**The procedure/process to be followed by the “Nominating Committee” (NC) for suggesting ‘Potential candidate for Board member position** on the Board of the Company shall be as under:

1. “Vacancy” for Board Position under Class A or Class B or Class C category will be finalised as per the provisions of the Articles 9.4, 9.5 & 9.6 of the Articles of Association of the Company.
2. **Eligibility criteria for members to apply for the vacancy:**
	1. She is a “Member” of Sakhi Mahila Milk Producer Company Limited on or before April 2025 and remained in same class of member category for the past 2 (Two) years.
	2. The member has to satisfy the provisions of the Articles 9.6 (iii) and 9.16.
	3. The candidature of the member to be proposed by at least 25 eligible members belonging to the same member class category (who are eligible to vote in the AGM) from at least 10 MPPs.
	4. She must have PAN Card.
	5. She has to submit a self-declaration along with the nomination form as prescribed by the Board of the Company. Also need to submit all relevant self-attested document proof wherever necessary (like age, educational qualification, address/ID proof, Aadhaar Card, PAN Card copy etc.,)
3. For consideration by the Nominating Committee, eligible members may apply for these vacancies in a prescribed form (downloading of form from the website of the company or can be collected from the registered office of the Company in-person) seconded by at least 25 members (of the respective class only) who are eligible to vote at the Annual General Meeting during the year and belonging to at least 10 MPPs.
4. The Company Secretary (CS) will arrange to provide all the information required by the ‘Nominating Committee’ for those members who have applied for the vacant board position and for those members who have proposed the candidature for scrutiny and verification.
5. The Company shall issue a notice inviting nominations from eligible members belonging to that particular class for consideration by the Nominating Committee (to fill as many positions vacant on the board) and it shall be put on the notice board of the company, shall be circulated/affixed on every MPP/BMC/MCC of the Company and or on the website of the company.
6. The notice inviting nominations from the eligible members of the Class for which the vacancy has arisen shall include –
7. Name of the class for which the vacancy has to be filled
8. Prescribed Nomination form
9. Last date for sending the Nomination form
10. Last date for withdrawing the Nomination
11. The Company Secretary shall receive the nominations at the registered office of the Company (in-person by hand / through registered post / through courier service / as email attachment of the scanned copy of the duly signed filled form from the member) till the last date/time declared in the notice and will issue an acknowledgement for the receipt of the nomination to the candidate who has applied.
12. After the last date for withdrawing of the Nominations, the scrutiny of the nomination forms will be done.
13. Scrutiny of the nomination forms will be done by the “NC” considering the parameters laid down by an ordinary resolution approved in the 7th AGM (*vide* resolution no. 08/7th AGM: 05.09.2022/2021-22), the provisions of the Articles of Association of the Company and the requirements of the Companies Act, 1956/2013 and the rules framed thereunder.
14. The final list of scrutinized forms based on above mentioned scoring will be arranged in descending order and top 3 members for every vacant position based on the scores shall be called for a personal interview with the NC.
15. NC will meet all the shortlisted persons and take a personal interview either in-person/through video conferencing or by any other audio visual means and give their recommendations to the Board keeping equal weightage to the ‘applicant’s eligibility score’ as well as ‘personal interview’ along with all documents as annexures. In that, the NC shall give the most preferred candidate for the position along with one alternate nominee (if possible) for consideration in any eventuality so arise.
16. NC will submit their report to the Board with the details such as names of candidates for election/appointment, statement of qualifications in respect of each candidate.
17. The Board considers the report of the NC for approval and once approved it will be added as agenda to the notice of AGM.
18. The notice calling the Annual General Meeting shall include the information on the candidate(s) for appointment as Board of Directors.

Subject to candidate providing his/her Consent, DIN and any such other requirements as per the provisions of the Companies Act 2013 and the rules framed thereunder, with the approval of the AGM, she can be appointed as a Director for a term as provided in the Articles of Association of the Company.

संदर्भ संख्या: सखी/सीएस/एनसी/2025

**नामांकन आमंत्रित करने हेतु सूचना पत्र**

सखी महिला मिल्क प्रोड्यूसर कंपनी लिमिटेड ("कंपनी") की आगामी दसवीं वार्षिक आम सभा में कंपनी के बोर्ड में निदेशकों के रिक्त पदों को भरने के लिए 'नामांकन समिति' द्वारा विचार हेतु योग्य सदस्यों से नामांकन आमंत्रित करते हुए निम्नानुसार सूचना जारी किया जाता है:

|  |  |
| --- | --- |
| **सदस्य की** **श्रेणी** | **रिक्त पदों की संख्या** |
| A | 1 |
| B | 2 |
| C | 0 |

ऐसे योग्य सदस्य जो रिक्त पद के लिए आवेदन करने के इच्छुक हैं, उन्हें दिनांक- 30.06.2025 तक या उससे पहले कंपनी के ‘कंपनी सचिव’ को आवश्यक अनुलग्नकों के साथ विधिवत हस्ताक्षरित नामांकन प्रपत्र जमा करना होगा (व्यक्तिगत रूप से या पंजीकृत डाक से या कूरियर सेवा के माध्यम से या ईमेल संलग्नक के रूप में)।

नामांकन प्रपत्र सदस्यों द्वारा व्यक्तिगत रूप से कंपनी के पंजीकृत कार्यालय से प्राप्त किया जा सकता है या कंपनी की वेबसाइट- www.sakhimilk.com से डाउनलोड किया जा सकता है। किसी भी अन्य स्पष्टीकरण के लिए, कृपया नीचे दिए गए नंबर पर संपर्क करें।

 **मोबाइल नं.** 7665358358 अथवा 0144-2330332

कंपनी अधिनियम, 2013 के प्रावधानों के अनुसार बोर्ड के निर्णयों को प्रासंगिक दस्तावेजों के माध्यम से सदस्यों को अवगत कराया जाएगा और उन्हें दसवीं वार्षिक आम सभा में आमंत्रित करने की सूचना दी जाएगी।

 **निदेशक मंडल के आदेशानुसार**

 SD/-

दिनांक: 21.05.2025 **कंपनी सचिव**

स्थान: अलवर सखी महिला मिल्क प्रोड्यूसर कंपनी लिमिटेड

**नामांकन दाखिल करने के नियम एवं शर्तें:**

1. केवल कंपनी के सदस्य ही आवेदन करने के योग्य हैं। आवेदक संबंधित श्रेणी का पिछले दो वर्षों से सदस्य होना चाहिए जिसके लिए वह आवेदन कर रही है।

2. आवेदक कंपनी के मेमोरेंडम ऑफ एसोसिएशन और आर्टिकल ऑफ एसोसिएशन के अनुच्छेद 9.6 (iii) और 9.16 के प्रावधानों को पूरा करती हो।

3. सदस्य का आवेदन कम से कम 10 एम.पी.पी. के कम से कम 25 सदस्यों (जो सामान श्रेणी वर्ग से संबंधित हों तथा जो दसवीं वार्षिक आम सभा में मतदान करने के लिए योग्य हों) द्वारा प्रस्तावित होना चाहिए।

4. आवेदक के पास पैन कार्ड होना चाहिए।

5. आवेदक बोर्ड द्वारा निर्धारित नामांकन प्रपत्र के साथ स्व-घोषणा प्रस्तुत करेगी। वह सभी आवश्यक स्व-सत्यापित दस्तावेज (जैसे- आयु, शैक्षिक योग्यता, पता/ पहचान प्रमाण पत्र, पैन कार्ड आदि) व्यक्तिगत रूप से कंपनी के कार्यालय में या पंजीकृत डाक द्वारा या कूरियर द्वारा या इलेक्ट्रॉनिक माध्यम द्वारा जमा करेगी।

6. आवेदक को एक दिन की अल्प सूचना पर भी (या तो व्यक्तिगत रूप से या वीडियो कॉन्फ्रेंसिंग के माध्यम से या किसी अन्य ऑडियो-विजुअल माध्यम से) साक्षात्कार के लिए नामांकन समिति के समक्ष उपस्थित होना होगा।

7. नामांकन दिनांक 10.07.2025 तक वापस लिये जा सकेंगे।

Ref. No.: Sakhi/C.S./NC/2025

**Notice Regarding Invitation of Nomination for Directorship**

The notice is hereby issued by the ‘Nominating Committee’, inviting nominations from the eligible members of the Sakhi Mahila Milk Producer Company Limited (“company”) for filling up the positions of Directors on the Board in the upcoming 10th Annual General Meeting of the Company.

|  |  |
| --- | --- |
| **Member’s Class** | **No. of position** |
| A | 1 |
| B | 2 |
| C | 0 |

Eligible members interested in applying for the position shall submit the duly filled and signed application form along with the required annexures to the Company Secretary on or before 30.06.2025 (by hand or registered post/ through courier service / as email attachment of the scanned copy of the duly signed filled form).

Application form can be collected by the members in person from the registered office of the company, (or can be downloaded from website of the Company www.sakhimilk.com). In case of any query, please contact on below mentioned no.

**Mobile no.** 7665358358 अथवा 0144-2330332

As per the provisions of the Companies Act, the decisions of the board shall be conveyed to the members through relevant documents and notice inviting them to the 10th Annual General Meeting.

As per the order of Board of Directors

Date: 21.05.2025 SD/-

Place: Alwar                                                               Company Secretary

**Terms and Conditions for filing Nomination:**

1. Only members of company are eligible to apply. Applicant should be the member of respective class she is applying to, since last 2 years.
2. Applicant shall fulfil the provisions of Article 9.6 (iii) and 9.16 of the Memorandum of Association and Article of Association of the company.
3. Member’s application shall be proposed by at least 25 members (who are eligible to vote in 10th Annual General Meeting) at least from 10 MPPs, belonging to the same class.
4. Applicant must have PAN card.
5. Applicant shall submit self-declaration along with the application form provided by the board. She shall submit all required self-attested documents (like Age, Educational qualification, Address/Identity proof, PAN card etc.) in person to the Company’s office or by regd. post or by courier or by electronic media
6. Applicant shall appear before the nominating committee for an interview even on a short notice of one day (either in-person/through video conferencing or by any other audio-visual means).
7. The nominations can be withdrawn by 10.07.2025.

**On letter head of company**

**Nomination Form**

**PART I:**

**Form for nomination for the vacant position on the Board of the Sakhi Mahila Milk Producer Company Limited**

With reference to the Notice (Ref No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_)

inviting nomination from eligible members for consideration by the ‘Nominating Committee’ for the vacancy of the Producer Director (for Class \_\_\_\_ position) on the Board of the Sakhi Mahila Milk Producer Company Limited, we hereby nominate the following person as a candidate for election/appointment as Director on the Board of the Company.

Candidate's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father's / Mother's / Husband's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Milk Producer Member Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Folio No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

She is a “Member” of Sakhi Mahila Milk Producer Company since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and remained in Class \_\_\_\_ of member category for the past \_\_\_\_ years.  She is qualified to be a candidate for the appointment as the Board of Director for the class \_\_\_\_\_ position on the Board as per the notification given by the Company and/or as per the provisions of the Articles of the Company.

We declare that we are the “Members” of class \_\_\_\_\_ of the Company eligible to vote in the Annual General Meeting of the Company. Our name(s) and Member codes as per the records of the Company are mentioned in the table given below and we append our signatures below in token of subscribing to this nomination.

**Particulars of the Proposers and their signatures**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Name of the Member** | **Member Class category** | **Folio No.** | **Member Code** | **Eligible to vote (Yes/No)** | **Signature** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |
| 13. |  |  |  |  |  |  |
| 14. |  |  |  |  |  |  |
| 15. |  |  |  |  |  |  |
| 16. |  |  |  |  |  |  |
| 17. |  |  |  |  |  |  |
| 18. |  |  |  |  |  |  |
| 19. |  |  |  |  |  |  |
| 20. |  |  |  |  |  |  |
| 21. |  |  |  |  |  |  |
| 22. |  |  |  |  |  |  |
| 23. |  |  |  |  |  |  |
| 24. |  |  |  |  |  |  |
| 25. |  |  |  |  |  |  |

*(at least 25 members of the same class to propose)*

**Self-declaration by the Candidate**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, D/o or W/o of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, R/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the candidate, mentioned in Part I, assent to this nomination and hereby declare that:-

1. My name and my father's /mother's / husband's name have been correctly

spelt out above in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Proof\_\_\_\_\_\_\_\_\_\_\_\_\_\_ attested).

1. My Member code is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Folio No. \_\_\_\_\_\_\_\_\_\_\_\_\_ and I am a member since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and remain in Class \_\_\_\_ for the last \_\_\_\_ years.
2. I have completed \_\_\_\_\_\_\_\_\_\_ of age (Proof -------------------- enclosed).
3. I have completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (educational qualification) (Proof ------- enclosed).
4. I have supplied all the surplus milk produced in our household to the Company and not supplied milk to any other players/competitors/operators.
5. I have supplied a total quantity of \_\_\_\_\_\_\_\_\_\_\_\_\_ Ltr of milk for \_\_\_\_\_\_\_\_\_\_\_\_ number of days during the previous financial year and I have subscribed for \_\_\_\_\_\_\_\_\_\_ number of shares of the MPC.

I further declare that to the best of my knowledge and belief, I am qualified and does not related to any person having any business transaction with the company (like transporter, franchisee/contractor, employee of the MPC etc.,) and does not attract any disqualification as per the provisions of The Companies Act and Articles of Association of the Company.

I understand that if any of the information provided above by me found incorrect then my candidature shall be liable to be rejected by the Company.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Candidate)

**PART II   To be filled by the Company Secretary for office records**

Serial No. of nomination form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kum. / Smt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ having member code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Folio No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This Nomination was delivered to the Company Secretary at the Sakhi Mahila Milk Producer Company Limited registered office at\_\_\_\_\_\_\_ (hour) on \_\_\_\_\_\_\_\_\_ (date) by the \*candidate / proposer(s) via by hand/registered post/courier/any other electronic means.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                            **Signature of the Company Secretary**

*\* Strike out which is not applicable*

**PART III     Acknowledgement for receipt of Nomination Form**

(To be handed over to the person presenting the nomination form)

Serial No. of nomination form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The nomination form of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (with Member code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_), a candidate for filling the vacancy of the Board Position from the Class \_\_\_\_\_, was delivered to us at the Sakhi Mahila Milk Producer Company Limited via by hand/registered post/courier/ any other electronic means at \_\_\_\_\_\_\_\_\_\_\_ (hours) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) by the \*candidate / proposer.

All nomination forms will be taken up for scrutiny at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(hour) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(place).

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                        **Signature of the Company Secretary**

*\* Strike out which is not applicable*