



RAVINDER HEIGHTS LIMITED

CIN: L70109PB2019PLC049331

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NOTICE OF POSTAL BALLOT

[Pursuant to Section 110 of the Companies Act, 2013 read with Companies (Management and Administration) Rules, 2014, each as amended]

Dear Member(s),

NOTICE is hereby given pursuant to Section 110 read with Section 108 and other applicable provisions, if any, of the Companies Act, 2013, (**‘Act’**) (including any statutory modification or re-enactment thereof for the time being in force), read with Rule(s) 20 and 22 of the Companies (Management and Administration) Rules, 2014, (**‘Rules’**), Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**‘SEBI Listing Regulations’**) and the Secretarial Standard on General Meetings issued by The Institute of Company Secretaries of India (**‘SS-2’**), each as amended, and in accordance with the requirements prescribed by the Ministry of Corporate Affairs (**‘MCA’**) for holding General Meetings/conducting postal ballot process through e-Voting vide General Circular No(s). 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020 read with other relevant circulars issued in this regard, the latest being General Circular No. 09/2024 dated September 19, 2024 (**collectively referred to as ‘MCA Circulars’**), to transact Special Businesses as set out hereunder by passing **Special Resolution(s)**, by way of postal ballot only, by voting through electronic means (**‘Remote e-Voting’**).

S.No.	Particulars
1	Re-appointment of Mr. Namdeo Narayan Khamitkar (DIN: 00017154) as an Independent Director for second term of 5 consecutive years w.e.f August 13, 2025- as a Special Resolution
2	Re-appointment of Mr. Raghava Lakshmi Narasimhan (DIN: 00073873) as an Independent Director for second term of 5 consecutive years w.e.f August 13, 2025- as a Special Resolution
3	Re-appointment of Mr. Ajay Chadha (DIN: 01801984) as an Independent Director for second term of 5 consecutive years w.e.f August 13, 2025- as a Special Resolution
4	Appointment of Mr. Sunil Anand (DIN: 00013950) as a Non-executive Independent Director for a period of 5 consecutive years w.e.f. May 27, 2025 - as a Special Resolution

An Explanatory Statement pursuant to Section 102 and other applicable provisions of the Act read with applicable Rules pertaining to the said resolutions setting out the material facts and the reasons / rationale thereof forms part of this Postal Ballot Notice.

In compliance with Regulation 44 of the SEBI LODR Regulations and pursuant to the provisions of Sections 108 and 110 of the Companies Act 2013 read with the Rules framed thereunder and the MCA Circulars, the manner of voting on the proposed resolutions is restricted only to remote e-voting i.e. casting votes electronically instead of submitting the Postal Ballot Form. Accordingly, the Postal Ballot Notice and instructions for e-voting are being sent only through electronic mode to those members whose email address is registered with the Company / Depository Participant (“DP”).

In compliance with the applicable provisions and for providing e-voting facility to the members to cast their votes electronically, the Company has engaged the services of **National Securities Depository Limited (“NSDL”)**.

Members holding Equity Shares of the Company as on the Cut-off Date mentioned in this Postal Ballot Notice are requested to carefully read the instructions in this Postal Ballot Notice and record their assent (“FOR”) or dissent (“AGAINST”) on the proposed resolutions through the e-voting process.

The remote e-voting facility will be available during the below mentioned period and the members of the Company holding shares either in physical form or in dematerialised form, as on the Cut-off Date will only be considered eligible for the purpose of remote e-voting.

Cut-off date for eligibility to vote	Friday, May 23rd 2025
Commencement of e-Voting	9.00 a.m. IST on Thursday, June 05, 2025
End of e-Voting	5.00 p.m. IST on Saturday, July 05, 2025

The remote e-voting facility shall forthwith be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.

Further, the Company has made necessary arrangement with its Registrar & Share Transfer Agent, **M/s Skyline Financial Services Private Limited** to enable the Members to register their e-mail address. Those Members who have not yet registered their e-mail address are requested to register the same by following the process mentioned in this Postal Ballot Notice.

The Board of Directors of the Company has appointed Mr. Girish Madan (Membership No. FCS 5017, CP No. 3577) Proprietor of M/s Girish Madan & Associates, Practising Company Secretaries, as the Scrutinizer for conducting the Postal Ballot process through e-voting in a fair and transparent manner and he has communicated his 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 Members may please also note that a resolution, if assented by the requisite majority of the shareholders by means of Postal Ballot (through remote e-voting), shall be deemed to have been passed on the last date specified for remote e-voting i.e. **Saturday, July 05, 2025**.

ITEMS OF SPECIAL BUSINESS REQUIRING CONSENT OF SHAREHOLDERS THROUGH POSTAL BALLOT:

SPECIAL BUSINESS:

1. RE-APPOINTMENT OF MR. NAMDEO NARAYAN KHAMITKAR (DIN: 00017154) AS AN INDEPENDENT DIRECTOR FOR SECOND TERM OF 5 CONSECUTIVE YEARS W.E.F AUGUST 13, 2025

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 149, 150 and 152 and other applicable provisions, if any, read along with Schedule IV to the Companies Act, 2013 (‘the Act’) [including any statutory modification(s) or re-enactment(s) thereof for the time being in force], the Companies (Appointment and Qualifications of Directors) Rules, 2014 and Regulation 17 and any other applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (‘SEBI Listing Regulations’), as amended from time to time, **Mr. Namdeo Narayan Khamitkar (DIN: 00017154)**, who was appointed as an Independent Director of the Company for a term of 5 (five) consecutive years for 2020-2025 and who being eligible for re-appointment as an Independent Director has given his consent along with a declaration that he meets the criteria for independence under Section 149(6) of the Act and the rules framed thereunder and Regulation 16(1)(b) of the SEBI Listing Regulations and in respect of whom the Company has received a Notice in writing from a Member under Section 160(1) of the Act proposing his candidature for the office of Director and based on the recommendation of the Nomination & Remuneration Committee and the Board of Directors of the Company, be and is hereby re-appointed as an Independent Director of the Company, not liable to retire by rotation, to hold office for a second term of 5 (five) consecutive years on the Board of the Company commencing from August 13, 2025 up to August 12, 2030 (both days inclusive).

RESOLVED FURTHER THAT the Board of Directors and the Company Secretary be and is hereby severally authorised to do all such acts, matters, deeds and things and to sign all such documents, papers and writings as may be necessary or expedient to give effect to this resolution and for matters connected therewith or incidental thereto.”

2. RE-APPOINTMENT OF MR. RAGHAVA LAKSHMI NARASIMHAN (DIN: 00073873) AS AN INDEPENDENT DIRECTOR FOR SECOND TERM OF 5 CONSECUTIVE YEARS W.E.F AUGUST 13, 2025

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 149, 150 and 152 and other applicable provisions, if any, read along with Schedule IV to the Companies Act, 2013 (‘the Act’) [including any statutory modification(s) or re-enactment(s) thereof for the time being in force], the Companies (Appointment and Qualifications of Directors) Rules, 2014 and Regulation 17 and any other applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (‘SEBI Listing Regulations’), as amended from time to time, **Mr. Raghava Lakshmi Narasimhan (DIN: 00073873)**, who was appointed as an Independent Director of the Company for a term of 5 (five) consecutive years for 2020-2025 and who being eligible for re-appointment as an Independent Director has given his consent along with a declaration that he meets the criteria for independence under Section 149(6) of the Act and the rules framed thereunder and Regulation 16(1)(b) of the SEBI Listing Regulations and in respect of whom the Company has received a Notice in writing from a Member under Section 160(1) of the Act proposing

his candidature for the office of Director and based on the recommendation of the Nomination & Remuneration Committee and the Board of Directors of the Company, be and is hereby re-appointed as an Independent Director of the Company, not liable to retire by rotation, to hold office for a second term of 5 (five) consecutive years on the Board of the Company commencing from August 13, 2025 up to August 12, 2030 (both days inclusive).

RESOLVED FURTHER THAT the Board of Directors and the Company Secretary be and is hereby severally authorised to do all such acts, matters, deeds and things and to sign all such documents, papers and writings as may be necessary or expedient to give effect to this resolution and for matters connected therewith or incidental thereto.”

3. RE-APPOINTMENT OF MR. AJAY CHADHA (DIN: 01801984) AS AN INDEPENDENT DIRECTOR FOR SECOND TERM OF 5 CONSECUTIVE YEARS W.E.F AUGUST 13, 2025

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 149, 150 and 152 and other applicable provisions, if any, read along with Schedule IV to the Companies Act, 2013 (‘the Act’) [including any statutory modification(s) or re-enactment(s) thereof for the time being in force], the Companies (Appointment and Qualifications of Directors) Rules, 2014 and Regulation 17 and any other applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (‘SEBI Listing Regulations’), as amended from time to time, **Mr. Ajay Chadha (DIN: 01801984)** who was appointed as an Independent Director of the Company for a term of 5 (five) consecutive years for 2020-2025 and who being eligible for re-appointment as an Independent Director has given his consent along with a declaration that he meets the criteria for independence under Section 149(6) of the Act and the rules framed thereunder and Regulation 16(1)(b) of the SEBI Listing Regulations and in respect of whom the Company has received a Notice in writing from a Member under Section 160(1) of the Act proposing his candidature for the office of Director and based on the recommendation of the Nomination & Remuneration Committee and the Board of Directors of the Company, be and is hereby re-appointed as an Independent Director of the Company, not liable to retire by rotation, to hold office for a second term of 5 (five) consecutive years on the Board of the Company commencing from August 13, 2025 up to August 12, 2030 (both days inclusive).

RESOLVED FURTHER THAT the Board of Directors and the Company Secretary be and is hereby severally authorised to do all such acts, matters, deeds and things and to sign all such documents, papers and writings as may be necessary or expedient to give effect to this resolution and for matters connected therewith or incidental thereto.”

4. APPOINTMENT OF MR. SUNIL ANAND (DIN: 00013950) AS A NON-EXECUTIVE INDEPENDENT DIRECTOR FOR A PERIOD OF 5 CONSECUTIVE YEARS W.E.F. MAY 27, 2025

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 149, 150, 152 and other applicable provisions of the Companies Act, 2013 (‘the Act’) read with the Companies (Appointment and Qualification of Directors) Rules, 2014, Schedule IV to the Act and the applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (‘SEBI LODR Regulations’) (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) and the

Articles of Association of the Company, **Mr. Sunil Anand (DIN: 00013950)**, who was appointed by the Board of Directors, based on the recommendation of the Nomination and Remuneration Committee as an additional director (in the category of non-executive Independent Director) of the Company on May 27, 2025 and who meets the applicable criteria for independence under the Act and the SEBI LODR Regulations and in respect of whom the Company has received a notice in writing from a member under Section 160(1) of the Act, be and is hereby appointed as a non-executive Independent Director of the Company, for a period of 5 (five) consecutive years with effect from May 27, 2025 to May 26, 2030 and who shall not be liable to retire by rotation.”

RESOLVED FURTHER THAT the Board of Directors and the Company Secretary of the Company be and are hereby severally authorised to do all such acts, matters, deeds and things and to sign all such documents, papers and writings as may be necessary or expedient to give effect to this resolution and for matters connected therewith or incidental thereto.”

By order of the Board
For **Ravinder Heights Limited**

Renuka Uniyal
Company Secretary and Compliance Officer
Membership No.: A71663

Date: 27th May, 2025
Place: New Delhi

Notes:

1. The Explanatory Statement pursuant to the provisions of Section 102 read with Section 110 of the Act along with details in terms of Regulation 36(3) of the SEBI LODR Regulations and Secretarial Standard - 2 on General Meetings issued by The Institute of Company Secretaries of India ("SS-2"), stating all material facts concerning Special Businesses set out in the Postal Ballot Notice ("Notice") is appended below and forms part of this Notice.
2. In compliance with the MCA Circulars, the Notice will be sent only by electronic mode to all those Members / Beneficial Owners of the Company whose names would appear in the Register of Members / List of Beneficial Owners as received from the Depositories i.e. National Securities Depository Limited ("NSDL") / Central Depository Services (India) Limited ("CDSL") as **on Friday, May 23, 2025 ("Cut-off Date")** and who have registered their email addresses in respect of electronic holdings with the Depository through the concerned Depository Participants ("DPs") and in respect of physical holdings with the Company's Registrar and Share Transfer Agent, M/s Skyline Financial Services Private Limited ("RTA").
3. The Members may also note that the Notice will also be available on the Company's website viz. <https://ravinderheights.com/rvhl/investor-zone/> and at the relevant sections of the websites of the stock exchanges on which the shares of the Company are listed i.e. BSE Limited and National Stock Exchange of India Limited and on the website of NSDL <https://www.evoting.nsdl.com>.
4. In compliance with Regulation 44 of the SEBI LODR Regulations and pursuant to the provisions of Sections 108 and 110 of the Act read with the Rules framed thereunder and the MCA Circulars, the manner of voting on the proposed resolutions is restricted only to e-voting i.e., by casting votes electronically instead of submitting the postal ballot form. Accordingly, the physical copy of the Notice along with the postal ballot form and the pre-paid business reply envelope are not being sent to the members. The communication of the assent or dissent of the members would only take place through the e-voting system.
5. The remote e-voting period shall commence on Thursday, June 05, 2025 at 09:00 AM (IST) and shall end on Saturday, July 05, 2025 at 05:00 PM (IST). During this period, members of the Company holding shares as on the Cut-Off Date may cast their vote electronically. E-Voting module shall be disabled thereafter. Once the vote on the resolution is cast by a member, the same will not be allowed to be changed subsequently. The voting rights of the Members shall be in proportion to their shareholding in the paid-up equity share capital of the Company as on the Cut-Off Date i.e. Friday, May 23, 2025.
6. The Board of Directors have appointed Mr. Girish Madan, Proprietor of **M/s Girish Madan & Associates, Practicing Company Secretaries**, New Delhi (C.P. No. 3577 and FCS: 5017) as Scrutinizer for conducting the Postal Ballot and e-voting process in a fair and transparent manner.
7. Eligible Members can cast their vote electronically through e-Voting and related instructions for the voting electronically by accessing to the NSDL e-Voting system is enclosed hereto.
8. Members who have not registered their e-mail addresses are requested to register the same with the Company's RTA / Depository Participant(s) for sending future communication(s) in electronic form.
9. The resolution, if passed by the requisite majority through Postal Ballot, will be deemed to have been passed on the last date specified for voting i.e., Saturday, July 05, 2025.

Further, resolution passed by the members through postal ballot is deemed to have been passed as if they are passed at a general meeting of the members.

10. After completion of scrutiny of the votes, the Scrutinizer will submit his Report to the Chairman, or any other person authorized by the Chairman within 2 (two) working days from the conclusion of the process of e-voting for this Postal Ballot.
11. The Results of postal ballot (conducted through remote e-voting process) along with Scrutinizer's Report, will be announced within 2 (two) working days from the conclusion of e-voting i.e. Saturday, July 05, 2025 and the same will be displayed on the Company's website viz. www.ravinderheights.com and on the website of NSDL and shall also be communicated to BSE Ltd. and National Stock Exchange of India Ltd., where the equity shares of the Company are listed.
12. As required pursuant to Rule 20 and 22 of the Rules read with the MCA Circulars and the SEBI LODR Regulations, the details pertaining to this Postal Ballot will be published in one English national daily newspaper and one Punjabi daily newspaper circulating in Zirakpur, Mohali (in vernacular language, i.e. Punjabi).
13. All documents referred to in the postal ballot notice and explanatory statement shall be made available for inspection electronically by the Members, only on all working days at office hours, from date of circulation of this notice till the last date specified for e-voting i.e., Saturday, July 05, 2025, in accordance with the applicable statutory requirements. Members may send their requests in this regard on secretarial@ravinderheights.com or compliances@skylinerta.com from their registered e-mail address mentioning their name, folio number, DP ID and Client ID during the voting period.
14. The vote in this Postal Ballot cannot be exercised through proxy.

15. REMOTE E-VOTING INSTRUCTIONS FOR SHAREHOLDERS

How do I vote electronically using NSDL e-Voting system?

The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:

Step 1: Access to NSDL e-Voting system

A) Login method for e-Voting for Individual shareholders holding securities in demat mode

In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, 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 in their demat accounts in order to access e-Voting facility.

Login method for Individual shareholders holding securities in demat mode is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL.	1. For OTP based login you can click on https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp . You will have to enter your 8-digit DP ID, 8-digit Client Id, PAN No., Verification code and generate OTP. Enter the OTP received on registered email id/mobile number and click on login. After successful authentication,

you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or **e-Voting service provider i.e. NSDL** and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.

2. Existing **IDeAS** user can visit the e-Services website of NSDL Viz. <https://eservices.nsdl.com> either on a Personal Computer or on a mobile. On the e-Services home page click on the “**Beneficial Owner**” icon under “**Login**” which is available under ‘**IDeAS**’ section , this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on “**Access to e-Voting**” under e-Voting services and you will be able to see e-Voting page. Click on company name or **e-Voting service provider i.e. NSDL** and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period.
3. If you are not registered for IDeAS e-Services, option to register is available at <https://eservices.nsdl.com>. Select “**Register Online for IDeAS Portal**” or click at <https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp>
4. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “**Login**” which is available under ‘**Shareholder/Member**’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or **e-Voting service provider i.e. NSDL** and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.
5. Shareholders/Members can also download NSDL Mobile App “**NSDL Speede**” facility by scanning the QR code mentioned below for seamless voting experience.

NSDL Mobile App is available on



App Store



Google Play



Individual Shareholders holding securities in demat mode with CDSL	<ol style="list-style-type: none"> 1. Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login Easi / Easiest are requested to visit CDSL website www.cdslindia.com and click on login icon & New System Myeasi Tab and then use your existing my easi username & password. 2. After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly. 3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website www.cdslindia.com and click on login & New System Myeasi Tab and then click on registration option. 4. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.
Individual Shareholders (holding securities in demat mode) login through their depository participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. Upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in demat mode 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 a request at evoting@nsdl.com 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 a request at helpdesk.evoting@cdslindia.com or contact at toll free no. 1800-21-09911

B) Login Method for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.

How to Log-in to NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Password details for shareholders other than Individual shareholders are given below:

- a) If you are already registered for e-Voting, then you can user your existing password to login and cast your vote.

- b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
- c) How to retrieve your 'initial password'?
 - (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
 - (ii) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered**
- 6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
 - a) Click on "**Forgot User Details/Password?**"(If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
 - b) **Physical User Reset Password?**" (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
 - c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.com mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
 - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
- 7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
- 8. Now, you will have to click on "Login" button.
- 9. After you click on the "Login" button, Home page of e-Voting will open.

Step 2: Cast your vote electronically on NSDL e-Voting system.

How to cast your vote electronically on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle.
2. Select "EVEN" of company for which you wish to cast your vote during the remote e-Voting period.
3. Now you are ready for e-Voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
5. Upon confirmation, the message "Vote cast successfully" will be displayed.

6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for shareholders

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to gmadan1959@yahoo.co.in, gmadan1959@gmail.com with a copy marked to evoting@nsdl.com.
2. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "**Upload Board Resolution / Authority Letter**" displayed under "**e-Voting**" tab in their login.
3. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com to reset the password.
4. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on : 022 - 4886 7000 or send a request to (Ms. Pallavi Mhatre – Senior Manager, NSDL) at evoting@nsdl.com

Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of e mail ids for e-voting for the resolutions set out in this notice:

1. In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhaar Card) by email to info@ravinderheights.com
2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhaar Card) to info@ravinderheights.com. If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A) i.e. Login method for e-Voting for Individual shareholders holding securities in demat mode.**
3. Alternatively shareholder/members may send a request to evoting@nsdl.com for procuring user id and password for e-voting by providing above mentioned documents.
4. In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.

STATEMENT PURSUANT TO SECTION 102(1) AND 110 OF THE COMPANIES ACT, 2013

ITEM 1, 2 & 3

Mr. Namdeo Narayan Khamitkar, Mr. Raghava Lakshmi Narasimhan and Mr. Ajay Chadha, were appointed as Non-Executive Independent Directors of the Company, pursuant to the provisions of Section 149 of the Companies Act, 2013 and LODR, for the period of Five years.

Mr. Namdeo Narayan Khamitkar, Mr. Raghava Lakshmi Narasimhan and Mr. Ajay Chadha, Non-Executive Independent Directors of the Company, have given a declaration to the Board that they meet the criteria of independence as provided under section 149(6) of the Act and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. In the opinion of the Board, each of these Directors fulfil the conditions specified in the Act, its rules framed thereunder and Listing Regulations for re-appointment as Independent Director and they are independent of the management.

Accordingly, based on the performance evaluation of the Independent Directors, the Nomination & Remuneration Committee at its meeting held on Tuesday, May 27, 2025 recommended the re-appointment of the aforesaid Independent Directors and Board of Directors of the Company at its meeting held on Tuesday, May 27, 2025, have approved and recommended the re-appointment of the aforesaid Independent Directors, for a second term for the period of 5 consecutive year, as provided in the resolutions.

The aforesaid directors shall be entitled to the remuneration by way of sitting fee for attending meetings of the Board thereof.

In accordance with the provisions of Section 149, 150 and 152 read with Schedule IV of the Act and other applicable provisions of the Act, the re-appointment of the above mentioned Directors as an Independent Director requires approval of the members of the Company.

Further, Regulation 25(2A) of the SEBI LODR Regulations, the appointment of Independent Directors requires approval of the members by passing Special Resolution. Additionally, in accordance with Regulation 17(1C) of SEBI LODR Regulations, the listed entity shall ensure that approval of shareholders for appointment / re-appointment of a person on the board of directors is taken at the next general meeting or within a time period of three months from the date of appointment, whichever is earlier. Keeping in view the above referred provisions of the SEBI LODR Regulations, the approval of the Members of the Company is being sought by way of Postal Ballot for the aforesaid appointments within three months from the date of their respective appointment as director on the Board of the Company.

Brief profile and other requisite information of all the above mentioned Directors, pursuant to Regulation 36(3) of the SEBI Listing Regulations and SS-2, as on date of Notice, are given in **Annexure A**.

Mr. Namdeo Narayan Khamitkar, Mr. Raghava Lakshmi Narasimhan and Mr. Ajay Chadha, to whom the resolution relates and their relatives (to the extent of their shareholding in the Company, if any) are deemed to be concerned or interested in the resolutions set out at Item Nos. 1, 2 & 3, respectively, of the Postal Ballot Notice. None of the other Directors / Key Managerial Personnel of the Company and / or their relatives are in any way, concerned or interested, financially or otherwise, in the resolutions set out at Item Nos. 1, 2 & 3 of the Postal Ballot Notice. This explanatory statement may also be regarded as an appropriate disclosure under Regulation 36 of the SEBI LODR Regulations and Secretarial Standard SS-2.

Accordingly, The Board of Directors recommends the resolutions as set out at Item Nos. 1, 2 & 3 of this Notice for approval of the members of the Company by way of Special Resolution.

ITEM NO. 4

Pursuant to Section 161 of the Companies Act, 2013, and other applicable provisions and on the recommendation of the Nomination and Remuneration Committee of the Board of Directors ("NRC"), the Board of Directors has, in its meeting held on Tuesday, May 27, 2025, appointed **Mr. Sunil Anand (DIN: 00013950)** as an additional director in the capacity of non-executive Independent Director of the Company for a term of 5 (five) consecutive years with effect from May 27, 2025, subject to the approval of the shareholders by way of a special resolution.

In the opinion of the Board, Mr. Anand fulfils the conditions for independence specified in the Companies Act, 2013 ("Act"), the Rules made thereunder and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR Regulations") and such other laws / regulations for the time being in force, to the extent applicable to the Company and He is independent of the Management. The Board also noted that his background and experience are aligned to the role and capabilities identified by the NRC and that he is eligible for appointment as an Independent Director.

The Company has received all statutory disclosures / declarations from him including

- (i) Consent in writing to act as director in Form DIR-2 pursuant to Rule 8 of the Companies (Appointment and Qualifications of Directors) Rules, 2014 alongwith notice of interest in Form MBP-1 pursuant to Section 184 of the Act and applicable provisions;
- (ii) Intimation in Form DIR-8 in terms of the Companies (Appointment and Qualifications of Directors) Rules, 2014, to the effect that he is not disqualified under Section 164 of the Act;
- (iii) Declaration to the effect that they meet the criteria of independence as provided in sub-section (6) of Section 149 of the Act and under SEBI LODR Regulations;
- (iv) Declaration pursuant to BSE Circular No. LIST/COMP/14/2018-19 dated June 20, 2018, and NSE Circular No. NSE/ CML/2018/24 dated June 20, 2018, that he is not debarred from holding office of a director by virtue of any order passed by the SEBI or any other such authority;
- (v) Confirmation that he is in compliance with Rules 6(1) and 6(2) of the Companies (Appointment and Qualifications of Directors) Rules, 2014, with respect to his registration with the data bank of Independent Directors maintained by the Indian Institute of Corporate Affairs.
- (vi) A notice in writing by a member proposing her candidature under Section 160(1) of the Act.

The aforesaid director shall be entitled to the remuneration by way of sitting fee for attending meetings of the Board.

In accordance with the provisions of Section 149, 150 and 152 read with Schedule IV of the Act and other applicable provisions of the Act, the appointment of Mr. Sunil Anand as an Independent Director requires approval of the members of the Company.

Further, Regulation 25(2A) of the SEBI LODR Regulations, the appointment of Independent Directors requires approval of the members by passing Special Resolution. Additionally, in accordance with Regulation 17(1C) of SEBI LODR Regulations, the listed entity shall ensure that approval of shareholders for appointment / re-appointment of a person on the board of directors is

taken at the next general meeting or within a time period of three months from the date of appointment, whichever is earlier. Keeping in view the above referred provisions of the SEBI LODR Regulations, the approval of the Members of the Company is being sought by way of Postal Ballot for the aforesaid appointments within three months from the date of their respective appointment as director on the Board of the Company.

Brief profile and other requisite information of Mr. Sunil Anand, pursuant to Regulation 36(3) of the SEBI Listing Regulations and SS-2, as on date of Notice, are given in **Annexure A**.

Mr. Sunil Anand, to whom the resolution relates, and his relatives (to the extent of their shareholding in the Company, if any) are deemed to be concerned or interested in the resolutions set out at Item No. 4, respectively, of the Postal Ballot Notice. None of the other Directors / Key Managerial Personnel of the Company and / or their relatives are in any way, concerned or interested, financially or otherwise, in the resolutions set out at Item No. 4 of the Postal Ballot Notice. This explanatory statement may also be regarded as an appropriate disclosure under Regulation 36 of the SEBI LODR Regulations and Secretarial Standard SS-2.

Accordingly, The Board of Directors recommends the resolutions as set out at Item No. 4 of this Notice for approval of the members of the Company by way of Special Resolution.

By order of the Board
For **Ravinder Heights Limited**

Renuka Uniyal
Company Secretary and Compliance Officer
Membership No.: A71663

Date: 27th May, 2025
Place: New Delhi

Annexure A to the Explanatory Statement of the Postal Ballot Notice

Brief Profile of the Director being appointed/re-appointed as set out in Item Nos. 1 to 4 of the Postal Ballot Notice

Brief Profile of Mr. Namdeo Narayan Khamitkar

Mr. Namdeo Narayan Khamitkar, aged 84 years, is an Independent Director of our Company. He is a retired Government Official belonging to Indian Engineering Service and retired as Deputy Director General, Ministry of Home Affairs, Government of India, New Delhi. He had also held various senior and middle level positions in various Government Ministries and Offices before his retirement. His expertise lies in the field of administration, planning and procurement.

Brief Profile of Mr. Raghava Lakshmi Narasimhan

Mr. Raghava Lakshmi Narasimhan, aged 84 years, is an Independent Director of our Company. He is a Post Graduate degree holder in Science from Madras University. He retired as the Deputy Director General, Central Statistical Organization, to the Government's Ministry of Statistics & Programme Implementation in New Delhi and had held various senior and middle level positions in various Government ministries. His expertise lies in the field of budgeting, data management, programme evaluation & research and marketing.

Brief Profile of Mr. Ajay Chadha

Mr. Ajay Chadha -I.P.S, aged 71 years is an Independent Director of our Company. He retired as a Director General of Indo-Tibetan Border Police (ITBP) and has a rich experience/expertise in legal matters & has also served as Special Secretary in the Ministry of Home Affairs. He shall also take responsibility for monitoring the performance of Executive management and, in some cases, mentoring them especially in regards to the progress made towards achieving the Company's strategy and objectives.

Brief Profile of Mr. Sunil Anand

Mr. Sunil Anand aged 72 Years, who had worked in Panacea Biotec Limited as an Associate Director – Finance & Corporate Affairs by providing over two decades of service and earlier he was in banking sector having an vast experience in the Banking Department of Corporation Bank. He had a strong background of financial operations, financial planning, supporting strategic financial decision-making ensuring alignment with organizational goals.

Name of Director	Mr. Namdeo Narayan Khamitkar	Mr. Raghava Lakshmi Narasimhan	Mr. Ajay Chadha	Mr. Sunil Anand
DIN	00017154	00073873	01801984	00013950
Date of Birth and Age	02.12.1940 (84 years)	01.10.1940 (84 years)	30.08.1953 (71 years)	26.12.1952 (72 years)
Date of first appointment on Board	August 13, 2025	August 13, 2025	August 13, 2025	May 27, 2025
Skills and capabilities required for the role and the manner in which the Directors meet the requirements	As mentioned in the statement annexed to the Notice	As mentioned in the statement annexed to the Notice	As mentioned in the statement annexed to the Notice	As mentioned in the statement annexed to the Notice
Expertise in specific functional areas	Administration, planning and procurement.	Budgeting, data management, programme evaluation & research and marketing.	Legal matters & has also served as Special Secretary in the Ministry of Home Affairs.	Financial operations, financial planning, supporting strategic financial decision-making ensuring alignment with organizational goals.
Terms and conditions of appointment/re-appointment	Mr. Khamitkar, Re-appointed as a non-executive Independent Director for the second term of 5 (five) consecutive years with effect from August 13, 2025 and not liable to retire by rotation.	Mr. Narasimhan, Re-appointed as a non-executive Independent Director for the second term of 5 (five) consecutive years with effect from August 13, 2025 and not liable to retire by rotation.	Mr. Chadha, Re-appointed as a non-executive Independent Director for the second term of 5 (five) consecutive years with effect from August 13, 2025 and not liable to retire by rotation.	Mr. Anand is proposed to be appointed as a non-executive Independent Director for a period of 5 (five) consecutive years with effect from May 27, 2025 and not liable to retire by rotation.
Relationship with other Directors / Key Managerial Personnel	Not related to any Director / Key Managerial Personnel.	Not related to any Director / Key Managerial Personnel.	Not related to any Director / Key Managerial Personnel.	Not related to any Director / Key Managerial Personnel.
Shareholding in the Company including as a Beneficial Owner as on date	Nil	Nil	Nil	Nil
Directorships held in other Companies	1. Radhika Heights Limited 2. Blue Surmount Education 3. Radicura Infra Limited	1. Radhika Heights Limited 2. Blue Surmount Education	1. Radhika Heights Limited 2. Trinidhi Finance Private Limited 3. Lakshmi & Manager Holdings Limited	NA
Listed entities from which the Director has resigned from Directorship in last 3 (three) years	Panacea Biotech Limited	Panacea Biotech Limited	NA	NA
Committee Membership / Chairmanship of Listed companies	NA	NA	NA	NA