

SWAGTAM TRADING & SERVICES LIMITED

SWAGTAM TRADING & SERVICES LIMITED
 Regd. Office: Girish Chandra Bardalai Path, Bamunimaidan, Guwahati, Assam – 781021
 Corp. Office: R-489, GF-A, Ground Floor, New Rajinder Nagar, New Delhi – 110060
 CIN: L51909AS1984PLC007078
30TH ANNUAL GENERAL MEETING
 Saturday, 12TH September, 2015, at 10:00 A.M.
 at Girish Chandra Bardalai Path, Bamunimaidan, Guwahati, Assam

S. No.	RESOLUTIONS	OPTIONAL*	
		FOR	AGAINST

Ordinary Business

1.	To receive, consider & adopt the Audited Balance Sheet as on 31.03.2015 and Profit & Loss for the year ended 31.03.2015 along with the Reports of Auditors & Directors thereon		
2.	To re-appoint Mr. Deepak Sharma as Director who retires by rotation & being eligible offers himself for re-appointment.		
3.	To re-appoint M/s. GHOSH KHANNA & CO., Chartered Accountants, FRN – 003366N as the Statutory Auditors of the Company.		

Special Business

4.	To appoint Mr. Sumit Gupta as Non – Executive Director		
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Signed this day of 2015

Signature of Shareholder

Name :

Address :

Folio No. :

No. of Equity Shares held :

Notes:

- This Proxy Form in order to be effective should be duly completed and deposited at the Registered Office, not less than 48 hours before the commencement of the meeting.**
- For the Resolutions, Explanatory Statements and Notes, please refer to the Notice of 30TH AGM.
- *It is optional to put '✓' in the appropriate column against the Resolutions indicated in the Box. If you leave the "FOR" or "AGAINST" columns BLANK in all or any of resolutions, your Proxy will be entitled to vote in the manner as he / she thinks appropriate.
- Please complete all details including details of member(s) in the above box before submission.

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ATTENDANCE SLIP

30TH ANNUAL GENERAL MEETING

Saturday, 12TH September, 2015, at 10:00 A.M.

at Girish Chandra Bardalai Path, Bamunimaidan, Guwahati, Assam

Electronic Voting Event Number “EVEN” **102293** <https://www.evoting.nsdl.com/>

Members are requested to bring copy of Annual Report alongwith them to the Annual General Meeting. Please complete this Attendance Slip and hand-over at the Entrance.

Only Members or their Proxies are entitled to be present at the Meeting.

Name of the Shareholder :
Ledger Folio No. :
Address :
No. of Shares held :
Name of the Proxy :

I/ We hereby record my/ our presence at the AGM.

Place :

Dated :

Member’s / Proxy’s Signature

Form No. MGT-11

PROXY FORM

[Pursuant to Section 105 (6) of the Companies Act, 2013 and Rule 19(3) of the Companies (Management and Administration) Rules, 2014]

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I/We.....

R/o.....

being a Member/ Members of Swagtam Trading & Services Limited, hereby appoint

Mr./ Mrs.....failing him/ her Mr./ Mrs.....

R/o.....

as my/ our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 30TH Annual General Meeting of the members of the Company, to be held on Saturday, 12TH September, 2015, at 10:00 A.M. at Girish Chandra Bardalai Path, Bamunimaidan, Guwahati, Assam and at any adjournment thereof in respect of such Resolutions as attached / annexed.

Signed on this _____ Day of _____, 2015

Signature

Address

Folio No.

No. of Equity Shares held

Affix
Revenue
Stamp
of 1/- Rupee

Notes:

- 1. Any Member entitled to attend and vote at the Meeting is entitled to attend and either vote in person or by Proxy and the proxy need not be a Member.
- 2. Proxy form duly signed across Revenue Stamp of Re. 1.00 should reach the Registered Office not less than 48 hours before the time for holding the aforesaid meeting. Proxy need not be a Member.