

38th
ANNUAL REPORT
2022 - 2023

SWAGTAM TRADING & SERVICES LIMITED

SWAGTAM TRADING & SERVICES LIMITED

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38 th ANNUAL GENERAL MEETING	
Date	25.09.2023
Day	MONDAY
Time	02:00 P.M.
Via / venue	through VIDEO CONFERENCING ('VC') / OTHER AUDIO VISUAL MEANS ('OAVM') , however, VENUE OF THE MEETING SHALL BE DEEMED TO BE REGISTERED OFFICE OF THE COMPANY SITUATED AT - 'R-489, GF-A, NEW RAJINDER NAGAR NEW DELHI – 110060'
EMAIL & Mobile	swagtam1984@gmail.com 9911108800
Video Conferencing details	https://us02web.zoom.us/j/86932108228?pwd=cmVDMnp0MTAzMGVIZE13aFR5QW9oZz09 In case of any issues in Joining the e-AGM, send a WhatsApp to the technical team by clicking on the link - https://api.whatsapp.com/919650105405 or send an email to bookawebinar@gmail.com

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. Deepak Gupta	DIN: 07580266	Independent Director w.e.f. 24.06.2022
Mr. Jitendra Kumar	DIN: 06614727	Independent Director w.e.f. 24.06.2022
Ms. Pallavi	ACS: 67405	CS & Compliance Officer (appointed w.e.f. 10.11.2022 resigned w.e.f. 15.12.2022)
Ms. Pooja Mathur	ACS: 45124	CS & Compliance Officer (appointed w.e.f. 13.02.2023)

STATUTORY AUDITORS 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@gkkedia.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: hmkd900@gmail.com
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LISTING:	1. Bombay Stock Exchange Ltd. - BSE 2. Calcutta Stock Exchange Ltd. - CSE (voluntary delisting under process) 3. Delhi Stock Exchange Ltd. - DSE (DSE stands de – recognized)
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BANKERS Punjab National Bank Shankar Road, Ahimsa Bhawan, New Rajendra Nagar, New Delhi – 110060	REGISTRAR 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

Tel : 011 – 4247 5489 Mob : 9911108800	Email : swagtam1984@gmail.com Website : www.swagtam.com
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<i>Members are requested to kindly Update their Contact details, Address, PAN, Email, Mobile etc. for Company's Updates, Announcements, Results, Reports, Correspondence, etc.</i>
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NOTICE OF ANNUAL GENERAL MEETING

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

NOTICE IS HEREBY GIVEN THAT 38th ANNUAL GENERAL MEETING OF THE MEMBERS OF THE COMPANY WILL BE HELD ON MONDAY, 25th DAY OF SEPTEMBER, 2023 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 31- March 2023 and the Statement of Profit and Loss & Cash Flow Statements, etc., 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

To ratify/ re-appoint M/s G.K. Kedia & Co. (FRN – 013016N), as statutory auditors and fix their remuneration and to consider and if thought fit, to pass the following resolution, as an Ordinary Resolution

"RESOLVED THAT pursuant to the provisions of Section 139 and other applicable provisions, if any, of the Companies Act, 2013 read with Companies (Audit and Auditors) Rule, 2014 (including any statutory modification(s) or reenactment(s) thereof, for the time being in force, M/s G. K. KEDIA & Co., Chartered Accountants, FRN 013016N, be and are hereby ratify/ re-appointed as Statutory Auditors of the Company, who were appointed in 35th AGM held on 25.09.2020 for a period of 5 years, to hold the Office from conclusion of this AGM till the conclusion of next AGM, at such remuneration as may be fixed by the Board of Directors of the Company with the consultation of Auditors."

SPECIAL BUSINESS

ITEM NO. – 4

TO MAKE/ GRANT LOAN(S) or GIVE GUARANTEE(S) or MAKE INVESTMENT(S) IN EXCESS OF THE PRESCRIBED LIMIT u/s 186 OF THE COMPANIES ACT, 2013

To consider and, if thought fit, to pass, with or without modification, the following resolution as a SPECIAL RESOLUTION:

"RESOLVED THAT pursuant to the statutory provisions of Section 186 of the Companies Act, 2013 ('the Act') read with the Companies (Meetings of Board and its Powers) Rules, 2014, as amended from time to time and other applicable provisions including any statutory modification(s) thereto or re-enactment(s) thereof, for the time being in force, if any, and subject to such other consents, permissions, sanctions, approvals, as may be required/ necessary, the approval/consent of the shareholders/members of the Company, be and is hereby accorded to the Board of Directors of the Company to;

- (a) grant/give any loan(s), from time to time, on such terms and conditions as it may deem expedient, to any person(s) or any body corporate(s);
- (b) give/ provide any guarantee/security to secure any loan/ obligation(s) of any other person(s) or body corporate(s); and
- (c) to acquire by way of subscription, purchase/deal/invest/trade/buy & sell and to hold Stocks & Bonds or otherwise the securities of any other body corporate(s), from time to time, in excess of limit specified under Section 186 of the Companies Act, 2013, for an aggregate amount not exceeding Rs. 3,25,00,000 (Rupees Three Crore Twenty – Five Lac only) over and above the limit prescribed under Section 186, notwithstanding that the aggregate of loan and investments so far made, the amounts for which guarantee or security so far provided, along with the investments, stocks, loans, guarantee or security proposed to be made or given by the Board may exceed sixty per cent of its paid-

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up share capital, free reserves and securities premium account or one hundred per cent of its free reserves and securities premium account, whichever is More, notwithstanding that such stocks & investments, outstanding loans given or to be given and guarantees and security provided are in excess of the limits prescribed u/s 186 of Companies Act, 2013 as in their (Board of Directors) absolute discretion deem fit & proper & beneficial and in the interest of the Company."

"RESOLVED FURTHER THAT the Board be and is hereby authorized to negotiate the terms and conditions of the above said stocks, bonds, investments, loans, securities, guarantees, as they deem fit and in the best interest of the Company and to take all such steps as may be necessary in that regard."

"RESOLVED FURTHER THAT for the purpose of giving effect to the above, any Director and/or Board of Directors, be and are hereby severally authorized to take such steps as may be necessary for obtaining approvals, statutory or otherwise, in relation to the above and to settle all matters arising out of and/or incidental thereto and to sign and to execute deeds, applications, documents and writings that may be required, on behalf of the Company and generally to do all such acts, deeds, matters and things as may be necessary, proper, expedient or incidental for giving effect to this resolution along with signing and filing of necessary Form(s) & Returns with Registrar of Companies/ MCA and with power to settle questions, difficulties or doubts that may arise in this regard without requiring the Board to seek/ secure any further Approval(s) of the members of the Company."

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

**Date: 10.08.2023
Place : New Delhi**

**LALITA MITTAL
WTD & CFO (DIN: 06928783)**

➤ **IMPORTANT NOTES:**

[A]. General instructions for accessing and participating in the 38th AGM

Through VC/OAVM facility and voting through electronic means including remote e-Voting

- a. The Ministry of Corporate Affairs ("MCA") vide its Circular No. 10/2022 dated December 28, 2022 read together with Circular No. 02/2022 dated May 05, 2022, Circular No. 21/2021 dated December 14, 2021, Circular No. 19/2021 dated December 8, 2021, Circular No. 02/2021 dated January 13, 2021, Circular No. 20/2020 dated May 5, 2020, Circular No. 17/2020 dated April 13, 2020 and Circular No. 14/2020 dated April 8, 2020 (collectively referred to as "MCA Circulars"), have permitted holding of the Annual General Meeting ("AGM") through VC / OAVM, without the physical presence of the Members at a common venue. In compliance with the provisions of the Companies Act, 2013 ("Act"), as amended from time to time and MCA Circulars, and Circulars issued by Securities and Exchange Board of India ("SEBI") vide its Circular No. SEBI/HO/DDHS/DDHS-RACPOD1/P/CIR/2023/001 dated January 5, 2023 read together with Circular No. SEBI/HO/CFD/CMD2/ CIR/P/2022/62 dated May 13, 2022, Circular No. SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021 and Circular No. SEBI/HO/CFD/CMD1/ CIR/P/2020/79 dated May 12, 2020 (collectively referred to as "SEBI Circulars"), the AGM of the Company is being held through VC / OAVM. Accordingly, in compliance with the provisions of the Companies Act, 2013 (the "Act"), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and MCA Circulars, the AGM of the Company is being held through VC/OAVM Facility, which does not require physical presence of members at a common venue. Deemed Venue for the 38th AGM shall be the Registered Office of the Company.
- b. In compliance with the aforesaid MCA Circulars and SEBI Circulars, NOTICE of the AGM along with the Annual Report for financial year 2022-23 is being sent only through Electronic mode to those Members whose e-mail addresses are registered with the Company /Depositories. Members may note that the Notice and Annual Report for financial year 2022-23 will also be available on website of the Company i.e. www.swagtam.com, website of the Stock Exchanges i.e. BSE Limited (www.bseindia.com) and also on the website of NSDL (www.evoting.nsdl.com) respectively.
Hard Copies shall be sent to those members who shall request for the same, free of cost.
- c. A Member entitled to attend and vote at the AGM is entitled to appoint a Proxy to attend and vote on a Poll instead of himself/herself and a Proxy need not be a member of the Company. However, pursuant to MCA Circulars and SEBI Circulars, the AGM will be held through VC/OAVM and the physical attendance of Members in any case has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence the Proxy Form is not annexed to this Notice. 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 E- AGM through VC/OAVM facility and e-Voting during the E- AGM
- d. Since the AGM will be held through VC/OAVM Facility, the 'Route Map' is not annexed.
- e. National Securities Depositories Limited ("NSDL") will be providing facility for e-voting through EVEN **[124798]** from **9.00 a.m. September 21, 2023 to 5.00 p.m. September 24, 2023.**
- 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 AGM through VC/OAVM Facility and Voting during the 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.
- g. Members may join the AGM through VC/OAVM Facility by following the procedure as mentioned below which shall be kept open for the Members 30 minutes before the time scheduled to start the 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 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, directors, key managerial personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors, etc., can attend the AGM without any Restriction on account of first-come first-served principle.
- i. Attendance of the Members participating in the AGM through VC/ OAVM facility using their login credentials shall be counted for the purpose of reckoning the Quorum under Section 103 of the Act.

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- 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, as amended, the Company is providing remote e-Voting facility to its Members in respect of the business to be transacted at the AGM and facility for those Members participating in the 38th AGM to Cast vote through e-Voting system during the AGM.

[B]. Instructions for Members for participating in the 38th 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.Book a webinar.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.Book a webinar.com.

Members may access the same at

<https://us02web.zoom.us/j/86932108228?pwd=cmVDMnp0MTAzMGVIZE13aFR5QW9oZz09>

ZOOM MEETING ID 86932108228

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:

- i. Launch internet browser(chrome/Firefox/safari)by copying the URL in address bar:

<https://us02web.zoom.us/j/86932108228?pwd=cmVDMnp0MTAzMGVIZE13aFR5QW9oZz09>

- ii. While registering, please enter the information in following format:

- | | | |
|---------------------|---|---|
| a. First Name Field | : | Full Name |
| b. Last Name Field | : | Folio No/Client ID-DPID |
| c. Email | : | Email ID registered with the Company/Depository |
| d. Phone | : | Phone Number registered with the Company/Depository |
| e. Designation | : | Choose from Dropdown |

- iii. Register yourself for the meeting to receive joining link embedded with encrypted password on your email id.

- iv. On the date of AGM, click on "Click here to Join" received on the registered EMail id from noreply@zoom.us

- v. ZoomApp can be downloaded on your smart phone/Computer/Laptop from <https://zoom.us/>

- vi. After logging in, click on "Join with video and audio" option to attend the Meeting

- vii. Members intending to ask questions at the AGM, may click "Raise hand" option available on the platform after the start of the meeting.

- viii. For E Voting, Polls and Chat Sections will be used along with show of hands as per availability and technical Feasibility.

- ix. 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 15 Mbps 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 Hot spot 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.

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In case of any issues in Joining the meeting, send a Whats App to the technical team by clicking on the following link- <https://wa.me/919650105405> or send a mail to 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 8th April, 2020 issued by MCA.

Members can submit 'Questions' in Advance with regard to the financial statements or any other Matter to be placed at the 38th e - 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 at least **7 days** in Advance before the start of the meeting i.e. by **18.09.2023** by 5.00 p.m. IST.

Such Questions by the Members shall be taken up during the meeting & replied by the Company suitably.

Members, who would like to ask Questions during the 38th e - AGM with regard to the financial statements or any other Matter to be placed at the 38th e - AGM, need to Register themselves as 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 **18.09.2023**.

Those Members who have registered themselves as a Speaker shall be allowed to ask Questions during the AGM, depending upon the availability of time.

NOTES:-

1. The relevant 'Explanatory Statement' pursuant to section 102(1) of the Companies Act, 2013, in respect of 'Special Business' set out in item No. **4** is annexed hereto.
2. 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.
3. 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.
4. Notice is also given u/s 91 of the Act read with Regulation 42 of the SEBI (LODR) Regulations, 2015 as amended from time to time, that the *Register of Members* and *Share Transfer Register* of the Company will remain closed from **18.09.2023 to 28.09.2023** (both days inclusive).

Queries proposed to be raised at the AGM may be sent to the Company at least **7 (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.

5. Copies of the MoA and AoA and the Documents referred to in the Notice, shall be kept 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.
6. Members who hold shares in De-materialized form are requested to show/ prove their Client ID and DPID Numbers for easier identification of their attendance at the E-AGM.
7. Brief Profile of the Retiring Director seeking appointment/re-appointment, forms part of the Notice.
8. Share transfer documents and all correspondence relating thereto, should be addressed to RTA or to Company.
9. *SEBI has mandated submission of Permanent Account Number (PAN), Contact Details, Email, Phone. etc., by every participant in securities market. Members holding shares, in Demat form are, therefore, requested to submit / update PAN & Email, Mobile no. & other contact 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.

10. Members are requested to :

- i. Quote their folio number(s) / Client ID / DPID in all correspondence.
 - ii. Please Notify Change (s), if any, in your contact details, PAN, Registered Address along with Pin Code Number, Mobile and E-mail ID, etc., to the RTA or to Company.
11. Electronic copy of the 'Annual Report' and 'Notice of the Annual General Meeting' inter-alia indicating the process and manner of e-voting along with the details of 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

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purposes. Members who have not registered their Email, copy of Notice and Annual Report for 2022-23 can be downloaded from 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 2022-23 will also be available on the website of Company www.swagtam.com & RTA & NSDL & BSE Ltd. 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.

12. 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.
13. 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.
14. 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.
15. 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 maybe 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 I nitial 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 remote "e-Voting" opens. Click one-Voting :Active e-Voting Cycles.
7. Select the Electronic Voting Event Number "EVEN" [**124798**] 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 **21.9.2023 (9:00 am) till 24.9.2023 (5:00pm)**.

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

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signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail b.bhushanandcompany@gmail.com with a copy marked to evoting@nsdl.co.in.

General Instructions

1. E-voting period begins at 09.00 A.M. on 21.09.2023 and ends at 5:00 P.M. on 24.09.2023.
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. 18.09.2023 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. 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.
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. 18.09.2023.
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: 18001020990, 1800224430 or contact Assistant Manager NSDL at designated email id evoting@nsdl.co.in or at telephone nos 022-24994360 / 022-24994738. Members may also address their Queries relating to e-voting to the company's e-mail ID swagtam1984@gmail.com.
9. Members already registered with NSDL for remote e-voting can use their existing user ID and password for Login. There after 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. Results declared along with the consolidated scrutinizer's report shall be placed on the website of the Company www.swagtam.com and on the website of NSDL 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: 10.08.2023
Place : New Delhi**

**LALITA MITTAL
WTD & CFO (DIN: 06928783)**