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34th ANNUAL GENERAL MEETING	
Date	26.09.2019
Day	THURSDAY
Time	02:00 P.M.
Place	R-489, GF-A, NEW RAJINDER NAGAR NEW DELHI - 110060

SWAGTAM TRADING & SERVICES LIMITED

CORPORATE INFORMATION

BOARD OF DIRECTORS		
Ms. Lalita Mittal	DIN: 06928783	Whole Time Director & CFO
Mr. Deepak Sharma	DIN: 00293945	Director (Resigned w.e.f. 01.01.2018)
Mr. Sumit Gupta	DIN: 06911742	Director
Mr. Raman Mittal	DIN: 06877244	Independent Director
Mr. Raj Kumar Gupta	DIN: 00074532	Independent Director
Mrs. Preetika Mishra	ACS: 32490	C S & Compliance Officer Appointed w.e.f. 10.08.2018

STATUTORY AUDITORS M/s GHOSH KHANNA & CO. Chartered Accountants, FRN – 003366N Mr. Deepti Manchanda, Partner Membership No.: 517699 Address: L-2A, Hauz Khas Enclave, New Delhi – 110016 Tel: 011-2696 2981, Email Id: cadeepti@gkctax.com Website: www.gkcindia.com	CIN	L51909DL1984PLC289131
	Date of incorporation	19727 dated 31.12.1984
	Date of commencement	19727 dated 05.02.1985
	PAN	AAACS8477Q
	TAN	DELS56140A
	GST	07AAACS8477Q1ZG
	ISIN	INE150R01019

SECRETARIAL AUDITORS B. BHUSHAN & CO. Company Secretaries, COP No. : 14469 Mr. Bharat Bhushan, Proprietor Membership No.: 31951 Address: 1195, Gali Babu Ram, Sita Ram Bazar, Delhi- 110006 Tel : 9650555376, 9311531800 Email Id: b.bhushanandcompany@gmail.com	INTERNAL AUDITORS MITTAL JINDAL & ASSOCIATES Chartered Accountants, FRN – 001467N Mr. Satish Kumar Gupta, Proprietor Membership No.: 080984 Address: 7 / 18, Ansari Road, Daryagaanj, New Delhi - 110002 Tel : 23275297, 43560900 Email Id: hmkd90@gmail.com
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LISTING:	
1. Bombay Stock Exchange Ltd.	- BSE
2. Calcutta Stock Exchange Ltd.	- CSE
3. Delhi Stock Exchange Ltd	- DSE (DSE stands de – recognized)

BANKERS 1. Punjab National Bank Ahimsa Bhawan, New Rajendra Nagar, New Delhi – 110060	REGISTRAR Alankit Assignments Limited R.O: 1E/13, Alankit Heights, Jhandewalan Extension, New Delhi-110055 C.O: 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi-110055 Tel: 011-4254-1234, 4254-1960
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REGISTERED OFFICE : R-489, GF- A, Ground Floor, New Rajinder Nagar, New Delhi – 110060

CONTACTS DETAILS

Tel : 011 – 4247 5489 Mob : 9911108800	Email : swagtam1984@gmail.com Website : www.swagtam.com
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IMPORTANT COMMUNICATION TO THE MEMBERS

The Ministry of Corporate Affairs has taken a “Green Initiative in the Corporate Governance” by allowing paperless compliances by the Companies and has issued circulars stating that service of notice / documents including Annual Report can be sent by E-mail to its members. To support this green initiative of the Government in full measure, members who have not registered their E-mail addresses, so far, are requested to register their e-mail addresses, with the Registrar & Share Transfer Agent of the Company.

NOTICE OF ANNUAL GENERAL MEETING

To
The Members,
Swagtam Trading & Services Limited
New Delhi-110060

NOTICE IS HEREBY GIVEN THAT 34th ANNUAL GENERAL MEETING OF THE MEMBERS OF THE COMPANY WILL BE HELD ON THURSDAY, 26th DAY OF SEPTEMBER, 2019 AT 02.00 P.M. AT "R-489, GF- A, NEW RAJINDER NAGAR, NEW DELHI – 110060"

TO CONSIDER AND TRANSACT THE BUSINESS (ES) MENTIONED BELOW:

ORDINARY BUSINESS

ITEM NO. – 1: To receive, consider and adopt the Audited Balance Sheet as at 31st March 2019 and the Profit and Loss Account & Cash Flow Statements for the year ended on that date alongwith the Reports of Auditors and Directors thereon.

ITEM NO. - 2: To appoint a Director in place of Mr. Sumit Gupta (DIN: 06911742) who retires by rotation and being eligible offers himself for re-appointment as a Director.

ITEM NO. - 3: To ratify the appointment of M/s GHOSH KHANNA & CO., Chartered Accountants, FRN 003366N, as Statutory Auditors of the Company, at such remuneration as may be decided, for F.Y. 2019-20.

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 139 and all other applicable provisions, if any, of the Companies Act, 2013 and the Companies (Audit and Auditors) Rule, 2014 or Rules framed thereunder, as amended from time to time, the members of the company do hereby re-appoint M/s GHOSH KHANNA & CO., Chartered Accountants, New Delhi, bearing FRN 003366N, at such remuneration as may be mutually agreed upon, between the Board of Directors and the Statutory Auditors of the Company till the next AGM.

RESOLVED THAT the Board of Directors of the Company (including its Audit Committee) be and hereby authorized to do all such acts, deeds, matters and things as may be considered necessary, desirable or expedient to give effect to this resolution."

SPECIAL BUSINESS

ITEM NO. – 4: TO RE-APPOINT Ms. LALITA MITTAL, AS WHOLE TIME DIRECTOR AND CHIEF FINANCIAL OFFICER

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

"RESOLVED THAT pursuant to Section 196, 197 read with Schedule V and provisions of Articles of Association of the Company and all other applicable provisions, if any of the Companies Act, 2013 (including any statutory modification or re-enactment thereof, for the time being in force) Ms. Lalita Mittal (DIN 06928783) who was appointed by the Board as an Additional Director pursuant to the provisions of section 161 w.e.f. 19.07.2014 and further was appointed as Whole Time Director and Chief Financial Officer w.e.f. 08.08.2014 and who retires by rotation & being eligible offers herself for re-appointment and be & is hereby appointed as Whole Time Director (WTD) and Chief Financial Officer (CFO) of the Company, on the same terms & conditions, for another period of 5 (five) consecutive years from the date of this 34th Annual General Meeting and She shall not be liable to retire by rotation;

RESOLVED FURTHER THAT Mr. Sumit Gupta (DIN: 06911742), Director of the Company, be and is hereby authorised to sign and file the requisite forms, submissions and returns with the concerned Registrar of Companies and Stock Exchange(s), & Others, etc. and to do all such acts, deeds and things as he may consider necessary to achieve the aforesaid purposes and to take such steps as may be deem fit or desirable to give effect to the aforesaid resolution and to do the needful"

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ITEM NO. – 5: TO RE-APPOINT MR. RAJ KUMAR GUPTA, AS INDEPENDENT DIRECTOR

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, 152, 161 read with Schedule IV and any other applicable provisions of the Companies Act, 2013 and the rules made thereunder (including any statutory modification or re-enactment thereof, for the time being in force) and Clauses of the Listing Agreement, Mr. Raj Kumar Gupta (DIN: 00074532), who was appointed as Non-Executive & Independent Director, in terms of Section 161 of the Companies Act, 2013 and Articles of Association of the Company w.e.f., 30.04.2014 and who holds office up to the date of this Annual General Meeting has submitted a declaration that he meets the criteria for independent director as provided in section 149, and in respect of whom the Company has received a notice in writing under section 160 of the Companies Act, 2013 from a member proposing his candidature for the office of Director, be and is hereby appointed as Non-Executive & Independent Director of the Company for another period of 5 (five) consecutive years from the date of this 34th Annual General Meeting and he shall not be liable to retire by rotation;

RESOLVED FURTHER THAT Mr. Sumit Gupta (DIN: 06911742), Director of the Company, be and is hereby authorised to sign and file the requisite forms, submissions and returns with the concerned Registrar of Companies and Stock Exchange(s), & Others, etc. and to do all such acts, deeds and things as he may consider necessary to achieve the aforesaid purposes and to take such steps as may be deemed fit or desirable to give effect to the aforesaid resolution and to do the needful”

ITEM NO. – 6: TO RE-APPOINT MR. RAMAN MITTAL, AS INDEPENDENT DIRECTOR

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, 152, 161 read with Schedule IV and any other applicable provisions of the Companies Act, 2013 and the rules made thereunder (including any statutory modification or re-enactment thereof, for the time being in force) and Clause 49 of the Listing Agreement, Mr. Raman Mittal (DIN: 06877244) who was appointed as Non-Executive & Independent Director, in terms of Section 161 of the Companies Act, 2013 and Articles of Association of the Company, w.e.f. 02.06.2014 and who holds office up to the date of this Annual General Meeting has submitted a declaration that he meets the criteria for independent director as provided in section 149, and in respect of whom the Company has received a notice in writing under section 160 of the Companies Act, 2013 from a member proposing his candidature for the office of Director, be and is hereby appointed as Non-Executive & Independent Director of the Company for a period of 5 (five) consecutive years from the date of this 34th Annual General Meeting and he shall not be liable to retire by rotation;

RESOLVED FURTHER THAT Mr. Sumit Gupta (DIN: 06911742), Director of the Company, be and is hereby authorised to sign and file the requisite forms, submissions and returns with the concerned Registrar of Companies and Stock Exchange(s), & Others, etc. and to do all such acts, deeds and things as he may consider necessary to achieve the aforesaid purposes and to take such steps as may be deemed fit or desirable to give effect to the aforesaid resolution and to do the needful”

By Order of Board of Directors
Swagtam Trading & Services Limited

Date : 08.08.2019

Place : New Delhi

LALITA MITTAL

WTD & CFO (DIN: 06928783)
Address: F-22, House No. 148, Sector – 3,
Rohini, Delhi – 110085

SWAGTAM TRADING & SERVICES LIMITED

EXPLANATORY STATEMENT

(Pursuant to section 102 of the Companies Act, 2013 relating to the special business to be transacted at the Annual General Meeting (AGM) is annexed hereto)

ITEM NO. – 4: RE-APPOINTMENT OF MS. LALITA MITTAL, AS WHOLE TIME DIRECTOR AND CHIEF FINANCIAL OFFICER

The Board of Directors of the Company appointed Ms. Lalita Mittal as an Additional Director w.e.f. 19.07.2014. Having regards to the dynamic Business situation and the expansion programs on anvil it is thought fit and proper to appoint her as Whole Time Director & Chief Financial Officer who shall be responsible for taking care of the day to day activities of the Business of the Company. Board of Directors in its Meeting held on 08th August, 2014 decided to appoint Ms. Lalita Mittal (DIN: 06928783) as the Whole Time Director & Chief Financial Officer of the Company in terms of section 196, 197 & Schedule V of the Companies Act, 2013.

Brief Resume of Appointee Executive Director

Ms. Lalita Mittal (DIN: 06928783) holds Masters Degree in English & Sanskrit from University of Punjab and she has over 40 years of experience in the fields of administration, education, etc. Ms. Lalita Mittal does not hold any share in this Company. At present she holds the Directorship in the following Companies:-

S. No.	Name of the Company	Category of Directorship
1.	Decorous Investment and Trading Company Limited	Independent Director

Terms of appointment

Re-Appointment of Ms. Lalita Mittal as the Whole Time Director & Chief Financial Officer, on the same terms and conditions, of previous Agreement entered into with her by the Company, and the aforesaid Agreement is available for inspection of the members at the office of the Company from 11:00 AM to 5:00 PM on all working days except Saturday. Extracts of the agreement has been reproduced hereunder for your kind consideration.

Term & Termination

Re-Appointment of Ms. Lalita Mittal as the Whole Time Director & Chief Financial Officer shall be effective for a period of 5(five) years from the date of Agreement and shall be subject to the approval of shareholders in the general meeting.

Agreement may be terminated earlier by either party after giving three months notice.

Duties & Powers

Ms. Lalita Mittal shall devote her time and attention to the business of the Company and carry out such duties as may be entrusted to her by the Board from time to time and as separately communicated to her. Subject to the supervision and control of the Board, she be entrusted with powers of management which are in connection with and in the best interests of the business of the Company and the business of any one or more of its associated concerns/ companies and / or subsidiaries, including performing duties as assigned to by the Board from time to time by serving on the Boards of such associated companies and / or subsidiaries or any other executive body or any committee(s) and shall not exceed the powers so delegated by the Board.

Ms. Lalita Mittal undertakes to employ the best of her skill and ability to make her utmost endeavors to promote the interests and welfare of the Company and to conform to and comply with the directions and regulations of the Company and all such orders and directions as may be given to her from time to time by the Board.

Remuneration

So long as Ms. Lalita Mittal performs her duties and confirms to the terms and conditions contained in this Agreement and, she shall, subject to such approvals as may be required, be entitled to the following remuneration subject to deduction at source of all applicable taxes in accordance with the laws for the time being in force

- A. SALARY:** Rs. 25,000/- per month with an annual increment as may be decided by the Board and will be merit-based and take into account the Company's performance as well.
- B. Benefits, Perquisites, Allowances:** In addition to the basic salary, she shall be entitled to following benefits and perquisites:
- Telecommunication facilities including broadband, internet and mobile.
 - Hospitalisation and major medical expenses.
 - shall be entitled to leave in accordance with the Rules of the Company.

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- Reimbursement of actual out of pocket expenses.

Variation

The terms and conditions of the appointment of the Whole Time Director & Chief Financial Officer and / or this Agreement may be altered and varied from time to time by the Board as it may, in its discretion deem fit, irrespective of the limits stipulated under Schedule V to the Companies Act, 2013 or any amendments made hereafter in this regard in such manner as may be agreed to between the Board and Executive Director, subject to such consents/ approvals as may be required.

Confidentiality

Ms. Lalita Mittal is aware that in the course of her employment she will have access to and be entrusted with information in respect of the business and finances of the Company including IP, processes and product specifications, etc. and relating to its dealings, transactions and affairs and likewise in relation customers or clients all of which information is or may be of a confidential nature.

Ms. Lalita Mittal shall not except in the proper course of performance of her duties during or at any time after the period of her employment or as may be required by law divulge/ disclose to any person whatever or otherwise make use of and shall use her best endeavors to prevent the publication or disclosure of any confidential information of the Company or any of its suppliers, agents, distributors or customers, etc.

All notes, memoranda, documents and confidential information concerning the business of the Company or any of its suppliers, agents, distributors or customers which shall be acquired, received or made by Ms. Lalita Mittal during the course of her employment shall be the property of the Company and shall be surrendered by her to the Company upon the termination of her employment or at the request of the Board at any time during the course of her employment.

Non - Competition

Ms. Lalita Mittal covenants with the Company that she will not, without the prior consent of the Board, carry on or be engaged, directly or indirectly, either on her own behalf or on behalf of any person, manager, agent, consultant or employee of any person or firm, in any activity or business, in India or overseas, which shall directly or indirectly be in competition with the business of the Company.

Code of Conduct of the Company

The provisions of the Code of Conduct of the Company shall be deemed to have been incorporated into the Agreement by reference. Ms. Lalita Mittal shall during her term, abide by the provisions of the Code of Conduct in spirit and in letter and commit to assure its implementation.

Summary termination of employment

Employment of Ms. Lalita Mittal may be terminated by Company without notice:

- if she is found guilty of any gross negligence, default or misconduct in connection with or affecting the business of the Company; or
- in the event of any serious or repeated or continuing breach or non-observance by her of any of the stipulations contained in the Agreement;
- in the event the Board expresses its loss of confidence in her.

Resignation from Directorship

Upon the termination by whatever means of her employment:

Ms. Lalita Mittal shall immediately tender her resignation from office as a Whole Time Director & Chief Financial Officer of the Company without claim for compensation for loss of office and in the event of her failure to do so the Company is hereby irrevocably authorised to appoint some person in her place and on her behalf to sign and deliver such resignation to the Company.

Ms. Lalita Mittal shall not, without the consent of the Company at any time thereafter, represent herself as connected with the Company or any of the subsidiaries and associated companies.

Agreement co-terminus with directorship

If and when this Agreement expires or is terminated for any reason whatsoever, Ms. Lalita Mittal shall cease to be Whole Time Director & Chief Financial Officer. If at any time, she ceases to be a Director of the Company for any reason whatsoever, she shall cease to be the Whole Time Director & Chief Financial Officer and this Agreement shall forthwith stand terminated.

Notices

Notices may be given by either Party by letter addressed to the other Party at, in the case of the Company, at its registered office for the time being and in the case of the Whole Time Director & Chief Financial Officer at her last known address and any notice given by letter shall be deemed to have been given at the time at which the letter would be delivered in the ordinary course of post or if delivered by hand upon delivery and in proving service by post it shall be sufficient to prove that the notice was properly addressed and posted.

Disclosure of Interest of Board Members

None of the Directors except Ms. Lalita Mittal is interested in the proposed resolution, and shall be deemed to be interested in the resolution to the extent of her appointment as the Whole Time Director & Chief Financial Officer.

Information as required by Schedule V of Companies Act, 2013 is reproduced below:

I. General Information

- | | |
|--|---|
| 1. Nature of Industry | Real Estate, Consulting, Agents, Distributors, Commission, Trading, Brokers, Project Management, etc. |
| 2. Date or expected date of commencement of production | It is a trading concern, which has already commenced its business since incorporation |
| 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. Foreign investments or collaborations | N.A. |

II. Information about the appointee

- | | |
|--|--|
| 1. Background details | Ms. Lalita Mittal holds Masters Degree in English & Sanskrit from University of Punjab and she has over 40 years of experience in the fields of administration, education, etc. |
| 2. Past remuneration | Appointed in Board meeting held on 19/07/2014. |
| 3. Recognition or awards | NIL |
| 4. Job profile and his suitability | Subject to the supervision and control of the Board, Ms. Lalita Mittal be entrusted with powers of management which are in connection with and in the best interests of the business |
| 5. Remuneration proposed | As mentioned in the notice, the remuneration payable has been approved by the Board of Directors. The proposed remuneration is Rs. 25,000/- per month and perquisites as mentioned in the notice. |
| 6. 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 with respect to the country of his origin) | Commensurate with the size and the operations of the Company the profile of the appointee, the responsibilities shouldered on her and the industry bench marks, the remuneration proposed to be paid is reasonable to that of the similar other companies. |
| 7. Pecuniary relationship directly or indirectly with the company, or relationship with the managerial personnel, if any. | No pecuniary relationship with the Company or with the managerial personnel |

III. Other Information

- | | |
|-----------------------------------|--|
| 1. Reasons for inadequate profits | Inadequacy of year-wise profits is due to cut throat competition, increasing costs, high regulatory frameworks, higher inflation, loss in trading of shares and bad debts. |
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SWAGTAM TRADING & SERVICES LIMITED

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|----|---|---|
| 2. | Steps taken or proposed to be taken for improvement | The Company is trying to increase its operations. |
| 3. | Expected increase in productivity and profits in measurable terms | There are signs of revival in economic activity which should lead to improvement prospects during the coming years. |

Disclosure of Interest of Board Members

None of the Directors except Ms. Lalita Mittal is interested in the proposed resolution.

Ms. Lalita Mittal shall be deemed to be interested in the resolution to the extent of her appointment as the Whole Time Director & Chief Financial Officer. Ms. Lalita Mittal does not hold any shares in this company.

The resolution stated in the item No. 4 is placed for kind consideration and approval of members of the Company. Board recommends the appointment of Ms. Lalita Mittal as Whole Time Director & CFO of the Company.

ITEM NO. – 5: APPOINTMENT OF MR. RAJ KUMAR GUPTA AS INDEPENDENT DIRECTOR

Board of Directors express that Mr. Raj Kumar Gupta (DIN: 00074532) be appointed as the Independent Director of the Company, not liable to retire by rotation, for the period of 5(five) consecutive years.

A candidature under section 160 of the Companies Act, 2013 has been received from one of the members of the Company proposing Mr. Raj Kumar Gupta for the office of Director of the Company.

Mr. Raj Kumar Gupta has given his consent under section 152 (5) of the Companies Act, 2013 to act as the Director of the Company along with the declaration of not being disqualified under section 164 of the Act to become the director of the Company.

The terms and conditions of appointment of Mr. Raj Kumar Gupta shall be open for inspection by the Members at the Office of the Company during normal business hours on any working day, excluding Saturday & will also be available at the website of the company.

Brief Resume of Appointee Director

Mr. Raj Kumar Gupta holds Bachelor Degree from University of Delhi and he has over 35 years of experience in the fields of finance, accounts, liaisons, stock markets, etc.

At present he holds the Directorship in the following Companies

S. No.	Name of the Company	Category of Directorship	Shareholding
1.	Shreeaadya Merchandise Private Limited	Director	10
2.	Decorous Investment & Trading Co. Ltd.	W.T.D. & C.F.O.	NIL

Disclosure of Interest of Board Members

None of the Directors except Mr. Raj Kumar Gupta is interested in the proposed resolution.

Mr. Raj Kumar Gupta shall be deemed to be interested in the resolution to the extent of his appointment as the Independent Director.

The resolution stated in the item No. 5 is placed for kind consideration and approval of members of the Company. Board recommends the appointment of Mr. Raj Kumar Gupta as the Non Executive Independent Director of the Company.

ITEM NO. – 6: APPOINTMENT OF MR. RAMAN MITTAL AS INDEPENDENT DIRECTOR

Board of Directors express that Mr. Raman Mittal (DIN: 06877244) be appointed as the Independent Director of the Company, not liable to retire by rotation, for the period of 5(five) consecutive years.

A candidature under section 160 of the Companies Act, 2013 has been received from one of the members of the Company proposing Mr. Raman Mittal for the office of Director of the Company.

Mr. Raman Mittal has given his consent under section 152 (5) of the Companies Act, 2013 to act as the Director of the Company along with the declaration of not being disqualified under section 164 of the Act to become the director of the Company.

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The terms and conditions of appointment of Mr. Raman Mittal shall be open for inspection by the Members at the Office of the Company during normal business hours on any working day, excluding Saturday will also be available at the website of the company.

Brief Resume of Appointee Director

Mr. Raman Mittal holds M.B.A. Degree and he has over 15 years of experience in the fields of Retail FMCG, accounting, real estate, etc.

At present he holds the Directorship in the following Companies

S. No.	Name of the Company	Category - Directorship	Shareholding
1.	P R Holdings Limited	Independent Director	NIL
2.	Swagtam Trading And Services Limited	Independent Director	NIL

Disclosure of Interest of Board Members

None of the Directors except Mr. Raman Mittal is interested in the proposed resolution.

Mr. Raman Mittal shall be deemed to be interested in the resolution to the extent of his appointment as the Independent Director.

The resolution stated in the item No. 6 is placed for kind consideration and approval of members of the Company. Board recommends the appointment of Mr. Raman Mittal as the Non Executive Independent Director of the Company.

**By Order of Board of Directors
Swagtam Trading & Services Limited**

LALITA MITTAL

**WTD & CFO (DIN: 06928783)
Address: F-22, House No. 148, Sector – 3,
Rohini, Delhi – 110085**

**Date : 08.08.2019
Place : New Delhi**

NOTES:

1. A member entitled to attend and vote at the Annual General Meeting ('AGM') may appoint one or more proxies to attend and to vote on a poll instead of himself / herself and a proxy so appointed need not be a member of the company. The instrument of proxy in order to be effective must be received at the company's Registered Office, duly completed and signed, not less than 48 hours before the time fixed for commencement of the AGM.
2. Corporate Members intending to send their authorized Representatives in accordance with Section 113 of the Companies Act, 2013, are requested to send a duly certified copy of the Board Resolution authorizing the Representatives to attend and vote on their behalf at the AGM.
3. Members are requested to bring their attendance slips duly filled-in and signed as per the specimen signature recorded with the company for attending the meeting alongwith Annual Report.
4. In case of several joint-holders attending the meeting, only such joint-holder who is higher in the order of names, will be entitled to vote at the meeting.
5. Register of Members & Share Transfer Books will remain closed from **20.09.2019 to 26.09.2019** (both days inclusive)
6. Queries proposed to be raised at the AGM may be sent to the Company at its Registered Office atleast 7 days prior to the date of AGM to enable the Management to compile the relevant information and to reply the same.
7. Copies of the MOA and AOA and the Documents referred to in the Notice, etc., shall be open for inspection at the Registered Office on any working day between 11 A.M. to 5 P.M. upto the date of the AGM.
8. Members who hold shares in de-materialized form are requested to bring their Client ID and DP ID Numbers for easier identification of their attendance at the meeting.
9. Brief profile of the Director seeking appointment / re-appointment, as mandated under Regulation 36 of the SEBI (LODR) Regulations, 2015, forms part of the Notice.
10. Share transfer documents & all correspondence relating thereto, should be addressed to the RTA or to Company.
11. SEBI has mandated submission of Permanent Account Number (PAN) by every participant in securities market. Member holding shares, in demat form are, therefore, requested to submit/update PAN details to the Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form are required to submit their PAN details to RTA or to the Company.

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12. Members are requested to :
 - i. Quote their Folio number (s) / Client ID / DP ID in all correspondence.
 - ii. Please notify change(s), if any, in your contact details, PAN, Registered Address along with Pin Code, Contact Number(s), and e-mail ID, etc, to the RTA or to Company.
13. Electronic copy of the Annual Report is being sent to all the Members whose email IDs are registered with the Company / Depository Participants(s) for communication purposes unless any member has requested for a hard copy of the same and for Members who have not registered their email, physical copies of the Annual Report is being sent.
14. Electronic copy of the Notice of the AGM of the Company inter-alia indicating the process and manner of E-voting alongwith Attendance Slip and Proxy Form is being sent to all the members whose Email IDs are registered with the Company/Depository Participants(s) for communication purposes unless any Member has requested for a hard copy of the same. For Members who have not registered their Email address, physical copies of the Notice of the AGM of the Company inter alia indicating the process and manner of e-voting alongwith Attendance Slip and Proxy Form is being sent in the permitted mode.

Members may also note that the Notice of the AGM and the Annual Report for 2018-19 will also be available on the Company's website www.swagtam.com for their download. The physical copies of the aforesaid documents will also be available at the Company's Registered Office, for inspection during normal business hours on working days. Even after registering for e-communication, Members are entitled to receive such communication in physical form, upon making a request for the same, by post free of cost. For any communication, the shareholders may also send requests to the Company's email id: swagtam1984@gmail.com.
15. Members, who have not registered their E-mail address so far, are requested to register their E-mail address for receiving all communication including Annual Report, Notices, Circulars, etc. from the company electronically.
16. The "Ministry of Corporate Affairs" (MCA) has taken a "Green Initiative in the Corporate Governance" by allowing paperless compliances by Companies and has issued a circular on April 21, 2011 stating that the service of document(s) by a company can be made through electronic mode. In view of the circular issued by M.C.A, the Company proposes to henceforth deliver documents like Notice calling the AGM/ EGM/ Audited Annual Accounts / Report of the Auditors / Report of the Directors, etc, in electronic form to the E-mail address provided by the shareholders.
17. The Register of Directors and Key Managerial Personnel and their Shareholdings maintained u/s 170 of the Companies Act, 2013, the Register of contracts or arrangements in which Directors are interested u/s 189 of Companies Act, 2013 will be available for inspection at the AGM.
18. Detailed procedure for "Remote E-voting" is annexed which forms part of this Notice.

Voting Through Electronic means:

In compliance with the provision of Section 108 of the Companies Act, 2013, read with Rule 20 of the Companies [Management and Administration] Rules, 2014, as amended and Regulation 44 of SEBI (LODR) Regulations, 2015, the company provides the members facility to exercise their right to vote on resolution proposed to be passed in the AGM by electronic means and the business may be transacted through Remote E-Voting Services provided by NSDL.

The instruction of E-Voting is as under:

① In case of Members receiving an email from NSDL or Company:

1. Open E-mail and open attached PDF file "**Swagtam e-voting.pdf**" giving your Client ID (in case you are holding shares in demat mode) or Folio No. (In case you are holding shares in physical mode) as password which contains your "User ID" and "Password for e- voting". Please note that the password is an initial password. You will not receive this PDF file if you are already registered with NSDL for e-voting.
2. Launch internet browser by typing the URL: <https://www.evoting.nsdl.com/>
3. Click on "Shareholder –Login."
4. Put User ID and password as initial password noted in step (1) above and Click Login. If you are already registered with NSDL for e-voting then you can use your existing user ID and password. If you forgot your password, you can reset your password by using "Forgot User Details/Password" option available on www.evoting.nsdl.com
5. Password Change Menu appears. Change the password with new password of your choice with minimum 8 digits / characters or combination thereof.
6. Home page of "e-voting" opens. Click on e-Voting: Active E-voting Cycles.
7. Select the Electronic Voting Event Number "EVEN" of Swagtam Trading & Services Ltd. **[111165]** as given in the body of E- mail. Now you are ready for e-voting as Cast Vote page opens and you can cast vote online from 22.09.2019 (9:00 A.M.) till 25.09.2019 (5:00 P.M.). **Note: E-voting shall not be allowed beyond said time.**