

# 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) BSE Ltd.  
Deputy Manager, Corporate Services  
25<sup>th</sup> Floor, P. J. Tower, Dalal Street  
Fort, Mumbai – 400 001
- 2) Calcutta Stock Exchange Ltd.  
Manager, Listing Dept.  
7, Lyons Range, Kolkata – 700 001
- 3) All Board Members
- 4) All Promoters
- 5) RTA – Alankit Assignments Ltd.
- 6) M/s GHOSH KHANNA & CO., Chartered Accountants
- 7) NSDL
- 8) CDSL

24.08.2016

**SUB : OUTCOME OF BOARD MEETING – 24.08.2016**

Dear Sir/ Madam,

With further reference & in continuation to our Notice/ Letters & Emails dated 10.08.2016 & 11.08.2016, and in pursuance of applicable clauses of Listing Agreement, this is to bring to your kind Notice that in the meeting of the Board of Directors held today, the following matters/ issues/ agenda were taken up for Consideration and stands unanimously approved/ resolved/ adopted by the Board of Directors, SUBJECT to necessary approvals/ sanctions/ adoption by Shareholders at the ensuing “31<sup>ST</sup> Annual General Meeting” :-

1. Audited Annual Accounts as at 31.03.2016, Auditors Report dated 26.05.2016, Directors’ Report, Form MGT-9 : Extract of Annual Return, Secretarial Audit Report, Management Discussion & Analysis Report, Corporate Governance Report, CEO/CFO Certificate and Enclosure(s) & Annexure(s) thereto, Etc., for the Financial Year 2015-16 stands noted/ approved/ adopted and it has been decided/ resolved to recommend the same to the Shareholders for approval/ adoption at the 31<sup>ST</sup> Annual General Meeting of the Company.
2. Re-appointment of Mr. Sumit Gupta (DIN: 06911742) as the Non Executive Director.
3. Re-Appointment of M/s M/s GHOSH KHANNA & COMPANY, Chartered Accountants, FRN 003366N, as the Statutory Auditors.
4. Decided / Resolved to Convene & to Hold 31<sup>ST</sup> Annual General Meeting and put all the matters mentioned above in point no.1 to point no. 3 for Approval of Shareholders in the  
**31<sup>ST</sup> Annual General Meeting on  
Monday, 26.09.2016 at 02:00 P.M.  
at its Registered Office.**
5. Approved the “Book Closure Dates” i.e. Register of Members and Share Transfer Books – shall remain Closed from 23.09.2016 to 26.09.2016 (both days inclusive).
6. Approved the “NOTICE of 31<sup>ST</sup> Annual General Meeting”
7. Approved the Attendance Slip, Proxy Form & List of Resolutions, Etc.
8. Appointment of M/s B. Bhushan & Co., Company Secretaries, (M. No. A31951 and COP No. 14469), as “Scrutinizer” for conducting E-voting process, etc.

For Swagtam Trading & Services Ltd.

*Sonia Kaur*  
Company Secretary

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9. EVEN (E-voting facility) from NSDL and coordinate with NSDL & RTA – Alankit Assignments Ltd. for E-voting, Reports, etc.

10. 31<sup>ST</sup> Annual General Meeting - CALENDAR of EVENTS :

Company ISIN NO.	INE150R01019
Name of Company	Swagtam Trading & Services Limited CIN:- L51909DL1984PLC289131
CUTOFF Date for sending Notices	30.08.2016
Date of Notices & Attendance Slips & Proxy Form	24.08.2016
Record/ CUTOFF Date of Members Data	22.08.2016
CUTOFF Date For E-Voting (7 days prior to AGM)	19.09.2016
E-Voting Start Date & Time	23.09.2016 - 09:00 A.M.
E-Voting End Date & Time	25.09.2016 - 05:00 P.M.
E-Voting Result Date & Time	Within 3 days from 26.09.2016 (AGM)
Book Closure Start Date	23.09.2016
Book Closure End Date	26.09.2016
Venue of AGM	Registered Office : R-489, GF-A, NEW RAJINDER NAGAR, NEW DELHI - 110060
Date of AGM	26.09.2016 - 02:00 P.M. - MONDAY
Rate of Dividend (If Any)	NIL

\*\*\*PRINTED BOOKLET / SET, in respect of above, will be dispatched & filed shortly.\*\*\*

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

For Swagtam Trading and Services Limited

For Swagtam Trading & Services Ltd.

  
Company Secretary

SONIA RANI

Company Secretary & Compliance Officer  
ACS - 36984

Encl : As Above

## **SWAGTAM TRADING & SERVICES LIMITED**

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### **NOTICE**

Notice is given that 31<sup>ST</sup> AGM will be held on **Monday, 26.09.2016 at 02:00 P.M.** at its Regd Office to transact Business(es) as set out in the NOTICE of AGM. E-Voting from 23.09.2016 - 09.00 A.M. to 25.09.2016 - 05:00 P.M. Register of Members & Share Transfer Books will remain closed from 23.09.2016 to 26.09.2016.

Place : New Delhi

Dated: 24.08.2016

SONIA RANI

ACS - 36984

Company Secretary & Compliance Officer

**For Swagtam Trading & Services Ltd.**

*Sonia Rani*  
**Company Secretary**