

SCAN PROJECTS LIMITED
VILLAGE - JORIAN, DELHI ROAD, YAMUNA NAGAR, HARYANA -
135001

05.09.2022

DP Id & Client Id :
Name of Shareholder :

Dear Shareholder,

Sub: Notice for the 30th Annual General Meeting

We are pleased to inform you that the **Annual General Meeting (AGM)** of the Company is scheduled to be held on 30th September, 2022 at registered office of the company Village Jorian, Delhi Road, Yamuna Nagar (Haryana) at 05:00 P.M. to transact the business as set out in the notice convening the Meeting.

We thank you for your support for the 'Green Initiative' of the Company, enabling service of the notices/Annual Reports electronically to your e-mail address.

A copy of the Annual Report of the Company for the financial year ended March 31, 2022 which, inter-alia, includes the Notice of the Annual General Meeting, Financial Statements, Board's Report, Auditors' Report etc. is available on the links given herein below :- www.scanprojects.in.

In case you do not have PDF Reader installed you can download the installer by clicking Official Adobe website.

In case you need a hard copy of the Annual Report, the same will be provided free of cost on receipt of a written request from you.

In this regard, your Company is pleased to offer e-voting facility which would enable you to cast your vote electronically. This facility is being provided through CDSL e-voting platform (i.e. www.evotingindia.com). Please read the instructions given in the Notice for voting through the e-voting platform.

Please note that the e-voting period starts at **Tuesday 27th September 2022 and ends at Thursday 29th September 2022**. During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the **cut-off date i.e. 23rd September 2022** may cast their vote electronically. The voting module shall be disabled by CDSL for voting thereafter.

Please note that all future communications to shareholders would be sent to you in electronic form on this email address. In case there is any change in your registered email address, please update the same with your Depository, if you are holding shares in dematerialized form or with the Company's Share Transfer Agent, M/s Beetal Financial & Computer Services Pvt. Ltd., Beetal House, 3rd Floor, 99, Madangir, Behind Local Shopping Centre, Near Dada Harsukh Dass Mandir, New Delhi – 110062, Phone No. : 011-29961281-83, Fax No. : 011 – 29961284, E-mail: beetal@beetalfinancial.com, if you are holding shares in physical form.

Thanking you,
Yours faithfully,
For **SCAN PROJECTS LIMITED**



Compliance Officer
CIN: - L29253HR1992PLC031576