

## SWAGTAM TRADING & SERVICES LIMITED

Regd. Office: R-489, GF-A, New Rajinder Nagar, New Delhi – 110060  
Tel : 011-42475489 E-mail : [swagtam1984@gmail.com](mailto:swagtam1984@gmail.com) Website : [www.swagtam.com](http://www.swagtam.com)  
CIN: L51909DL1984PLC289131

- |                                  |  |
|----------------------------------|--|
| 1) All Shareholders              | 7) M/s G. K. KEDIA & CO., Statutory Auditors       |
| 2) BSE Ltd.                      | 8) NSDL  |
| 3) Calcutta Stock Exchange Ltd.  | 9) CDSL  |
| 4) All Board Members             | 10) B. BHUSHAN & CO., Secretarial Auditors         |
| 5) All Promoters                 | 11) MITTAL JINDAL & ASSOCIATES., Internal Auditors |
| 6) RTA – Alankit Assignments Ltd |  |

Dear Sir/ Madam,

This is to inform that Meeting of Audit Committee & Board of Directors will be held at its Regd. Office on **WEDNESDAY – 11.08.2021 at 03:30 & 04:30 P.M.:-**

- 1) To consider, approve & adopt Un-audited Quarterly Financial Results of Quarter ended 30-June-2021 and Limited Review Report.
- 2) Trading Window in equity shares will remain closed from 01.07.2021 to 15.08.2021 for all insiders
- 3) 36<sup>th</sup> ANNUAL GENERAL MEETING :-
  - (A) To approve NOTICE of AGM alongwith Notes
  - (B) Director's Report, MGT-9 : Extract of Annual Return, Secretarial Audit Report, Management Discussion & Analysis Report, Corporate Governance Report, Secretarial Compliance Report, CEO/ CFO Certificate, PCS Certificate on Compliance of Corporate Governance, Etc.
  - (C) To receive & to take note of Audited Financial Statements for F.Y. ended 31.03.2021 and Statutory Audit Report dated 26.06.2021
  - (D) Constitution & Functioning of various statutory committee(s)
  - (E) Book Closure Dates, Corporate Action Forms, etc
  - (F) Convening & holding of Annual General Meeting (AGM) via VC / OAVM
  - (G) Re-appointment of Retiring Director
  - (H) Re-appointment of Statutory Auditors
  - (I) Proxy Form & Attendance Slip & Resolutions, Etc
  - (J) Correspondence with CDSL, NSDL & RTA & Others for E-voting
  - (K) Appointment of Scrutinizer
  - (L) Internal Financial Controls, Policies, Internal Audit Report, Etc
- 4) Any other matter with the permission of the Chair.

✓ Copy of NOTICE is enclosed

Kindly advise if we have to submit any other information, papers, documents, etc  
Kindly take it on record, do the needful & oblige.

For **SWAGTAM TRADING AND SERVICES LIMITED**

**SWAGTAM TRADING & SERVICES LIMITED**

SUMIT GUPTA  
Director – DIN: 06911742

Director/Auth. Sign

Encl: As Above

## **SWAGTAM TRADING & SERVICES LIMITED**

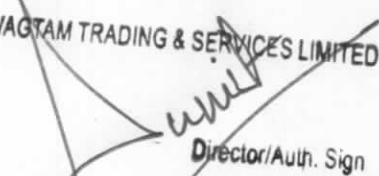
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### **NOTICE**

Pursuant to Listing Agreement(s) with BSE Ltd. & CSE, Notice is given that Meeting(s) of Audit Committee & Board of Directors is scheduled to be held on **WEDNESDAY – 11.08.2021 at 03:30 & 04:30 P.M.** at its Regd. inter-alia to consider, approve & adopt Un-audited Quarterly Financial Results of Quarter ended 30-JUNE-2021 & Limited Review Report, Trading Window in equity shares will remain closed from 01.07.2021 to 15.08.2021 for all insiders, to approve NOTICE of 36<sup>th</sup> ANNUAL GENERAL MEETING alongwith Notes, Directors Report, MGT-9, Secretarial Audit Report, Management Discussion & Analysis Report, Secretarial Compliance Report, PCS Certificate, Corporate Governance Report, Policies, Committees, Book Closure Dates, AGM details, Audited Financial Statements with Audit Reports of FY ended 31.03.2021, Re-appointment of retiring Director & Statutory Auditors, Proxy Form & Attendance Slip & Resolutions, RTA, CDSL, NSDL, E-voting, Scrutinizer, Etc., and any other matter with the permission of Chair. Members are requested to Update their Contact details, address, PAN, Email Id, etc for your Company's updates, announcements, correspondence, etc.

Place : New Delhi  
Dated: 30.07.2021

Sumit Gupta  
Director - DIN: 06911742

For SWAGTAM TRADING & SERVICES LIMITED  
  
Director/Auth. Sign