



www.spacapital.com

SPA Capital Services Ltd.

CIN: L65910DL1984PLC018749

25, C-Block Community Centre

Janak Puri, New Delhi-110 058

Tel. : 011-25517371, 45675500

Fax : 011-25572342

Email : info@spacapital.com

NOTICE

NOTICE is hereby given that the 36th Annual General Meeting of the members of SPA Capital Services Limited will be held on Wednesday, the 30th day of September, 2020, at 11:30 AM at the Registered office of the Company at 25, C - Block, Community Centre, Janakpuri, New Delhi - 110 058 to transact the following business:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Financial Statement (both on standalone and consolidated basis) comprising of Balance Sheet as at March 31, 2020, the Statement of Profit and Loss Account and Cash Flow Statement for the financial year ended on that date, together with the report of the Auditors and Directors thereon.
2. To appoint a Director in place of Ms. Honey Parwal, (DIN No. 00025835) who retires by rotation and, being eligible, offers herself for re-appointment.

SPECIAL BUSINESS:

3. **APPOINTMENT OF MS. SUGEETA UPADHYAY (DIN: 08807969) AS INDEPENDENT DIRECTOR OF THE COMPANY:**

To consider and if thought fit, to pass, with or without modification(s), the following resolution as an **Ordinary Resolution**:

"RESOLVED THAT pursuant to the provisions of Section 149, 150, 152 read with Schedule IV and all other applicable provisions of the Companies Act, 2013 read with the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactments thereof for the time being in force), and pursuant to applicable provisions of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 Ms. Sugeeta Upadhyay (DIN: 08807969), who was appointed as an Additional Director categorized as an Independent Director of the Company with effect from July 27, 2020 by the Board of Directors on the recommendations of the Nomination and Remuneration Committee pursuant to Section 161(1) of the Companies Act, 2013 and who holds office up to the date of the Annual General Meeting and in respect of whom the Company has received a notice in writing from a member proposing her candidature for the office of Director pursuant to Section 160 of the Companies Act, 2013 and pursuant to the recommendation of the Nomination & Remuneration Committee and the Board of Directors, the consent of the members of the Company be and is hereby accorded to her

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appointment as an Independent Director of the Company for a term of five consecutive years from July 27, 2020 to July 26, 2025 and the term shall not be subject to retirement by rotation."

Date: September 02, 2020
Place: New Delhi

By the Order of the Board of
SPA Capital Services Limited



A handwritten signature in black ink, appearing to read "Kajal Gupta".

Kajal Gupta
Company Secretary & Compliance Officer
ACS: 51617
Address: 8/301, Old Post Office Street,
Chotta Bazaar, Shahdara, Delhi - 110 032

Registered Office Address: 25, C - Block, Community Centre,
Janak Puri, New Delhi - 110 058
CIN: L65910DL1984PLC018749
Website: <http://www.spacapital.com/CapitalServices/>
E-mail: listing@spacapital.com
Tel: 011 - 4567 5500

Notes:

1. Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, which set outs details relating to Special Business at the meeting, is annexed hereto.
2. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE ANNUAL GENERAL MEETING (THE "MEETING") IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF/HERSELF, AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY. THE INSTRUMENT APPOINTING PROXY (IES), IN ORDER TO BE EFFECTIVE, MUST BE DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN 48 HOURS BEFORE THE COMMENCEMENT OF THE MEETING.**
A person cannot act as a proxy on behalf of members not exceeding fifty (50) and holding in the aggregate not more than ten percent (10%) of the total share capital of the Company carrying voting rights. A member holding more than ten percent of the total share capital of the Company carrying voting rights may appoint a single person as a proxy and such person shall not act as a proxy for any other person or shareholder.
3. A blank proxy form is being sent herewith. Members /Proxy holder must bring the attendance slip (attached herewith) duly signed, to the meeting hall and handover it at the entrance of the meeting hall. Corporate Member(s) intending to send their authorized representative(s) are requested to send a duly certified copy of the Board Resolution authorizing their representative(s) to attend and vote at the Meeting.
4. The instrument appointing proxy, duly stamped, completed and signed, should be deposited at the Registered Office of the Company not less than 48 hours before the commencement of the meeting. Proxies submitted on behalf of Corporate Shareholders must be supported by appropriate resolution issued on behalf of the nominating companies.
5. The Company is providing facility for voting by electronic means (e-voting) through an electronic voting system which will include remote e-voting and the business set out in the Notice will be transacted through such voting. Information and instructions including details of user id and password relating to e-voting are sent herewith in the e-voting communication.

Once the vote on a resolution is cast by a member, whether partially or otherwise, the member shall not be allowed to change it subsequently or cast the vote again. Members who have cast their vote(s) by using remote e-voting may also attend the Meeting but shall not be entitled to cast their vote(s) again at the Meeting.

6. In terms of the provisions of Section 152 of the Act, Ms. Honey Parwal, Director, retire by rotation at the Meeting. The Board of Directors of the Company recommended her re-appointment. Ms. Honey Parwal and Mr. Sandeep Parwal are interested in the Ordinary Business set out at Item No. 2 of the Notice with regard to his re-appointment. Save and except the above, none of the Directors / Key Managerial Personnel of the Company / their relatives are, in any way, concerned or interested, financially or otherwise, in the business set out under Item Nos. 1 to 3 of the Notice.
7. Details of Directors retiring by rotation / seeking appointment / re-appointment at the ensuing Meeting are provided in the "Annexure" to the Notice.
8. The Company has not declared any dividend in the past Seven (7) financial years, accordingly the disclosure requirements as set out in the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, in relation to the transfer of unpaid or unclaimed dividend to the Investor Education and Protection Fund, are not applicable on the Company.
9. Members who hold shares in dematerialized form are requested to write their Client ID and DP ID and those who hold shares in physical form are requested to write their folio number in the attendance slip for attending the Meeting.
10. The Register of Directors & KMP and their shareholding maintained under Section 170 of the Companies Act, 2013 and the Register of Contracts or arrangements in which Directors are interested under Section 189 of the Companies Act, 2013 would be kept open for inspection and would be made accessible to any person attending the same.
11. The Members are informed that in case of joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote.
12. Corporate Members intending to send their authorized representatives to attend the meeting are requested to send to the Company duly certified copy of the relevant Board resolution authorizing such representatives to attend and vote on their behalf at the meeting.
13. All documents referred to in the accompanying Notice and Explanatory Statement are open for inspection at the Registered Office of the Company during office hours on all working days up to the date of Annual General Meeting i.e. September 30, 2020 between 11:00 A.M. and 1:00 P.M.
14. Members are requested to write their folio number in the attendance slip for attending meeting.
15. Pursuant to provisions of Section 101 of the Companies Act, 2013 read with relevant Rules made thereunder, companies can serve Notice of General Meeting and other communications through electronic mode to those Members who have registered their e-mail address either with the Company or with the Depository Participants. Members who have not registered their e-mail address with the Company can now register the same by sending a communication to the Company at listing@spacapital.com or to the RTA, M/s MAS Services Limited, T-34, 2nd Floor, Okhla Industrial Area, Phase-II New Delhi - 110 020 at sm@masserv.com. Members holding Shares in demat form are requested to register their e-mail address with their Depository Participants only. Members of the Company who have registered their e-mail address are also entitled to receive such communication in physical form, upon request.
16. In support of the Green initiative by Ministry of Corporate Affairs and pursuant to section 101 of the Companies Act, 2013 and Regulation 36 of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 the Notice of Annual General Meeting and Attendance Slip are being sent in electronic mode to members whose e-mail address are registered with the Company or the Depository Participants, unless the members have registered their request for the hard copy of the same. Physical copy of the Notice of Annual General Meeting and

- Attendance Slip are being sent to those members who have not registered their e-mail address with the Company or the Depository Participants. Further the Notice of Annual General Meeting and Attendance Slip are also being sent to all the Directors and the Auditors of the Company. The said Notice of the Meeting is also posted on the website of the Company at <http://www.spacapital.com/CapitalServices/>.
17. Members are requested to note that MAS Services Limited, T-34, 2nd Floor, Okhla Industrial Area, Phase-II New Delhi – 110 020, is the Registrar and Transfer Agent (RTA) to look after the work related to shares held in physical and dematerialized form.
 18. Members are requested to immediately notify to the Company or the RTA any change in their address and/or bank mandate in respect of shares held in physical form and to their Depository Participants (DPs) in respect of shares held in the dematerialized form.
 19. Any member proposing to seek any clarification on the accounts is requested to send the queries to the Company at its registered office or through E-mail at listing@spacapital.com at least seven days prior to the date of Annual General Meeting to enable the management to compile the relevant information to reply the same in the meeting.
 20. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN to the Company/ RTA.
 21. Members holding shares in single name and physical form are advised to make nomination in respect of their shareholding in the Company. The nomination form can be downloaded from the Company's website at <http://www.spacapital.com/CapitalServices/> under the section investors.
 22. In accordance with the proviso to Regulation 40(1) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, effective from April 1, 2019, transfers of shares of the Company shall not be processed unless the shares are held in the dematerialized form with a depository. Accordingly, shareholders holding equity shares in physical form are urged to have their shares dematerialized so as to be able to freely transfer them and participate in various corporate actions.
 23. The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date i.e. September 23, 2020.
 24. Any person, who acquires shares and becomes member of the Company after dispatch of the notice and holding shares as of the cut-off date i.e. September 23, 2020, can obtain the login ID and password by sending a request at info@masserv.com RTA MAS Services Limited. However, if you are already registered with CDSL for remote e-voting then you can use your existing user ID and password for casting your vote.
 25. A member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the AGM.
 26. 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 i.e. September 23, 2020 only shall be entitled to avail the facility of remote e-voting or voting at the AGM through ballot paper.
 27. Mr Karan Singh , M/s. KARAN S & ASSOCIATES, Company Secretary in Practice (COP No - 22970), having its office at 1459, First Floor, Punjabi Mohalla, Shora Kothi, Subzi Mandi, Delhi-110007, has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
 28. The Chairman shall, at the AGM, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of "Ballot Paper" for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.

29. The Scrutinizer shall after the conclusion of voting at the AGM, will first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than 24 hours of the conclusion of the AGM, a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.
30. The Results declared along with the report of the Scrutinizer shall be placed on the website of the Company i.e. <http://www.spacapital.com/CapitalServices/> and on the website of CDSL immediately after the declaration of result by the Chairman or a person authorized by him in writing and communicated to the BSE Ltd., where the shares of the Company are listed.
31. In case of any grievances related to the E-voting the following officials can be contacted:
Name: Mr. Rakesh Dalvi
Designation: Manager
Address: Central Depository Services (India) Limited (CDSL)
Marathon Futurex, A-Wing, 25th floor,
NM Joshi Marg, Lower Parel, Mumbai – 400 013
E-mail Id: helpdesk.evoting@cdslindia.com
Phone No.: 022-23058542
32. The Route Map of the venue of the Annual General Meeting forms part of this Notice.

INSTRUCTIONS FOR REMOTE E-VOTING

Pursuant to Section 108 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014, as may be amended from time to time and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard -2 issued by Institute of Company Secretaries of India, the Company is pleased to provide e-voting facility to all its Members, to enable them to cast their votes electronically. The Company has engaged the services of Central Depository Services (India) Limited (CDSL) for the purpose of providing e-voting facility to all its Members. Please note that e-voting is an alternate mode to cast votes and is optional. A member can opt for a single mode of voting i.e. through remote e - voting or voting at the Annual General Meeting. In case members cast their vote both via physical ballot paper and e-voting, then voting through e-voting shall prevail and voting done by ballot paper shall be treated as invalid.

The e-voting period shall commence on September 25, 2020 at 09:00 A.M. and will end at 05:00 p.m. on September 29, 2020. The remote e-voting module shall be disabled by CDSL at 05:00 P.M. on the end date of the voting period.

The stepwise procedure and instructions for e-voting is given hereunder for easy reference:

- (i) The shareholders need to visit the e-voting website <http://www.evotingindia.com/>.
- (ii) Click on "Shareholders" module.
- (iii) Now enter your User ID
 - a. For CDSL: 16 digits beneficiary ID,
 - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 - c. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
- (iv) Next enter the Image Verification as displayed and Click on Login.

- (v) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier e-voting of any company, then your existing password is to be used.
- (vi) If you are a first time user follow the steps given below:

	For Shareholders holding shares in Demat Form and Physical Form
PAN	Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none"> Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number which is mentioned in email..
Dividend Bank Details OR Date of Birth (DOB)	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login. <ul style="list-style-type: none"> If both the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (iii).

- (vii) After entering these details appropriately, click on "SUBMIT" tab.
- (viii) Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is also to be used by the demat holders for voting on resolutions of any other company for which they are eligible to vote, provided that the company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (ix) For shareholders holding shares in physical form, the details can be used only for remote e-voting on the resolutions contained in this Notice.
- (x) Click on the EVSN for the relevant <Company Name> on which you choose to vote.
- (xi) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same, the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xii) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (xiii) After selecting the resolution on which you have decided to vote, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- (xiv) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xv) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.

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- (xvi) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xvii) Shareholders can also cast their vote using CDSL's mobile app "m-Voting". The m-Voting app can be downloaded from respective Store. Please follow the instructions as prompted by the mobile app while Remote Voting on your mobile.

PROCESS FOR THOSE SHAREHOLDERS WHO WISH TO OBTAIN LOGIN CREDENTIALS FOR E-VOTING FOR THE RESOLUTIONS PROPOSED IN THIS NOTICE BUT WHOSE EMAIL ADDRESSES ARE NOT REGISTERED WITH THE DEPOSITORIES :

1. **For Physical shareholders-** Kindly send an email with a scanned request letter duly signed by 1st shareholder, scan copy of front and back of one share certificate, and copy of PAN card to info@masserv.com
2. **For Demat shareholders -** Kindly update your email id with your depository participant and send copy of client master to info@masserv.com

"NO GIFTS WILL BE DISTRIBUTED AT THE ANNUAL GENERAL MEETING"

Date: September 02, 2020
Place: New Delhi



By the Order of the Board of
SPA Capital Services Limited

A handwritten signature in black ink that reads "Kajal Gupta".

Kajal Gupta
Company Secretary & Compliance Officer
ACS: 51617
Address: 8/301, Old Post Office Street,
Chotta Bazaar, Shahdara, Delhi - 110 032

Registered Office Address: 25, C - Block, Community Centre,
Janak Puri, New Delhi - 110 058
CIN: L65910DL1984PLC018749
Website: <http://www.spacapital.com/CapitalServices/>
E-mail: listing@spacapital.com
Tel: 011 - 4567 5500

**EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013
("THE ACT")**

ITEM No. 03:

**APPOINTMENT OF MS. SUGEETA UPADHYAY (DIN: 08807969) AS INDEPENDENT DIRECTOR
OF THE COMPANY:**

Ms. Sugeeta Upadhyay (DIN: 08807969) was appointed as an Additional Director categorized as an Independent Director by the Board of Directors by passing resolution by circulation on July 27, 2020, based upon the recommendations of the Nomination and Remuneration Committee of the Company. In terms of sub-section (1) of Section 161 of the Companies Act, 2013, she holds office as an Additional Director, upto the date of this Annual General Meeting of the Company.

The Company has received a notice from a member in writing proposing her candidature for the office of Independent Directors of the Company. The Nomination and Remuneration Committee of the Board ("NRC") and the Board has considered her candidature and recommended her appointment as a Non-Executive Independent Director of the Company, for a term of five consecutive years from July 27, 2020 to July 26, 2025 and the term shall not be subject to retirement by rotation.

In the opinion of the Board, she fulfills the conditions specified in the Companies Act, 2013 for his appointment as an Independent Director.

None of the Directors/Key Managerial Personnel of the Company or their relatives are, in any way, concerned or interested, financially or otherwise in this resolution.

Accordingly, the resolution set out at Item No. 3 of the Notice for the appointment of Ms. Sugeeta Upadhyay (DIN: 08807969) as Director (Non- Executive Independent Director), not liable to retire by rotation is placed before the members for approval by way of an Ordinary Resolution.

Details of the Directors retiring by rotation/seeking appointment/re-appointment at the 36th Annual General Meeting

{In pursuance of Secretarial Standard on General Meetings (SS-2) & Regulation 36 (3) of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015}

Name of Director	Ms. Honey Parwal (DIN: 00025835)	Ms. Sugeeta Upadhyay (DIN: 08807969)
i) Date of Birth/Age	18/06/1970 (50 years)	26/06/1966 (54 years)
ii) Qualifications	B. Sc (Hons)	Ph. D, Economics
iii) Experience (including expertise in specific functional area) / Brief Resume	22 Years (Ms. Honey Parwal is having rich experience of over two decades, in the field of Human resource, Administration and Management) http://www.spacapital.com/CapitalServices/BoardOfDirectors.aspx	30 years, having rich experience in the domain of Banking, Finance & Economic Affairs and preparing representations on emerging issues http://www.spacapital.com/CapitalServices/BoardOfDirectors.aspx
iv) Terms and Conditions of Re-appointment	Non – Executive Women Director	Independent Director
v) Details of Remuneration sought to be paid	Nil	Nil
vi) Last Remuneration drawn	Nil	Nil
vii) Date of first appointment on the Board	25/09/2017	27/07/2020
viii) No. of shares held in the Company	1,75,000	Nil
ix) Relationship with other Directors, Manager and other Key Managerial Personnel of the company	Wife of Mr. Sandeep Parwal, Chairman Cum Managing Director of the Company	NA
x) No. of Board Meetings attended/held during Financial Year 2019-20	5/5	NA
xi) Directorships held in other companies	<ul style="list-style-type: none"> • Bhoopati Trading Private Limited • Bluemoon Financial Services Private Limited • Parth Infracon Private Limited • Simplex Construction Private 	NA

SPA CAPITAL SERVICES LIMITED

Sr. No.....

ATTENDANCE SLIP

36th Annual General Meeting of SPA Capital Services Limited held on Wednesday, the 30th day of September, 2020 at 25, C – Block, Community Centre, Janakpuri New Delhi - 110 058 at 11:30 AM

NAME (IN BLOCK LETTERS)	
ADDRESS	
REGISTERED FOLIO NO. / DP ID & CLIENT ID*	
SHAREHOLDER / PROXY / AUTHORISED REPRESENTATIVE	
MOBILE NO. E-MAIL ID	

I/We hereby record my/our presence at the 36th Annual General Meeting of the Company held on Wednesday, the 30th day of September, 2020 at 25, C – Block, Community Centre, Janakpuri New Delhi - 110 058 at 11:30 AM.

Signature of Shareholder / Proxy / Authorised Representative

Note: Please fill up this attendance slip and hand it over at the entrance of the meeting hall. Members are requested to bring their copies of the Annual Report to the AGM.

ELECTRONIC VOTING PARTICULARS

EVEN (Electronic Voting Event Number)	USER ID	PASSWORD / PIN	NO.OF SHARE(S)
«EVEN»	«USER»	«PASS»	«HOL»

NOTES:

1. You are requested to sign and hand over the Attendance Slip at the entrance.
2. *Applicable for Investor(s) holding share(s) in demat form.
3. Each equity share of the Company carries one vote.

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]

CIN: **L65910DL1984PLC018749**
 Name of the Company: **SPA CAPITAL SERVICES LIMITED**
 Registered Office: **25, C - Block, Second floor, Community Centre, Janak Puri, New
Delhi - 110 058**

Name of the Member (s):	
Registered Address:	
E-mail Id:	
Folio No/ Client Id:	
*DP ID:	

I/We, being the member(s) of the above named company, hereby appoint

- Name:Address:
E-mail Id:Signature:, or failing him
- Name:Address:
E-mail Id:Signature:, or failing him
- Name:Address:
E-mail Id:Signature:, or failing him

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 36th Annual General Meeting of the Company, to be held on Wednesday, the 30th day of September, 2020 at 25, C - Block, Community Centre, Janakpuri New Delhi - 110 058 at 11:30 AM and at any adjournment thereof in respect of such resolutions/items of Agenda as are indicated below:

S. No.	Resolution	For	Against
	ORDINARY BUSINESS		
1.	To receive, consider and adopt the Audited Financial Statement comprising of Balance Sheet as at March 31, 2020, the Statement of Profit and Loss Account and Cash Flow Statement for the financial year ended on that date, together with the report of the Auditors and Directors thereon.		
2.	To appoint a Director in place of Ms. Honey Parwal, (DIN No. 00025835) who retires by rotation and, being eligible, offers herself for re-appointment.		
	SPECIAL BUSINESS		

3.	Appointment of Ms. Sugeeta Upadhyay (DIN: 08807969) as independent director of the company		
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Signed this..... day of, 2020.

Affix Revenue Stamp of Re. 1 Signature
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Signature of Shareholder

Signature of Proxy holder(s)

Notes:

1. This form should be signed across the stamp as per specimen signature registered with the Company.
2. **The Proxy, to be effective, should be deposited at the registered office of the Company not less than 48 hours before the commencement of the meeting.**
3. **A proxy need not be a member of the Company.**
4. A person can act as proxy on behalf of members not exceeding fifty and holding in the aggregate not more than 10% of the total share capital of the Company carrying voting rights. A member holding more than 10% of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.
5. Please put a '√' in the appropriate column against the resolutions indicated in the Box. If you leave the 'For' or 'Against' column blank against any or all the resolutions, your Proxy will be entitled to vote in the manner as he/she thinks appropriate.

***Applicable for Investors holding shares in demat form.**