# Sulabh Engineers and Services Limited

CIN: L28920MH1983PLC029879

R/O: 206, 2<sup>nd</sup> Floor, Apollo Complex Premises Cooperative Society Ltd., R .K. Singh Marg, Parsi Panchayat Road, Andheri (East), Mumbai-400069

Corporate Office: 17/11, The Mall, Kanpur-208001

**E Mail:** sulabheng22@gmail.com, sulabhinvestorcell@gmail.com

Ph: Corp Office: 0512-2311226, 2319705 Registered Office: Tele No- 022-67707822

WEB: www.sulabh.org.in

# **NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that the 33<sup>rd</sup> Annual General Meeting (AGM) of members of Sulabh Engineers and Services Limited will be held on Friday, September 16, 2016, at 01:00 P.M. IST at **206**, **2**<sup>nd</sup> **Floor**, **Apollo Complex Premises Cooperative Society Ltd.**, **R** .**K. Singh Marg** , **Parsi Panchayat Road**, **Andheri (East)**, **Mumbai-400069** India, to transact the following business:

#### **ORDINARY BUSINESS:**

- 1. To receive, consider and adopt the Audited Balance Sheet (Stand Alone and Consolidated) as at March 31, 2016 the Profit & Loss Account for the year ended on that date together with the Schedules and Notes attached thereto, along with the Reports of the Auditors and Directors thereon.
- **2.** To reappoint Mrs. Seema Mittal, (DIN: 06948908) Director, who retires by rotation and being eligible, offers herself for re-appointment.
- **3.** To ratify appointment of M/S Satish Soni & Co., Chartered Accountants (M.N. 044391), as Statutory Auditors of the company and to authorize the Board of Directors to fix their remuneration for the financial year ending 2017 and 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 139, 142 and Audit and Auditors Rules, 2014, (the rules), (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), the appointment of M/s. Satish Soni & Co., Chartered Accountants, (Registration No. 044391) as Auditors of the Company, to hold office from the conclusion of this meeting upto the conclusion of next Annual General Meeting, be hereby ratified and the Board of Directors be and is hereby authorized to fix the remuneration payable to them for the financial year ending March 31, 2017, as may be determined by the Audit Committee in consultation with the Auditors."

### **SPECIAL BUSINESS:**

**4.** 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 Sections 149, 150, 152 and 161 of the Companies Act, 2013 read with Companies (Appointment and Qualification of Directors), Rules 2014, Schedule IV(Code of Independent Directors) and all other applicable provisions of the Companies Act, 2013 and any statutory modifications or re-enactments thereof for the time being in force, and Regulation 16(b) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Mrs. Sudeepti Srivastava (DIN: 06979356), who was appointed by the Board of Directors as an Additional Director of the Company, with effect from 31<sup>st</sup> December 2015 and who holds office up to the date of this Annual

General Meeting pursuant to the provisions of Section 161 of the Companies Act, 2013 and in respect of whom the Company has received a Notice from a member under Section 160 of the Companies Act, 2013 signifying his intention to propose Mrs. Sudeepti Srivastava (DIN: 06979356) as a candidate for the office of Director of the Company, be and is hereby appointed as an Independent Director of the Company to hold office for a term up to five consecutive years commencing from 16th September, 2016 or the date of the 38<sup>th</sup> Annual General Meeting, whichever is earlier."

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

"RESOLVED THAT pursuant to Section 20 and other applicable provisions, if any, of the Companies Act, 2013 read with Rules made there under, upon receipt of a request from a member for delivery of any document through a particular mode an amount of Rs.50/- (Rupees Fifty Only) per each such document, over and above reimbursement of actual expenses incurred by the Company, be levied as an by way of fees for sending the document to him in the desired particular mode.

**RESOLVED FURTHER THAT** the estimated fees for delivery of the document shall be paid by the member in advance to the Company, before dispatch of such document.

**FURTHER RESOLVED THAT** for the purpose of giving effect to this Resolution, the Key Managerial Personnel of the Company be and are hereby severally authorized to do all such acts, deeds, matters and things as they may in their absolute discretion deem necessary, proper, desirable or expedient and to settle any question, difficulty or doubt that may arise in respect of the matter aforesaid, including determination of the estimated fees for delivery of the document to be paid in advance."

By the order of Board For Sulabh Engineers and Services Limited

Sd/-(Diwaker Dubey) Company Secretary

Date: 02 August 2016

Place: Kanpur

#### Notes:

- 1. A MEMBER ENTITLED TO ATTEND AND VOTE IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND THE PROXY NEED NOT BE A MEMBER. The Proxy Form should be lodged with the Company at the Registered Office at least 48 hours before the time of the Meeting.
  - A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent 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 proxy and such person shall not act as a proxy for any other shareholder.
- 2. 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.
- Corporate members intending to send their authorized representatives to attend the Meeting are requested to send to the Company a certified copy of the Board Resolution pursuant Section 113 of the Companies Act, 2013 authorizing their representative to attend and vote on their behalf at the Meeting.
- 4. Members are requested to bring their attendance slip along with their copy of Annual Report to the Meeting.
- 5. The Register of Members and Share Transfer Books will remain closed from Saturday, September 10, 2016 to Friday, September 16, 2016 (both days inclusive) for the purpose of AGM.
- 6. Shareholders are requested to promptly notify any changes in their address to the Company's Registrar and Share Transfer Agents, Skyline Financial Services Limited.
- 7. Members who have not registered their e-mail id addresses so far are requested to register their e-mail address in case of physical holding with the Company and in case of demat holding with the Depository Participant.
- 8. Electronic copy of the notice of the 33<sup>rd</sup> Annual General Meeting of the Company *inter alia* indicating the e-voting procedure along with the attendance slip and proxy form is being sent to all the members whose e-mail address are registered with the Company/Depository Participant for communication purposes unless any member has requested for a hard copy of the same. For members who have not registered their e-mail address, physical copies of the notice of the 33<sup>rd</sup> Annual General Meeting of the Company *inter alia* indicating the e-voting procedure along with the attendance slip and proxy form is being sent in the permitted mode.
- 9. 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/Skyline Financial Services Pvt. Ltd ,D-153-A, 1st Floor, Okhla Industrial Area, Phase-I,New Delhi,Delhi,110020
- 10. All documents referred to in the Notice and the Explanatory Statement shall be open for inspection at the Registered Office of the Company during office hours on all working days except Saturdays between 11.00 a.m. to 1.00 p.m. up to the date of declaration of the result of the 33<sup>rd</sup> Annual General Meeting of the Company.
- 11. Pursuant to Sections Section 123,124,125 of the Companies Act, 2013 any money transferred to the unpaid dividend account which remains unpaid or unclaimed for a period of 7 years from the date of such transfer shall be transferred by the Company to a fund called 'Investor

- Education and Protection Fund' (the Fund) set up by the Central Government. There are no unpaid and unclaimed amounts lying with the Company.
- 12. Pursuant to Section 72 of the Companies Act, 2013, shareholders holding shares in physical form may file nomination in the prescribed form SH-13 with the Company's Registrar and Transfer Agent. In respect of shares held in Demat / electronic form, the nomination form may be filed with the respective Depository Participant.
- 13. Members who hold shares in physical form in multiple folios in identical names or joint holding in the same order of names are requested to send the share certificates to M/s. **Skyline Financial Services Pvt. Ltd**, for consolidation into a single folio.
- 14. Pursuant to provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended by the Companies (Management and Administration) Amendment Rules, 2015 and as per Regulation 44(3) of SEBI (Listing Obligations and Disclosure Requirements), the Company has provided e-voting facility for members to cast their vote electronically from the place other that Annual General Meeting ("remote e-voting").
- 15. The instructions for Members for voting electronically are as under:

### **INSTRUCTIONS FOR E-VOTING**

In compliance with the provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as substituted by the Companies (Management and Administration) Amendment Rules, 2015 ('Amended Rules 2015') and Regulation 44 of the Listing Regulations and Secretarial Standard on General Meetings (SS2) issued by the Institute of Company Secretaries of India , the Company is pleased to provide its shareholders with the facility to exercise their right to vote at the 33<sup>rd</sup> Annual General Meeting of the Company by electronic means and the business may be transacted through e-Voting services provided by provided by the Central Depository Services Limited.(CDSL)

The Company has approached CDSL for providing e-voting services through our e-voting platform. In this regard, your Demat Account/Folio Number has been enrolled by the Company for your participation in e-voting on resolution placed by the Company on e-Voting system.

The Notice of the Annual General Meeting (AGM) of the Company inter alia indicating the process and manner of e-Voting process along with printed Attendance Slip and Proxy Form can be downloaded from the link www.evotingindia.com or www.sulabh.org.in

The remote e-voting period commences on Tuesday, September 13, 2016 at 09:00.a.m. and ends on September 15, 2016 at 05:00 p.m. During this period shareholders' of the Company, may cast their vote electronically. The remote e-voting module shall be disabled for voting thereafter. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.

The Voting rights of shareholders shall be in proportion to their shares of the paid up capital of the Company as on the cutoff date of 09<sup>th</sup> September, 2016. any person, who acquires shares of the Company and become member of the Company after dispatch of the notice and holding shares as of the cut-off date i.e. of 09<sup>th</sup> September, 2016 may obtain the login ID and password by sending a request at admin@skylinerta.com

The facility for voting through Polling Paper shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through Polling Paper.

#### PROCEDURE FOR REMOTE E-VOTING:

## The instructions for shareholders voting electronically are as under:

- (i) The voting period begins on 13<sup>th</sup> September, 2016 (09.00 am) and ends on 15<sup>th</sup> September, 2016 (05.00 pm). During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 9<sup>th</sup> September, 2016 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) The shareholders should log on to the e-voting website www.evotingindia.com.
- (iii) Click on Shareholders.
- (iv) 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. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- (v) Next enter the Image Verification as displayed and Click on Login.
- (vi) If you are holding shares in Demat form and had logged on to <a href="www.evotingindia.com">www.evotingindia.com</a> and voted on an earlier voting of any company, then your existing password is to be used.
- (vii) If you are a first time user follow the steps given below:

	For Members 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> <li>Members who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number which is printed on Postal Ballot / Attendance Slip indicated in the PAN field.</li> </ul>			
Dividend	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as			
Bank	recorded in your Demat account or in the company records in order to login.			
Details	<ul> <li>If both the details are not recorded with the depository or company</li> </ul>			
<b>OR</b> Date of	please enter the member id / folio number in the Dividend Bank details			
Birth (DOB)	field as mentioned in instruction			

- (viii) After entering these details appropriately, click on "SUBMIT" tab.
- (ix) Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in Demat form will now reach 'Password Creation' menu where in they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the Demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for evoting 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.
- (x) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.

- (xi) Click on the EVSN for the relevant **SULABH ENGINEERS AND SERVICES LIMITED** on which you choose to vote.
- (xii) 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.
- (xiii) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (xiv) After selecting the resolution you have decided to vote on, 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.
- (xv) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xvi) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- (xvii) 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.
- (xviii) Shareholders can also cast their vote using CDSL's mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.
- (xix) Note for Non Individual Shareholders and Custodians
  - Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to www.evotingindia.comand register themselves as Corporates.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a>.
  - After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
  - The list of accounts linked in the login should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
  - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- (xx) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at <a href="https://www.evotingindia.com">www.evotingindia.com</a>, under help section or write an email to <a href="https://helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a>.

## In case of members receiving physical copy of Notice of AGM:

- (A) Please follow all steps from sl. no. (i) to sl. no. (xx) above to cast vote.
- (B) The voting period begins on Tuesday, September 13, 2016 at 09:00.a.m. IST and ends on Thursday September 15, 2016 at 05:00 p.m. IST. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date Friday, September 09,2015, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (C) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at <a href="https://www.evotingindia.com">https://www.evotingindia.com</a> under help section or write an email to <a href="helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a>

- (D) Dr. S. K. Jain, Practicing Company Secretary (Membership No. 1473) has been appointed as scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
- (E) 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.
- (F) The Scrutinizer shall after the conclusion of voting at the AGM, 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 three days of the conclusion of the AGM, a consolidated scrutinizer's report of the total votes cast in favors 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.
- (G) The Results declared along with the report of the Scrutinizer shall be placed on the website of the Company www.sulabh.org.in and on the website of CDSL immediately after the declaration of result by the Chairman or a person authorized by him in writing. The results shall also be immediately forwarded to the BSE Limited, Mumbai.

# EXPLANATORY STATEMENT IN RESPECT OF THE SPECIAL BUSINESS PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013:

#### **ITEM NO-4**

Mrs. SUDEEPTI SRIVASTAVA, Company Secretary was appointed as an Additional Director by the Board with effect from December 31, 2015, pursuant to Section 161 of the Companies Act, 2013, and shall hold office up to the date of the ensuing AGM.

The Company has received notice in writing under the provisions of Section 160 of the Companies Act, 2013, from a member along with a deposit of 1, 00,000/- proposing the candidature of Mrs. SUDEEPTI SRIVASTAVA for the office of Independent Director, to be appointed as such under the provisions section 149, 150 and 152 read with Schedule IV and any other applicable provisions of the Companies Act, 2013.

The Company has received from. SUDEEPTI SRIVASTAVA (i) consent in writing to act as director in Form DIR-2 pursuant to Rule 8 of Companies (Appointment & Qualification of Directors) Rules 2014,

(ii) intimation in Form DIR-8 in terms of Companies (Appointment & Qualification of Directors) Rules, 2014, to the effect that she is not disqualified under sub-section (2) of Section 164 of the Companies Act, 2013, and (iii) a declaration to the effect that she meets the criteria of independence as provided in sub-section (6) of Section 149 of the Companies Act, 2013.

The resolution seeks the approval of members for the appointment of Mrs. SUDEEPTI SRIVASTAVA as an Independent Director of the Company up to five consecutive years commencing from 16th September, 2016 or the date of the 38th Annual General Meeting, whichever is earlier pursuant to section 149, 150 and 152 read with Schedule IV and any other applicable provisions of the Companies Act, 2013 and the Rules made there under.

She is not liable to retire by rotation.

In the opinion of the Board of Directors, Mrs. SUDEEPTI SRIVASTAVA, the Independent Director proposed to be appointed, fulfils the conditions specified in the Act and the Rules made there under and she is independent of the Management.

No director, key managerial personnel or their relatives, except Mrs. SUDEEPTI SRIVASTAVA, to whom the resolution relates, is interested or concerned in the resolution.

The Board recommends the resolution set forth in Item no. 4 for the approval of the members.

#### PARTICULARS RELATING TO DIRECTORS PROPOSED TO BE APPOINTED/RE-APPOINTED

NAME	SEEMA MITTAL	SUDEEPTI SRIVASTAVA
FATHER'S NAME	LAXMI NARAIN DALMIA	SUDHIR KUMAR SRIVASTAVA
D.O.B.	21/06/1969	22/12/1984
ADDRESS	HN. 93113- Swaroop Nagar ,	104/132, SISAMAU, KANPUR- 208012
	KANPUR- 208002	Email-ssudeepti@gmail.com
	Email- seemamittal1969@gmail.com	
QUALIFICATION	Graduate	B.Com,& Qualified Company Secretary
EXPERIENCE	She is business consultant and having good knowledge of legal aspects of business matters with experience of more than fifteen years.	She is Company Secretary by profession having extensive experience in Company matters and applicable laws
OTHER DIRECTORSHIP	NIL	NIL
SHAREHOLDING IN THE COMPANY	NIL	NIL

# **ITEM NO-5**

As per the provisions of Section 20 of the Companies Act, 2013 a document may be served on any member by sending it to him by Post or by Registered post or by Speed post or by Courier or by delivering at his office or address or by such electronic or other mode as may be prescribed. It further provides that a member can request for delivery of any document to him through a particular mode for which he shall pay such fees as may be determined by the company in its Annual General Meeting. Therefore, to enable the members to avail this facility, it is necessary for the Company to determine the fees to be charged for delivery of a document in a particular mode, as mentioned in the Resolution.

Since the Companies Act, 2013 requires the fees to be determined in the Annual General Meeting; the Directors accordingly commend the Ordinary Resolution at item no. 5 of the accompanying Notice, for the approval of the members of the Company.

None of the Directors and/or Key Managerial Personnel of the Company and their relatives is concerned or interested, financially or otherwise, in the Resolution set out at item no. 5 of the accompanying Notice.

By the order of Board For Sulabh Engineers and Services Limited

Sd/-(Diwaker Dubey) Company Secretary

Date: 02 August 2016

Place: Kanpur

# SULABH ENGINEERS AND SERVICES LIMITED CIN: L28920MH1983PLC029879

Regd. Office: 206, 2<sup>nd</sup> Floor, Apollo Complex Premises Cooperative Society Ltd., R.K. Singh Marg, Parsi Panchayat Road, Andheri (East), Mumbai-400069 India

Corporate Office: 17/11, The Mall, Kanpur-208001 Tel.: Registered Office: 022-67707822

Corp Office: Tele No- 0512-2311226, 2319705 Fax No- 0512- 2363774

Website: www.sulabh.org.in Email. sulabheng22@ gmail.com, sulabhinvestorcell@gmail.com

# **ATTENDANCE SLIP**

(To be presented at the entrance)

Please complete this attendance slip and hand it over at the entrance of the meeting hall. Joint Shareholders may obtain additional attendance slips on request. (Folio No.s, DP ID\*, Client ID\* & Name of the Shareholder/ Joint holder/s/ Proxy in BLOCK LETTERS to be furnished below)

Name of Shareholder/ Proxy	DP ID*	Client ID*	Folio	No. of shares held

I certify that I am a member/proxy of the Company.

I hereby record my presence at the Annual General Meeting of the Company to be held at its Registered Office, **206**, **2**<sup>nd</sup> **Floor**, **Apollo Complex Premises Cooperative Society Ltd.**, **R .K. Singh Marg, Parsi Panchayat Road, Andheri (East), Mumbai-400069** on Friday, the 16<sup>th</sup> day of September 2016 at 01:00 PM.

Member's/ Proxy name in BLOCK letters Signature of Member/Proxy

Note: Pease fill up this attendance slip and hand it over at the entrance of the venue for the meeting

# 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]

# **SULABH ENGINEERS AND SERVICES LIMITED**

CIN: L28920MH1983PLC029879

Regd. Office: 206, 2<sup>nd</sup> Floor, Apollo Complex Premises Cooperative Society Ltd., R.K. Singh Marg, Parsi Panchayat Road, Andheri (East), Mumbai-400069 India

Corporate Office: 17/11, The Mall, Kanpur-208001 Tel.: Registered Office: 022-27654092

Corp Office: Tele No- 0512-2311226, 2319705 Fax No- 0512- 2363774

Website: www.sulabh.org.in Email: <a href="mailto:sulabheng22@gmail.com">sulabhinvestorcell@gmail.com</a>, sulabhinvestorcell@gmail.com

Folio No/ Client Id: DP ID:		
I/We, being the member (s) of appoint		the above named Company, hereby
1.Name:		
2.Name:		
E-mail Id:	Signature:	, or failing him
3.Name:	Address:	
 E-mail Id:	Signature:	

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 33<sup>rd</sup> Annual General Meeting of the Company, to be held on the Friday, September 16, 2016 at 01.00 P.M. at 206, 2<sup>nd</sup> Floor, Apollo Complex Premises Cooperative Society Ltd., R .K. Singh Marg, Parsi Panchayat Road, Andheri (East), Mumbai-400069 and at any **adjournment thereof in respect of such resolutions as are indicated below:** 

Ordinary Business		Optional*	
Resolution	Item	For	Against
No.			
1	Adoption of financial statement for the year ended March		
	31, 2016		
2.	Reappoint Mrs. Seema Mittal, (DIN: 06948908) Director		
	who retires by rotation		
3.	To appoint M/S Satish Soni & Co., Chartered Accountants		
	as Statutory Auditors of the company		
Special Business			
4.	Appointment of Mrs. Sudeepti Srivastava (DIN: 06979356)		
	as Independent Director		
5.	Levy of fees for sending the document to the member upon		
	receipt of a request		

Signed this	day of	:	2016.
51811ca tilis	auy oi		2010.

Signature of shareholder

Affix Re1/-Revenue Stamp Here

Signature of Proxy holder(s)

## Note:

- 1. This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Bank, not less than 48 hours before the commencement of the Meeting.
- 2. A person can act as proxy on behalf of Members upto and not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the Company. Further, a Member holding more than ten percent, 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 proxy for any other person or Member.
- \* it is optional to put a 'X' in the appropriate column against the Resolutions indicated in the Box. If you leave the 'For' or 'Against' column blank against any or all Resolutions, your proxy will be entitled to vote in the manner as he/she thinks appropriate.

# **Route Map of Venue**

