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35th ANNUAL GENERAL MEETING	
Date	25.09.2020
Day	FRIDAY
Time	2:00 P.M.
Via / venue	through <b>VIDEO CONFERENCING</b> ('VC') / <b>OTHER AUDIO VISUAL MEANS</b> ('OAVM'), however, THE VENUE OF THE MEETING SHALL BE DEEMED TO BE THE REGISTERED OFFICE OF THE COMPANY SITUATED AT - 'R-489, GF-A, NEW RAJINDER NAGAR NEW DELHI – 110060'
EMAIL & Mobile no.	swagtam1984@gmail.com 9911108800
Video Conferencing details	<a href="https://us02web.zoom.us/join/zoom/zoom/register/tZEgf--vqjosGdyeW9vPI5Z89koxYmGP6k6F">https://us02web.zoom.us/join/zoom/zoom/register/tZEgf--vqjosGdyeW9vPI5Z89koxYmGP6k6F</a> In case of any issues in Joining the e-AGM, send a WhatsApp to the technical team by clicking on the link - <a href="https://wa.me/918800279405">https://wa.me/918800279405</a> or send an email to <a href="mailto:bookawebinar@gmail.com">bookawebinar@gmail.com</a>

## SWAGTAM TRADING & SERVICES LIMITED

### CORPORATE INFORMATION

BOARD OF DIRECTORS		
Ms. Lalita Mittal	DIN: 06928783	Whole Time Director & CFO
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

<b>STATUTORY AUDITORS</b> M/s G.K. KEDIA & CO. Chartered Accountants, FRN – 013016N Ms. Kanishka Aggarwal, Partner Membership No.: 544129 Address: 812 Naurang House, 21, Kasturba Gandhi Marg New Delhi- 110001 Tel : 011-46259900 Email Id: kanishka.aggarwal@gmail.com	<b>CIN</b>	L51909DL1984PLC289131
	<b>Date of incorporation</b>	19727 dated 31.12.1984
	<b>Date of commencement</b>	19727 dated 05.02.1985
	<b>PAN</b>	AAACS8477Q
	<b>TAN</b>	DELS56140A
	<b>GST</b>	07AAACS8477Q1ZG
	<b>ISIN</b>	INE150R01019

<b>SECRETARIAL AUDITORS</b> 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	<b>INTERNAL AUDITORS</b> 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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<b>LISTING:</b>
1. Bombay Stock Exchange Ltd. - BSE
2. Calcutta Stock Exchange Ltd. - CSE
3. Delhi Stock Exchange Ltd - DSE (DSE stands de – recognized)

<b>BANKERS</b> 1. Punjab National Bank Shankar Road, Ahimsa Bhawan, New Rajendra Nagar, New Delhi – 110060	<b>REGISTRAR</b> Alankit Assignments Limited R.O: 4E/2, Jhandewalan Extension, New Delhi-110055 C.O: 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi-110055 Tel: 011-4254-1234, 2354 1234
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**REGISTERED OFFICE :** R-489, GF-A, Ground Floor, New Rajinder Nagar, New Delhi – 110060

### CONTACTS DETAILS

<b>Tel</b> : 011 – 4247 5489 <b>Mob</b> : 9911108800	<b>Email</b> : swagtam1984@gmail.com <b>Website</b> : 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.

## SWAGTAM TRADING & SERVICES LIMITED

### NOTICE OF ANNUAL GENERAL MEETING

To  
The Members,  
Swagtam Trading & Services Limited  
CIN : L51909DL1984PLC289131  
New Delhi-110060

NOTICE IS HEREBY GIVEN THAT 35th ANNUAL GENERAL MEETING OF THE MEMBERS OF THE COMPANY WILL BE HELD ON FRIDAY, 25th DAY OF SEPTEMBER, 2020 AT 02.00 P.M. *through* VIDEO CONFERENCING ('VC') / OTHER AUDIO VISUAL MEANS ('OAVM'), *however*, THE VENUE OF THE MEETING SHALL BE DEEMED TO BE THE REGISTERED OFFICE OF THE COMPANY SITUATED 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 2020 and the Statement of Profit and Loss & Cash Flow Statements for the year ended on that date along with 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:

The Board noted that the term of Statutory Auditors i.e. M/s GHOSH KHANNA & CO, Chartered Accountants, (FRN – 003366N) shall be coming to an end on the conclusion of ensuing AGM and in view of said firm evincing its disinterest to be re-appointed & in continuing as Statutory Auditor for fresh tenure, the name of M/s. G. K. KEDIA & CO., Chartered Accountants, (Firm Registration Number: 013016N) for appointment as Statutory Auditors needs to be considered.

The Board perused the consent of proposed auditor and discussed the matter for their appointment to audit the accounts of the company and to appoint for a period of 5 years so as to hold office from the conclusion of 35<sup>TH</sup> Annual General Meeting (AGM) till the conclusion of 40<sup>TH</sup> Annual General Meeting of the company.

#### Board discussed the matter and passed the following resolution for consideration by members in ensuing AGM :-

**"RESOLVED THAT** pursuant to provisions of Section 139 of the Companies Act, 2013 and other applicable provisions of the Act, if any and the rules made there under as amended from time to time, the end of tenure of M/s GHOSH KHANNA & CO, Chartered Accountants, (FRN – 003366N), on the conclusion of ensuing AGM be and is hereby noted.

**RESOLVED FURTHER THAT** pursuant to provisions of Section 139 of the Companies Act, 2013 and other applicable provisions of the act, if any and the rules made there under as amended from time to time, and subject to approval of shareholders of the Company, the consent of Board of Directors be and is hereby considered, approved & accorded to appoint M/s. G. K. KEDIA & CO., Chartered Accountants, (Firm Registration Number: 013016N) as Statutory Auditors of the Company for a period of 5 years to hold office from the conclusion of 35<sup>TH</sup> Annual General Meeting (AGM) till the conclusion of 40<sup>TH</sup> Annual General Meeting of the company, at such remuneration to be mutually agreed upon between the Board of Directors of the company and the Auditors.

**RESOLVED FURTHER THAT** Board of Directors be and is hereby authorised to fix their remuneration and to do all such acts and deeds as may be necessary in this regard."

By Order of Board of Directors  
Swagtam Trading & Services Limited

Date : 11.08.2020  
Place : New Delhi

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

## SWAGTAM TRADING & SERVICES LIMITED

### ➤ **IMPORTANT NOTES:**

#### **[A]. General instructions for accessing and participating in the 35th AGM through VC/OAVM facility and voting through electronic means including remote e-Voting**

- a. In view of the outbreak of the COVID-19 pandemic, social distancing norm to be followed and the continuing restriction on movement of persons at several places in the country and pursuant to General Circular Nos.14/2020, 17/2020 and 20/2020 dated 8th April 2020, 13th April 2020 and 5th May 2020, respectively, issued by the Ministry of Corporate Affairs ("MCA Circulars") and Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12th May 2020 issued by the Securities and Exchange Board of India ("SEBI Circular") and in compliance with the provisions of the Act and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), the 35th AGM of the Company is being conducted through VC/OAVM Facility, which does not require physical presence of members at a common venue. The deemed venue for the 35th AGM shall be the Registered Office of the Company.
- b. In terms of the MCA Circulars since the physical attendance of Members has been dispensed with, there is no requirement of appointment of Proxies. Accordingly, the facility of appointment of proxies by Members under Section 105 of the Act will not be available for the 35th AGM. However, in pursuance of Section 112 and Section 113 of the Act, representatives of the Members may be appointed for the purpose of voting through remote e-Voting, for participation in the 35th AGM through VC/OAVM facility and e-Voting during the 35th AGM.
- c. In line with the MCA Circulars and SEBI Circular, the Notice of the 35th AGM will be available on the Website of the Company at [www.swagtam.com](http://www.swagtam.com), on the website of BSE Limited at [www.bseindia.com](http://www.bseindia.com) and also on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
- d. Since the AGM will be held through VC/OAVM Facility, the Route Map is not annexed in this Notice.
- e. National Securities Depositories Limited ("NSDL") will be providing facility for e-voting through EVEN [ 113363 ] from **9.00 a.m. September 21, 2020 to 5.00 p.m. September 24 2020**.
- f. ***www.Bookawebinar.com (OA/OAVM Facility) Provider shall provide the Log-In particulars including website url/links to all the shareholders as on cut-off date for participation in the 35th AGM through VC/OAVM Facility and Voting during the 35th AGM.***

***For any query regarding to attend /vote at the E-AGM stakeholders may contact to, please read/ refer point [B] below or Members may also address their Queries relating to e-voting to the company's e-mail ID [swagtam1984@gmail.com](mailto:swagtam1984@gmail.com).***

- g. Members may join the 35th AGM through VC/OAVM Facility by following the procedure as mentioned below which shall be kept open for the Members from 01:30 p.m. IST i.e. 30 minutes before the time scheduled to start the 35th AGM and the Company may close the window for joining the VC/OAVM Facility after the Conclusion of AGENDA / Business(es).
- h. Members may note that the VC/OAVM Facility, provided by [www.Bookawebinar.com](http://www.Bookawebinar.com) allows participation of all registered shareholders on a first-come-first-served basis. The large shareholders (i.e. shareholders holding 2% or more shareholding), promoters, institutional investors, directors, key managerial personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors, etc. can attend the 35th AGM without any restriction on account of first-come first-served principle.
- i. Attendance of the Members participating in the 35th AGM through VC/OAVM Facility shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.
- j. Pursuant to the provisions of Section 108 of the Act read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended), Secretarial Standard on General Meetings (SS-2) issued by the Institute of Company Secretaries of India ("ICSI") and Regulation 44 of Listing Regulations read with MCA Circulars and SEBI Circular, the Company is providing remote e-Voting facility to its Members in respect of the business to be transacted at the 35th AGM and facility for those Members participating in the 35th AGM to cast vote through e-Voting system during the 35th AGM.

#### **[B]. Instructions for Members for participating in the 35th AGM through VC/OAVM are as under :-**

Convenience of different persons positioned in different places/ zones has been kept in mind before scheduling the time for this Meeting.

*The Company has appointed [www.Bookawebinar.com](http://www.Bookawebinar.com), to provide VIDEO CONFERENCING FACILITY for the AGM and the "Attendant Enablers" for conducting of the e-AGM. Member will be provided with a facility to attend the e-AGM through video conferencing platform provided by [www.Bookawebinar.com](http://www.Bookawebinar.com).*

## SWAGTAM TRADING & SERVICES LIMITED

Members may access the same at <https://us02web.zoom.us/meeting/register/tZEqf--vqjosGdyeW9vPI5Z89koxYmGP6k6F> by clicking and registering in advance. Upon registration, members shall receive the login credentials for the said AGM video conference.

- Members are requested to follow the procedure given below:
- Launch internet browser (chrome/ Firefox/safari) by copying the URL in address bar:  
**<https://us02web.zoom.us/meeting/register/tZEqf--vqjosGdyeW9vPI5Z89koxYmGP6k6F>**
  - While registering, please enter the information in following format:
    - First Name Field : Full Name
    - Last Name Field : Folio No / Client ID- DP ID
    - Email : Email ID registered with the Company/ Depository
    - Phone : Phone Number registered with the Company/ Depository
    - Designation : Choose from Dropdown
  - Register yourself for the meeting to receive joining link embedded with encrypted password on your email id.
  - On the date of AGM, click on "Click here to Join" received on the registered E Mail id from [noreply@zoom.us](mailto:noreply@zoom.us)
  - [Zoom App](#) can be downloaded on your smart phone/ Computer/ Laptop from <https://zoom.us/>
  - After logging in, click on "[Join with video and audio](#)" option to attend the Meeting
  - Members intending to ask questions at the AGM, may click "[Raise hand](#)" option available on the platform after the start of the meeting
  - For E Voting, Polls and Chat Sections will be used along with show of hands as per availability and technical Feasibility.
  - Attendance shall be taken at the commencement of the meeting and any subsequent joiners shall have to mention their presence on the chat portal.

Members can participate in AGM through smart phone/ laptop. However, for better experience and smooth participation it is advisable to join the Meeting using Google Chrome, through Laptops connected through broadband. Further Members will be required to use Internet with a good speed preferably more than 15Mbps to avoid any disturbance during the meeting. The same can be independently checked at <https://www.speedtest.net/>

Please note that Participants connecting from Mobile Devices or Tablets or through Laptop via Mobile Hotspot may experience Audio/Video loss due to fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.

The Company reserves the right to restrict the number of questions and number of speakers, depending upon availability of time as appropriate for smooth conduct of the e-AGM.

**In case of any issues in Joining the meeting, send a WhatsApp to the technical team by clicking on the following link <https://wa.me/918800279405> or send a mail to [bookawebinar@gmail.com](mailto:bookawebinar@gmail.com)**

The entire proceeding of the meeting shall be recorded and the minutes / proceedings of the meeting shall be preserved by the Company in terms of the General Circular No. 14/2020 dated 8<sup>th</sup> April, 2020 issued by Ministry of Corporate Affairs, Government of India.

Members can submit Questions in advance with regard to the financial statements or any other matter to be placed at the 35th AGM, from their registered email address, mentioning their name, DP ID and Client ID number / folio number and mobile number, to reach the Company's email address [swagtam1984@gmail.com](mailto:swagtam1984@gmail.com) at least 7 days in advance before the start of the meeting i.e. by 17th September 2020 by 5.00 p.m. IST. Such questions by the Members shall be taken up during the meeting and replied by the Company suitably.

Members, who would like to ask questions during the 35th AGM with regard to the financial statements or any other matter to be placed at the 35th AGM, need to register themselves as a Speaker by sending their request from their registered email address mentioning their name, DP ID and Client ID number/folio number and mobile number, to reach the Company's email address before 17th September 2020. Those Members who have registered themselves as a speaker shall be allowed to ask questions during the 35th AGM, depending upon the availability of time.

## SWAGTAM TRADING & SERVICES LIMITED

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### NOTES :-

1. Corporate Members intending to attend the E-AGM through 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 the AGM through VC not less than 48 hours before the AGM.
2. In case of several joint-holders attending the E-AGM, only such joint-holder who is higher in the order of names will be entitled to vote at the meeting.
3. Register of Members & Share Transfer Books will remain closed from **19.09.2020 to 25.09.2020** (both days inclusive).

Queries proposed to be raised at the AGM **may be sent to the Company** atleast Seven days prior to the date of AGM on Company's email address to enable the Management to compile the relevant information enabling to reply the same.
4. Copies of the MOA and AOA and the Documents referred to in the Notice, shall be opened for inspection at the Registered Office on any working day between 11 A.M. to 5 P.M. upto the date of the AGM.
5. Members who hold shares in de-materialized form are requested to show/prove their Client ID and DP ID Numbers for easier identification of their attendance at the E-AGM.
6. Brief Profile of the retiring Director seeking appointment / re-appointment, forms part of the Notice.
7. Share transfer documents and all correspondence relating thereto, should be addressed to RTA or to Company.
8. 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, Email, Mobile no. & other contact details to RTA or to the Company and Company encourage & promote shareholders to dematerialize their physical shareholding.
9. 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 alongwith Pin Code Number, Mobile, and E-mail ID, etc., to the RTA or to Company.
10. Electronic copy of the Annual Report and Notice of the Annual General Meeting inter-alia indicating the process and manner of e-voting alongwith the *details of the E-AGM through Video Conferencing/OAVM* is being sent to all the Members whose email IDs are registered with the Company/RTA/Depository Participants(s) for communication purposes. Members who have not registered their Email, copy of Notice and Annual Report for 2019-20 can be downloaded from the Website of the company or the website of the BSE or the NSDL.

Members may also note that the Notice and the Annual Report for 2019-20 will also be available on the Company's website [www.swagtam.com](http://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, shareholders may also send requests to Company's email id : [swagtam1984@gmail.com](mailto:swagtam1984@gmail.com).
11. Members, who have not registered their E-mail addresses so far, are requested to Register their E-mail address for receiving all communication including Annual Report, Notices, Circulars, etc. from the company electronically.
12. 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 Annual General Meeting / Extra Ordinary General Meeting / Audited Annual Accounts / Report of the Auditors / Report of the Directors, etc, in electronic form to the E-mail address provided by the shareholders.
13. 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 Annual General Meeting.
14. 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 the SEBI (LODR) Regulations, 2015, the company provides the members facility to exercise their right to vote on resolution proposed to be passed in the Annual General Meeting (AGM) by *electronic means* and the business may be transacted through Remote E- Voting Services provided by NSDL:

**The instructions for E-voting are as under :-****(i) In case of members receiving an email from NSDL :**

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](http://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 remote “e-Voting” opens. Click on e-Voting: Active e-Voting Cycles.
7. Select the Electronic Voting Event Number “EVEN” [ **113363** ] 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 **21.9.2020 (9:00 am)** till **24.9.2020 (5:00 pm)**.

**Note: e-Voting shall not be allowed beyond said time.**

8. Cast your vote by selecting appropriate options and click on “Submit” and also “Confirm”, when prompted.
9. Upon confirmation, the message 'Vote cast successfully' will be displayed. Thereafter you will not be allowed to modify your vote.
10. Institutional shareholders (i.e., other than Individuals, HUF, NRI etc.) are also required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority Letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail [b.bhushanandcompany@gmail.com](mailto:b.bhushanandcompany@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).

**ii). In case of Members receiving physical copies of the Notice of the AGM by Post:**

1. User ID and initial password alongwith Electronic Voting Event Number “EVEN” [ **113363** ] is provided / stapled/ annexed in the Annual Report for the purpose of remote e-voting for AGM.
2. Please follow the steps from Sl. Nos. (2) to (10) mentioned in (i) above, to cast your vote.

**General Instructions**

1. E-voting period begins at 09.00 A.M. on 21.09.2020 and ends at 5:00 P.M. on 24.09.2020.  
During this period Member's of the company, holding shares either in physical form or in dematerialized form, as on the Cut-off date (record date) i.e. 18.09.2020 may cast their vote electronically. Once the vote on a resolution is cast by member, the member shall not be allowed to change it subsequently. The e-voting module shall be disabled by NSDL for voting thereafter.
2. The facility for voting through poll shall be made available at the E-AGM and the Members attending through VC/ OAVM who have not cast their vote by remote e-voting shall be able to vote at the E-AGM through voice / show of hands.
3. Members who have cast their vote by remote e-voting may also attend E-AGM but shall not be entitled to cast vote again.

## SWAGTAM TRADING & SERVICES LIMITED

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4. Company has appointed M/s. **B. Bhushan & Co.**, Practicing Company Secretaries, New Delhi (M. No.: A31951, COP: 14469) to act as the “**Scrutinizer**”, to scrutinize the remote e-voting and physical vote at the venue of AGM in a fair and transparent manner. The Members desiring to vote through remote e-voting are requested to refer to the detailed procedure given above.
5. Voting rights shall be reckoned on the paid-up value of shares registered in the name of the member / beneficial owner (in case of electronic shareholding) as on the **Cut-off date i.e. 18.09.2020**.
6. 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 shall be entitled to avail facility of remote e-voting / Poll at E-AGM.
7. Once the vote on a resolution is cast by a member, the member shall not be allowed to change it subsequently and/or cannot cast the vote again.
8. In case of any Query pertaining to e-voting, please visit Instructions FAQ's for Members and E-voting User Manual for Members in download section of NSDL's e-voting website <https://www.evoting.nsdl.com> or call on toll free no: 1800222990 or contact Assistant Manager NSDL at designated email id [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or at telephone nos 022-24994600/ 022-24994738. Members may also address their Queries relating to e-voting to the company's e-mail ID [swagtam1984@gmail.com](mailto:swagtam1984@gmail.com).
9. Members already registered with NSDL for remote e-voting can use their existing user ID and password for Login. Thereafter please follow the steps from Sl. Nos. (6) to (9) mentioned in (i) above, to cast your vote.
10. Every Client ID No. / Folio No. shall have one e-vote, irrespective of the number of joint holders.
11. Remote E-voting right cannot be exercised by a proxy.
12. **Scrutinizer**, after scrutinizing the votes cast at the meeting through voice / show of hand and through remote e- voting, shall within a period not exceeding (3) three days from the conclusion of the Meeting, make a consolidated Scrutinizer's Report and submit the same to the Chairman. The results declared alongwith the consolidated scrutinizer's report shall be placed on the website of the Company [www.swagtam.com](http://www.swagtam.com) and on the website of NSDL [www.evoting.nsdl.com](http://www.evoting.nsdl.com). Results shall simultaneously be communicated to the Stock Exchange(s), where the Company's shares are Listed.

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

**Date : 11.08.2020  
Place : New Delhi**

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



## SWAGTAM TRADING & SERVICES LIMITED

### DIRECTOR'S REPORT

Dear Stakeholders,

Your Directors present herewith the 35th Annual Report for the year ended 31.03.2020.

#### FINANCIAL RESULTS

(in Rupees)

Particulars	For the Year Ended 31.03.2020	For the Year Ended 31.03.2019
<b>Income from Operations :-</b>		
Commission from real estate, etc.	-	-
Receipts from consultancy business	9,00,000	10,51,300
Sale of Jewellery	-	-
Other Income	3,73,664	1,50,02,203
Total Income	12,73,664	25,53,503
Total Expenditure	12,84,307	24,11,004
Profit/(Loss) before Tax	(3,143)	1,42,499
Tax expense (Net)	(160)	46,751
Net Profit/(Loss)	(10,483)	95,748

#### FINANCIAL HIGHLIGHTS

During the year under review your company carried-out the business of real estate, commission, agents, brokers, management & consulting business, trading / purchase & sale of Jewellery, commodities, bullion, etc. Company has received the total revenue of Rs. 12,73,664/-. Net Profit after Tax for the year under consideration is Rs. (10,483/-). Your Company hopes to increase its presence in the business in the coming years, which may increase the top line and also its profitability.

#### TRANSFER TO RESERVES

No amount is proposed to be transferred to the Reserves & Surplus Account.

#### LIQUIDITY

Company continues to maintain sufficient funds to meet the desired strategic Objectives.

#### DIVIDEND

Your directors do not consider it desirable to recommend / declare any dividend.

#### CAPITAL

During the Financial Year 2019-20, there is no change in share capital

- Buy Back of Securities : Company has not bought back any of its securities.
- Sweat Equity : Company has not issued any Sweat Equity Shares.
- Bonus Shares : No Bonus Shares were issued during the year.
- Preference Shares / Debentures : Company has not issued any Preference Shares/ Debentures.
- Employees Stock Option Plan : Company has not provided any Stock Option Scheme.

Subsequent to 31.03.2020 there has been no change in authorized, issued, subscribed and paid-up equity share Capital.

Authorised share capital as on 31.03.2020 is Rs. 4,00,00,000/- divided into 40,00,000 Equity Shares of Rs.10/- each and the Paid-up capital stands at Rs. 1,19,05,000/-.

#### DIRECTORS

In accordance with the provisions of Companies Act, 2013 and Articles of Association, Mr. Sumit Gupta, Director, retires by rotation in the ensuing AGM and being eligible, offers himself for re-appointment.

- Ms. Lalita Mittal is WTD & CFO of the company w.e.f. 08.08.2014 & re-appointed in AGM held on 26.09.2019.
- Mr. Raj Kumar Gupta (DIN: 00074532) is Independent Directors w.e.f. 30.04.2014 & re-appointed in AGM held on 26.09.2019.

## SWAGTAM TRADING & SERVICES LIMITED

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- Mr. Raman Mittal (DIN: 06877244) is Independent Director w.e.f. 02.06.2014 & re-appointed in AGM held on 26.09.2019.
- Mr. Sumit Gupta (DIN: 06911742) was appointed as Director w.e.f. 29.01.2015.

### KEY MANAGERIAL PERSONNEL

- Mrs. Preetika Mishra (ACS-32490) has joined as Company Secretary cum Compliance Officer w.e.f. 10.08.2018
- Mrs. Lalita Mittal (DIN: 06928783) is WTD & CFO of the Company.

### PARTICULARS OF EMPLOYEES

In terms of the provisions of the section 197(2) of the Companies Act, 2013 read with rule 5(2) & 5(3) of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, None of the Employee drew remuneration in excess of the limit as set out in the said Rules.

### MEETINGS OF THE BOARD & COMMITTEES

5 (Five) Meetings of the Board were held during reporting period, the details of which are given in the CGR  
(Maximum Gap of 120 days between two consecutive Board Meetings has been complied with)

1)	17.05.2019	4)	11.11.2019
2)	18.08.2019	5)	07.07.2020
3)	12.08.2019		

### LOANS, GUARANTEES AND INVESTMENTS

Company has not given any Guarantee, provided any Security and made an Investment during the reporting period as specified u/s 186 of Companies Act, 2013.

### PERFORMANCE EVALUATION OF BOARD MEMBERS

With a view to improve performance and effectiveness, Board Members are now increasingly deploying Board performance evaluation tools to identify areas of improvement benchmarking themselves against leading practices. Realizing the trends and challenges, the regulators around the world have mandated Board evaluations.

### PUBLIC DEPOSIT

Company has neither accepted nor renewed any Deposits during FY 2019-20 in terms of Chapter V of the Companies Act, 2013; therefore, information in this regard is NIL.

### STATUTORY AUDITORS

M/s Ghosh Khanna & Co., Chartered Accountants, FRN - 003366N, statutory auditors of the company, who hold office until the conclusion of the ensuing annual general meeting and have not offered/consented for re-appointment. The Board of Directors considered, approved & accorded and recommend to appoint M/s G. K. Kedia & Co., Chartered Accountants, FRN 013016 as statutory auditors of the Company. (refer Notice of AGM)

### STATUTORY AUDITORS' REPORT

Auditors' Report being self-explanatory requires no Comments from the Directors and there are no reservations, or qualifications or adverse remarks in the Audit Report in respect to FY 2019-20 and does not require/call for any explanation from the Board of Directors.

Mrs. Preetika Mishra (ACS-32490) has joined as Company Secretary cum Compliance Officer w.e.f. 10.08.2018

### SECRETARIAL AUDITOR

Board has appointed M/s B. Bhushan & Co., Practicing Company Secretary, to conduct Secretarial Audit for the FY 2020-21. Secretarial Audit Report and Secretarial Compliance Report for the FY 2019-20 is annexed with Directors' Report. There are no qualifications or reservations or other adverse remarks by Secretarial Auditors in the Report for the FY 2019-20 and does not require/call for any explanation from the Board of Directors.

Mrs. Preetika Mishra (ACS-32490) has joined as Company Secretary cum Compliance Officer w.e.f. 10.08.2018

### INTERNAL AUDITOR

Board has re-appointed M/s Mittal Jindal & Associates, Chartered Accountants, to conduct Internal Audit FY 2020-21

### COST AUDITORS

Provisions of Section 148 do not apply to the Company and hence, Cost Auditors need not to be appointed.