



# SHIVKAMAL IMPEX LIMITED

Annual  
Report  
2019-20

## CORPORATE INFORMATION

### Board of Directors

Ms. Anu Jain	Non-Executive Director
Mr. Lavkush Mishra	Non-Executive Director
Mr. Manu Jain	Non-Executive Director
Mr. Surinder Kumar Nagpal	Independent Director
Mr. Girish Chand Jain	Independent Director

### Registered Office

Ground Floor, Block P-7, Green Park  
(Extn.), New Delhi- 110016  
E-mail: [info@shivkamalimpex.com](mailto:info@shivkamalimpex.com)  
[siv\\_kamal@yahoo.com](mailto:siv_kamal@yahoo.com)  
Phone: 011- 26192964  
Website: [www.shivkamalimpex.com](http://www.shivkamalimpex.com)

### Chief Executive Officer & Chief Financial Officer

Dr. Suman Chand Jain

### Statutory Auditors

M/s Jain Arun & Co., Chartered  
Accountants

### Registrar & Share Transfer Agent

Beetal Financial & Computer Services (P)  
Ltd.

Beetal House, 3rd Floor 99 Madangir,  
Behind Local Shopping Centre, Near Dada  
Harsukhdas Mandir, New Delhi- 110062

Phone: 011-29961281-83

Fax: 011-29961284;

E- mail: [beetalrta@gmail.com](mailto:beetalrta@gmail.com)

### Bankers

Axis Bank Limited

### 35<sup>th</sup> Annual General Meeting

On Tuesday, the 29<sup>th</sup> September, 2020 at  
04:00 P.M. at Registered Office of the  
Company at Ground Floor, Block-P-7, Green  
Park (Extn.), New Delhi- 110016

### Notes:

Shareholders are requested to bring their  
copy of Annual Report to the Meeting as the  
practice of handing out copies of the Annual  
Report at the Annual General Meeting has  
been discontinued in view of the high cost  
of paper and printing.

Shareholders intending to require  
information about the accounts to be  
explained in the meeting are requested to  
inform the Company at least seven days in  
advance of the Annual General Meeting.

In view of the massive outbreak of the  
COVID-19 pandemic, the Members  
attending the meeting will be required to  
maintain social distancing and wear a face  
mask at the meeting.

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## SHIVKAMAL IMPEX LIMITED

CIN: L52110DL1985PLC019893

Regd. Office: Ground Floor, Block-P-7, Green Park (Extn.) New Delhi-110016  
Tel: 011-26192964, e-mail: [siv\\_kamal@yahoo.com](mailto:siv_kamal@yahoo.com), [info@shivkamalimpex.com](mailto:info@shivkamalimpex.com)  
Website: [www.shivkamalimpex.com](http://www.shivkamalimpex.com)

### **NOTICE**

Notice is hereby given that the 35<sup>th</sup> Annual General Meeting of the Members of Shivkamal Impex Limited will be held on Tuesday, 29<sup>th</sup> September, 2020 at 04:00 PM at the Registered Office of the Company at Ground Floor, Block-P- 7, Green Park (Extn.), New Delhi - 110016 to transact the following business:

#### **Ordinary Business:**

1. To receive, consider and adopt the Audited Financial Statements of the Company for the financial year ended March 31, 2020 together with the Report of the Board of Directors and the Auditors thereon.
2. To appoint a Director in place of Mrs. Anu Jain (DIN: 03515530) who retires by rotation, and being eligible, offers herself for re- appointment.

By Order of the Board  
**SHIVKAMAL IMPEX LIMITED**

Place: New Delhi  
Date: 27.08.2020

**Manu Jain**  
Director  
DIN: 07801467

#### **Notes**

1. The relevant details as required under Regulation 36 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meeting (SS-2) issued by ICSI in respect of the Directors seeking re-appointment are annexed to this Notice.
2. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE ANNUAL GENERAL MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY.**  
**Proxies in order to be effective must be received by the Company, duly completed, stamped and signed, at its registered office not less than 48 hours before the scheduled time of the Annual General Meeting (AGM).** A blank proxy form is enclosed.  
A person can act as Proxy on behalf of the Members, not exceeding fifty (50) and holding in aggregate not more than ten percent (10%) of the total Share Capital of the Company. However, a Member holding more than 10% of the total Share Capital may appoint a single person as the Proxy and such person shall not act as the Proxy of any other person or Shareholder.
3. The Proxy holder shall prove his/her identity at the time of attending the Meeting.
4. Requisition for inspection of Proxies shall be received from the Members entitled to vote on any resolution at least three days before the commencement of the AGM. Proxies shall be made available for inspection during the period beginning twenty four hours before the time fixed for the commencement of the AGM and ending with the conclusion of the Meeting.
5. Corporate Member(s) intending to send their Authorized Representative(s) to attend the AGM are requested to send, to the Company, a certified copy of the Board Resolution pursuant to Section 113 of the Act, 2013 authorizing such representative(s) to attend and vote at the AGM.
6. The Register of Members and Share Transfer Books will remain closed from **Wednesday, September 23, 2020 to Tuesday, September 29, 2020 (both days inclusive)** for the purpose of Annual General Meeting of the Company.
7. Members, Proxies and Authorized Representatives of the Corporate Member(s) are requested to bring to the Meeting, the Attendance Slip, duly completed and signed and their copy of Annual Report as the practice of handling out copies of the Annual General Meeting has been discontinued in view of the high cost of paper and printing.



## SHIVKAMAL IMPEX LIMITED

8. Members who are holding Shares in physical form are requested to notify the change(s), if any, in their addresses or Bank details to the Company's Registrar and Transfer Agent (RTA), **Beetal Financial & Computer Services (P) Limited**. Members holding Shares in dematerialized form are requested to notify any change in their address or Bank details to their respective Depository Participants.
9. In case of joint holders attending the AGM, the Member whose name appears first, in the order of the names as per the Register of Members of the Company, shall only be entitled to vote at the AGM.
10. SEBI vide its circular No. SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018, amended Regulation 40 of Listing Regulations pursuant to which from 1st April, 2019, onwards securities can be transferred only in dematerialized form. However, it is clarified that, members can continue holding shares in physical form. Transfer of securities in demat form will facilitate convenience and ensure safety of transactions for investors.
11. Members holding Shares in physical form are advised to convert their holding to dematerialize form to eliminate all risk associated with physical shares and to avail the benefits of dematerialization which beside others include easy liquidity, electronic transfer, savings in stamp duty, etc
12. The SEBI has mandated the submission of Permanent Account Number (PAN) by every participant in the Securities Market. Members holding shares in electronic form are, therefore requested to submit their PAN to their depository participant(s). Members holding shares in physical form are requested to submit their PAN details to the Registrar and Share Transfer Agents.
13. As per the provisions of Section 72 of the Act, the facility for making nomination is available to the Members in respect of the shares held by them. Members who have not yet registered their nomination are requested to register the same by submitting Form No. SH-13 or SH-14 (Cancellation or Variation of Nomination). Members holding shares in physical form may email the same to Company's RTA, Beetal Financial & Computer Services (P) Limited at beetalrta@gmail.com. Members holding shares in electronic form may submit the same to their respective depository participant.
14. The Ministry of Corporate Affairs has taken "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 effected through e-mail to its members. To support this green initiative of the Government in full measure, the Company will send Annual Report electronically to those Members whose e-mail IDs are registered with the Company/Depositories, unless the Member has specifically requested the Company to send such Annual Report in physical form. For Members who have not registered their e-mail IDs, physical copy of the Annual Report for financial year 2019-20 will be sent. The Notice of the AGM along with requisite documents and the Annual Report for the year ended March 31, 2020 shall also be available on the Company's website [www.shivkamalimpex.com](http://www.shivkamalimpex.com). The Notice can also be accessed from the website of the Stock Exchange where the shares are listed and traded, viz, [www.bseindia.com](http://www.bseindia.com).
15. The Members who hold shares in dematerialized form and who have not registered/ updated their e-mail addresses so far, are requested to register/update their e-mail addresses with the Depository through their concerned Depository Participant. Members who hold their Shares in physical form and who are desirous of receiving the communications/ documents in electronic form are requested to promptly register their e-mail addresses with the Company. The registered e-mail address will be used for sending all future communications.
16. Route-map to the venue of the Meeting is annexed to this Notice.
17. In terms of provisions of Section 139 of the Companies Act, 2013, the Members of the Company at 32nd Annual General Meeting (AGM) of the Company held on July 27, 2017 had appointed M/s. Jain Arun & Co., Chartered Accountant (Firm Registration No. 011158N) as Statutory Auditors of the Company for a period of five years to hold office until the conclusion of 37th AGM subject to ratification by Members of the Company at each AGM. The Companies Amendment Act, 2017 had omitted the requirement of ratification of appointment of statutory auditors at every AGM, which became effective from May 07, 2018. Hence no resolution is being proposed for ratification of appointment of statutory auditors at the AGM.
18. Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Companies Act, 2013 and the Register of Contracts and Arrangements in which Directors are interested maintained under Section 189 of the Companies Act, 2013 shall be made available for inspection at the commencement of the Meeting and shall remain open and accessible to the Members during the continuance of the Meeting.





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19. Members desirous of obtaining any information concerning the accounts and operations of the Company are requested to write to the Company at least seven days before the date of the meeting in order to enable the management to make the information available at the meeting, if the Chairman so permits.
20. All documents referred to in the Notice and other relevant papers shall be available for inspection at the registered office of the Company on all working days, except Sunday and other national holidays between 11.00 A.M. and 1.00 P.M. up to the date of AGM.

### Voting through Electronic means-

21. In compliance with the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standards on General Meetings (SS-2) issued by the Institute of Company Secretaries of India, the Company is pleased to provide to its Members, the facility to cast their vote electronically on all the resolutions proposed to be considered at the AGM. The facility of casting the votes by the Members using an electronic voting system from a place other than venue of the AGM ("remote e- voting") will be provided by National Securities Depository Limited (NSDL).
22. **The e-voting period commences on September 26, 2020 (9:00 A.M.) and ends on September 28, 2020. (5:00 pm).** During this period shareholders' of the Company, may cast their vote electronically. The e-voting module shall be disabled for voting thereafter. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.
23. The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the **cut-off date of September 22, 2020**. Any person, who acquires shares of the Company and become member, of the Company after dispatch of the notice and holding shares as of the cut-off date i.e. September 22, 2020, may obtain the login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or [beetalrta@gmail.com](mailto:beetalrta@gmail.com).
24. The facility for voting through ballot paper or polling paper shall be made available at the AGM and the Members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper or polling paper. The facility for voting by electronic voting system shall not be made available at the AGM of the Company.
25. The Board of Directors has appointed Mr. K.O. Siddiqui, Practicing Company Secretary (ICSI Membership No. 2229) as the Scrutinizer to scrutinize the e- voting process and the voting at the Meeting in a fair and transparent manner.
26. The process and manner of e-voting are provided herein below. Resolutions passed by the Members through e-voting shall be deemed to have been passed at the AGM.
27. *The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:*

**Step 1 : Log-in to NSDL e-Voting system at <https://www.evoting.nsdl.com/>**

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

**Details on Step 1 is mentioned below:**

#### **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 'Shareholders' section.
3. A new screen will open. You will have to enter your User ID, your Password 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*



### **How to Log-in to NSDL e-Voting website? (contd.)**

*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 :

<b>Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical</b>	<b>Your User ID is:</b>
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. Your password details are given below:

- a) If you are already registered for e-Voting, then you can use 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, your 'initial password' is communicated to you on your postal address.

6. If you are unable to retrieve or have not received the " Initial password" or have forgotten



**How to Log-in to NSDL e-Voting website? (contd.)**

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](http://www.evoting.nsdl.com).
  - b) Physical User Reset Password?" (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://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.co.in](mailto:evoting@nsdl.co.in) mentioning your demat account number/folio number, your PAN, your name and your registered address.
  - 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.

**Details on Step 2 is given below:**

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

1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
2. After click on Active Voting Cycles, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle is in active status.
3. Select "EVEN" of company for which you wish to cast your vote.
4. Now you are ready for e-Voting as the Voting page opens.
5. 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.
6. Upon confirmation, the message "Vote cast successfully" will be displayed.
7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
8. 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 [primekoss@hotmail.com](mailto:primekoss@hotmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).



## SHIVKAMAL IMPEX LIMITED

2. 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](http://www.evoting.nsdl.com) to reset the password.
3. 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](http://www.evoting.nsdl.com) or call on toll free no.: 1800-222-990 or send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)

Please note the following:

1. In view of the massive outbreak of the COVID-19 pandemic, the Members attending the meeting will be required to maintain social distancing and wear a face mask at the meeting.
2. A member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the AGM.
3. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM through ballot paper.
4. The Chairman shall, at the AGM, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of ballot paper for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.
5. The Scrutinizer shall after the conclusion of voting at the general meeting, will first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than 48 hours of the conclusion of the AGM, a consolidated scrutinizer’s report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.
6. The results of the electronic voting shall be declared to the Stock Exchanges after the AGM. The results along with the Scrutinizer’s Report, shall also be placed on the website of the Company.
7. Your login id and password can be used by you exclusively for e-voting on the resolutions placed by the companies in which you are the shareholder.

By Order of the Board  
**SHIVKAMAL IMPEX LIMITED**

Place: New Delhi  
Date: 27.08.2020

**Manu Jain**  
Director  
DIN: 07801467

**Registered office:**

Shivkamal Impex Limited (CIN L52110DL1985PLC019893),  
Ground Floor, Block-P-7, Green Park (Extn.) New Delhi-110016  
Tel: 011-26192964, e-mail: [siv\\_kamal@yahoo.com](mailto:siv_kamal@yahoo.com), [info@shivkamalimpex.com](mailto:info@shivkamalimpex.com)  
Website: [www.shivkamalimpex.com](http://www.shivkamalimpex.com)





## SHIVKAMAL IMPEX LIMITED

### Annexure to the Notice

#### **A. Particulars of the Director seeking re- appointment at the ensuing Annual General Meeting pursuant to Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standards – 2 (SS-2).**

##### **Item No. 2**

<b>NAME</b>	<b>ANU JAIN</b>
Age	31 years
Date of Appointment	01/06/2017 (as Non-Executive Director)
DIN	03515530
Nature of Expertise in specific functional areas	Ms. Anu Jain started her career with Shivkamal Impex Limited as a Director of the Company. She is associated with the Company for more than eight years.
Brief Resume/Qualification	An Associate Member of ICSI and holds a Bachelor of Arts degree in English (Hons) from Delhi University
Names of the Listed Companies in which he/ she holds Directorships	Shivkamal Impex Limited
Names of the Listed Companies in which he/ she holds membership/ Chairmanship of Committees	Nil
Remuneration last drawn, if applicable (As per last audited Balance Sheet as on 31 <sup>st</sup> March, 2020)	Nil
No. of Board Meeting attended during the financial year 2019-20	7
Relationship between Directors inter-se	Mrs. Anu Jain is the sister of Mr. Manu Jain (Non-Executive Director of the Company)
No. of Shares held	Nil

By Order of the Board  
**SHIVKAMAL IMPEX LIMITED**

Place: New Delhi  
Date: 27.08.2020

**Manu Jain**  
Director  
DIN: 07801467

#### **Registered office:**

Shivkamal Impex Limited (CIN L52110DL1985PLC019893),  
Ground Floor, Block-P-7, Green Park (Extn.) New Delhi-110016  
Tel: 011-26192964, e-mail: siv\_kamal@yahoo.com, info@shivkamalimpex.com  
Website: www.shivkamalimpex.com



## SHIVKAMAL IMPEX LIMITED

**Route map to the venue of 35<sup>th</sup> annual general meeting to be held on Tuesday, September 29, 2020 at the registered office of the company at Ground floor, Block-P-7, Green Park (Extn.), New Delhi- 110016**

