2013, it is clarified that the proposed Resolution does not relate to or affect any other Company.

Information required to be disclosed under the Second Proviso to Section II(B), Part II of Schedule V of the Companies Act, 2013 is as follows:

- (i) The proposed remuneration has been approved by Nomination and Remuneration Committee and the Board.
- (ii) The Company has not defaulted in repaying any of its debts or interest payable for a continuous period of thirty days in the preceding financial year before the date of appointment.
- (iii) The approval of the shareholders is being sought by way of Special Resolution through Postal Ballot for payment of remuneration to the managerial personnel in accordance with the provisions of Section II of Part II of Schedule V of the Companies Act, 2013.
- (iv) A statement containing further information is set out in the Annexure B to the Notice.

Justification for Appointment after attaining age of 70 years:

Smt. Shashi Garg, aged 74 years, is a Graduate and one of the Promoters of the Company. She is also serving as Director in other companies and has considerable experience in the areas of administration, finance, accounts, management and corporate affairs. Through her association with various business and corporate activities, she has gained valuable experience in management, administration, financial planning and organizational development.

After the sad demise of Sh. Umesh Chander Garg, Managing Director of the Company, there is a need to strengthen the management and administrative functions of the Company. Considering her experience, promoter background, business knowledge, leadership qualities, the Board of Directors is of the opinion that her appointment as Whole-time Director will be in the interest of the Company and accordingly recommends the Special Resolution for approval of the shareholders of the company.

Except Smt. Shashi Garg, Sh. Subhash Chander Garg, Sh. Deepan Garg and her relatives, none of the Directors, Key Managerial Personnel or their relatives are in any way concerned or interested in the resolution.

**DETAILS OF DIRECTOR PROPOSED TO BE APPOINTED, PURSUANT TO REGULATION 36(3) OF THE SECURITIES AND EXCHANGE BOARD OF INDIA (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015, AND THE SECRETARIAL STANDARD-2 ON GENERAL MEETINGS ISSUED BY THE INSTITUTE OF COMPANY SECRETARIES OF INDIA:**

**ANNEXURE-A**

Name of Director	Sh. Jatinder Singh
Director Identification Number	01594919
Category	Executive, Promoter
Nationality	Indian
Date of Birth	19.10.1954
Date of re-appointment/first appointment	01.09.2025
Brief Profile and Expertise in Specific functional area	<p>Sh. Jatinder Singh, aged 71 years, is an Engineering Graduate from Punjab University. He is one of the Promoters of Ruchira Papers Limited and has been looking finance and accounts of the company as a Whole Time Director.</p> <p>Over the years, he has acquired deep insight into the working of Paper Industry. He has been looking after the Finance, Administration and Raw Material Procurement of the company.</p>
Chairman/ Member of committees of the Board of Companies of which he is a director	<p>Ruchira Papers Limited.</p> <p>Member: Audit Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee and Allotment Committee.</p> <p>Chairperson: Project Committee</p>
Shareholding as on 31.03.2026	(9.64%) 2876498 Equity Shares
Last Remuneration Drawn (Including sitting fees, if any)	Rs. 24.00 Lakh p.m. Plus 20% (HRA) plus other benefits as approved by Shareholders vide Special Resolution dated 29th September 2025.
Terms and Conditions of Appointment/Re-appointment	There shall be no change in his tenure, terms and remuneration, as already approved by the shareholders in the Annual General Meeting held on 29.09.2025 at the time of his re-appointment as Whole-time Director and only his designation is proposed to be changed from Whole-time Director to Managing Director, as set out in the Resolution and Explanatory Statement.
Relationship with other Directors/KMP inter-se	Related to Sh. Daljeet Singh Mandhan, Director-Commercial of the Company.
Number of Meeting of Board attended during the year and other directorship etc.	The Director has attended all the 4 (four) Board Meetings held during the year on 24.05.2025, 11.08.2025, 13.11.2025 and 13.02.2026.

**ANNEXURE-B**

Name of the proposed director	Smt. Shashi Garg
Director Identification Number	01599284
Category:	Executive, Promoter
Nationality	Indian
Date of Birth	01.12.1951
Date of re-appointment/first appointment	09.04.2026
Brief Profile and Expertise in Specific functional area	Smt. Shashi Garg, aged 74 years, is an experienced professional having rich expertise in the areas of administration, finance, accounts, management and corporate affairs. She is also serving as a Director in other companies. Through her long-standing association with various business and corporate activities, she has gained valuable experience in management, administration, financial planning and organizational development.
Chairman/ Member of committees of the Board of Companies of which She is a director	Nil
Shareholding as on 31.03.2026	(7.07%) 2112953 Equity Shares
Last Remuneration Drawn (Including sitting fees, if any)	NA
Terms and Conditions of Appointment/Re-appointment	As mentioned in Resolution Item Nos. 2 and 3 and the accompanying Explanatory Statement.
Relationship with other Directors/KMP inter-se	Related to Sh. Subhash Chander Garg, Sh. Deepan Garg and her relatives of the Company.
Number of Meeting of Board attended during the year and other directorship etc.	NA

**STATEMENT PURSUANT TO PROVISION TO SCHEDULE V (PART II SECTION II (A) (CLAUSE IV)) OF THE COMPANIES ACT, 2013**

**I. GENERAL INFORMATION**

1.	Nature of Industry	Paper Industry: The Company is engaged in the manufacturing of Kraft Paper and Writing & Printing Paper. The company's white writing & printing paper is used in the fabrication of notebooks and writing material; the coloured paper is used in the fabrication of spiral notebooks, Mogra (used in wedding card paper) and leher (used in disposable cups and bowls), shade cards, children's colouring books, and bill books etc. Kraft Paper finds its application in the packaging Industry especially for making Corrugated Boxes/Cartons, Carry Bags, Burger Boxes and for other packaging requirements.																													
2.	Date of commencement of commercial production	The Company is engaged in production of Kraft Paper since 1983 and of Writing and Printing Paper since 2008.																													
3.	In case of new companies, expected date of commencement of activities as per project approved by financial institutions appearing in the prospectus.	Not Applicable																													
4.	Financial performance based on given indicators.	<p>The Financial Results for the last three years are as follows:</p> <table border="1" data-bbox="710 981 1450 1451"> <thead> <tr> <th data-bbox="710 981 898 1151">Particulars</th> <th data-bbox="898 981 1070 1151">Unaudited Results for Nine Months from 01.04.2025 to 31.12.2025 (Rs. in Lakhs)</th> <th data-bbox="1070 981 1198 1151">2024-25 (Rs. In Lakhs)</th> <th data-bbox="1198 981 1326 1151">2023-24 (Rs. In Lakhs)</th> <th data-bbox="1326 981 1450 1151">2022-23 (Rs. In Lakhs)</th> </tr> </thead> <tbody> <tr> <td data-bbox="710 1151 898 1227">Sales</td> <td data-bbox="898 1151 1070 1227">46679.80</td> <td data-bbox="1070 1151 1198 1227">65923.04</td> <td data-bbox="1198 1151 1326 1227">65759.80</td> <td data-bbox="1326 1151 1450 1227">80270.11</td> </tr> <tr> <td data-bbox="710 1227 898 1303">PBT</td> <td data-bbox="898 1227 1070 1303">4663.00</td> <td data-bbox="1070 1227 1198 1303">9042.57</td> <td data-bbox="1198 1227 1326 1303">6606.27</td> <td data-bbox="1326 1227 1450 1303">9064.59</td> </tr> <tr> <td data-bbox="710 1303 898 1379">PAT</td> <td data-bbox="898 1303 1070 1379">3461.14</td> <td data-bbox="1070 1303 1198 1379">6732.68</td> <td data-bbox="1198 1303 1326 1379">4919.49</td> <td data-bbox="1326 1303 1450 1379">6762.70</td> </tr> <tr> <td data-bbox="710 1379 898 1451">Dividend proposed/Paid</td> <td data-bbox="898 1379 1070 1451">NA</td> <td data-bbox="1070 1379 1198 1451">50.00%</td> <td data-bbox="1198 1379 1326 1451">50.00%</td> <td data-bbox="1326 1379 1450 1451">50.00%</td> </tr> </tbody> </table>					Particulars	Unaudited Results for Nine Months from 01.04.2025 to 31.12.2025 (Rs. in Lakhs)	2024-25 (Rs. In Lakhs)	2023-24 (Rs. In Lakhs)	2022-23 (Rs. In Lakhs)	Sales	46679.80	65923.04	65759.80	80270.11	PBT	4663.00	9042.57	6606.27	9064.59	PAT	3461.14	6732.68	4919.49	6762.70	Dividend proposed/Paid	NA	50.00%	50.00%	50.00%
Particulars	Unaudited Results for Nine Months from 01.04.2025 to 31.12.2025 (Rs. in Lakhs)	2024-25 (Rs. In Lakhs)	2023-24 (Rs. In Lakhs)	2022-23 (Rs. In Lakhs)																											
Sales	46679.80	65923.04	65759.80	80270.11																											
PBT	4663.00	9042.57	6606.27	9064.59																											
PAT	3461.14	6732.68	4919.49	6762.70																											
Dividend proposed/Paid	NA	50.00%	50.00%	50.00%																											
5.	Export Performance and Net Foreign Exchange Collection	The exports were Nil in \$ and Rs. 956.46 Lac in INR on FOB Basis in FY 2024-25.																													
6.	Foreign investments or collaborators, if any.	Nil																													

**II. INFORMATION ABOUT THE APPOINTEE/ EXISTING MANAGERIAL PERSONNEL TO WHOM INCREASED REMUNERATION IS PROPOSED:**

<b>Name of Directors</b>	<b>Sh. Jatinder Singh</b>	<b>Smt. Shashi Garg</b>
Background Details	<p>Sh. Jatinder Singh, aged 71 years, is an Engineering Graduate from Punjab University. He is one of the Promoters of Ruchira Papers Limited and has been looking finance and accounts of the company as a Whole Time Director.</p> <p>Over the years, he has acquired deep insight into the working of Paper Industry. He has been looking after the Finance, Administration and Raw Material Procurement of the company.</p>	<p>Smt. Shashi Garg, aged 74 years, is an experienced professional having rich expertise in the areas of administration, finance, accounts, management and corporate affairs. She is also serving as a director in other companies. Through her long-standing association with various business and corporate activities, she has gained valuable experience in management, administration, financial planning and organizational development.</p>
Past Remuneration	<p>Rs. 24.00 lakh per month, along with 20% House Rent Allowance (HRA) and other benefits.</p> <p>There shall be no change in the tenure, terms, and <b>remuneration</b> of the appointee, as already approved by the shareholders at the Annual General Meeting held on 29th September 2025, at the time of his re-appointment as Whole-time Director. Only his designation is proposed to be changed from Whole-time Director to Managing Director in order to fill the vacancy arising due to the demise of the erstwhile Managing Director.</p>	NA
Recognition or awards.	-----	-----
Job Profile and his/her suitability.	As per (1) above	As per (1) above
Remuneration proposed.	As set out in the resolution at Item No. 1 of the Notice.	As set out in the resolution at Item No. 3 of the Notice.
Comparative remuneration profile with respect to industry, size of the Company, profile of the position and person (in case of expatriates the relevant details would be w.r.t. the country of his origin).	The remuneration proposed to be paid to the Managing Director is comparable with the remuneration being paid for similar assignments in the industry.	The remuneration proposed to be paid to the Director is comparable with the remuneration being paid for similar assignments in the industry.
Pecuniary relationship directly or indirectly with the Company, or relationship with managerial personnel, if any.	Related to Sh. Daljeet Singh Mandhan Director-Commercial of the Company.	Related to Sh. Subhash Chander Garg, Sh. Deepan Garg and her relatives of the Company.

**III. OTHER INFORMATION:**

1.	Reasons of inadequate profits	While the Company has maintained stable operational performance, the proposed managerial remuneration is being placed before the shareholders for approval in accordance with the provisions of Section 197 of the Companies Act, 2013 read with Schedule V of the Companies Act, 2013. As a matter of abundant compliance and in order to ensure continuity of remuneration in all circumstances, including in the event of absence or inadequacy of profits in any financial year, approval of the members is being sought by way of a special resolution for payment of remuneration as minimum remuneration, in terms of the applicable provisions of Schedule V.
2.	Steps taken or proposed to be taken for improvement	The Company continues to adopt a prudent and forward-looking approach towards operational efficiency, capacity optimisation and sustainable growth. The focus remains on continuous process improvements, debottlenecking of existing facilities and optimal utilisation of resources to enhance productivity. In addition, the Company has undertaken modernization in its manufacturing processes in its Writing & Printing segment, aimed at strengthening production capabilities and ensuring consistency in quality. The Company is also taking initiatives to reinforce its market presence, improve cost efficiencies and maintain a balanced product mix, thereby supporting long-term operational stability and competitiveness.
3.	Expected increase in productivity and profits in measurable terms	The Company expects that the initiatives undertaken towards process optimisation, capacity enhancement and cost management will contribute positively to operational performance. Improved efficiencies in production processes, coupled with better utilisation of installed capacities, are anticipated to support enhanced output levels and margin stability. Further, the Company continues to benefit from a stable input cost environment and established sourcing arrangements with Coal India Limited, which are expected to provide operational visibility and cost predictability. The Company remains committed to maintaining financial discipline and ensuring timely compliance with applicable regulatory requirements, including disclosure of financial results in accordance with Regulation 33 of SEBI (LODR) Regulations, 2015.

**IV. DISCLOSURE**

1.	Remuneration Package	Disclosure of the remuneration package is part of this notice being sent to shareholders.
2.	Details of Fixed Component and performance linked incentives along with the performance criteria.	All components of the remuneration package are fixed. No performance linked incentives to be given.
3.	Service Contracts, Notice Period, Severance fees etc.	N.A.
4.	Stock Option Details if any.	N.A.