



SUJALA TRADING & HOLDINGS LTD.

Regd. Off. : 1A, GRANT LANE, 2ND FLOOR. ROOM NO-202, KOLKATA-700 012 (West Bengal)

Phone: (91-033) 2236-4330, E-mail: [@sujalagroup.com](mailto:sujala_trading@yahoo.com/enquiry),
@sujalagroup.com,

CIN-L51109WB1981PLC034381 Website-www.sujalagroup.com

NOTICE

NOTICE is hereby given that the 36th Annual General Meeting of the Members of M/S SUJALA TRADING & HOLDINGS LTD will be held on Thursday, the 21st day of September, 2017 at 1A, Grant Lane, 2nd Floor, Kolkata-700 012 at 11.30 A.M to conduct the following business:

ORDINARY BUSINESS:

Item No-1-Adoption of Financial Statement

To receive, considered and adopt the Financial Statement of the Company for the Year ended 31st March 2017, including audited Balance Sheet as at 31st March 2017, the Profit & Loss Account for the year ended 31st March 2017 and the Cash flow Statement for the Year ended 31st March, 2017 and the Reports of the Board of Directors and Auditors' thereon.

Item No-2-To Declare Dividend

To declare dividend of Rs.0.10 per equity share on the Equity Share Capital for the financial year ended 31st March, 2017, subject to the approval of Shareholders.

Item No-3-Re-appointment of Director

To appoint Ms Anjana Gupta (DIN - 06752529) as Director, who retires by rotation and being eligible, offers herself for re-appointment.

Item No-4-Appointment of Statutory Auditors

To appoint Auditors M/s G C Bafna & Co., Chartered Accountants (Firm Registration No. 319104E) as the statutory auditor of the Company to hold office from the conclusion of this 36th AGM until the conclusion of the 41th AGM of the Company and to fix their remuneration.

By order of the Board

For Sujala Trading & Holdings Ltd
For **SUJALA TRADING & HOLDINGS LTD.**

Punam Singh
Company Secretary

Punam Singh

Company Secretary

Place: Kolkata

Date: 30th day of May, 2017

NOTES:

1. A member entitled to attend and vote is entitled to appoint a proxy to attend and vote, instead of him/her. A proxy need not be a member of the Company. In order to be effective, the instrument appointing proxy must reach the Registered Officer of the Company not less than forty-eight hours before the commencement of the meeting. A person can act as proxy on behalf of members not exceeding fifty (50) and holding in the aggregate not more than ten percent of the Paid up Capital of the Company carrying voting rights. A member holding more than ten percent of the Paid up 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 shareholder.

Members are requested to notify to the Registrar of the Company, M/s. ABS CONSULTANT PVT LTD, Stephen House, 6th Floor, Room No. 99, 4, B.B.D. Bag (East), Kolkata – 700 001, any change in their address.

2. The Register of Members and Equity Share Transfer Registers will remain closed from 15th September, 2017 to 21st September, 2017 (both days inclusive).

3. **Voting through electronic means**

I. Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended and clause 35B of the Listing Agreement, Members are provided with the facilities to cast their votes on all resolutions set forth in the Notice of the AGM using electronic voting system provided by Central Depository Services (India) Ltd. (CDSL).

The notice of the 36th 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 is being dispatched to all the Members. The e-Voting particulars are provided at the bottom of the Attendance Slip for the 36th Annual General Meeting (AGM):

The e-voting period begins on 18.09.2017 from 9.30 A.M. and ends on 20.09.2017 till 5.30 P.M. During this period, shareholders 'of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off/entitlement date of 14.09.2017 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.

Members also have the option to vote through Ballot Form. However, the duly completed Ballot Form should reach the Scrutinizer at 9/12, Lal Bazar Street, 3rd Floor, Room No. 2, Kolkata – 700001, not later than 20.09.2017 (5.00 P.M.) (i.e. closing date of E-Voting) Ballot form received after this date will be treated as invalid. If member casts votes by both modes, then voting done through E-voting shall prevail and Ballot Form shall be treated as invalid.

For SUJALA TRADING & HOLDINGS LTD.

Punam Singh
Company Secretary



Instructions for E-Voting are as under:

- a. Log on to the e-voting website: www.evotingindia.com during the voting period.
- b. Click on "Shareholders" tab
- c. Now, select Electronic Voting Sequence No. as mentioned in the Attendance Slip along with **"SUJALA TRADING & HOLDINGS LTD"** from the drop down menu and click on "SUBMIT".
- d. Now Enter your User ID (as mentioned in the Attendance Slip) :
 - i. For CDSL: 16 digits beneficiary ID,
 - ii. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 - iii. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- e. Next enter the Image Verification as displayed and Click on Login.
- f. If you are holding shares in Demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any company, then your existing password is to be used.
- g. However, if you are a first time user, please use the e-Voting particular provided in the Attendance Slip and fill up the same in the appropriate boxes:
- h. After entering these details appropriately, click on "SUBMIT" tab.
- i. Members holding shares in physical form will then reach directly the Company selection screen. However, members 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.
- j. 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 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.
- k. For Members holding shares in physical form, the **details in Attendance Slip** can be used only for e-voting on the resolutions contained in this Notice.
- l. Click on the relevant EVSN **"SUJALA TRADING & HOLDINGS LTD"** for which you choose to vote.
- m. 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.
- n. Click on the "Resolutions File Link" if you wish to view the entire Resolutions.
- o. 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.
- p. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- q. You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- r. If Demat account holder has forgotten the **changed password** then enter the User ID and image verification code click on **Forgot Password** & enter the details as prompted by the system.
- s. For Non – Individual Shareholders and Custodians:
 - I. Non Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to <https://www.evotingindia.com> and register themselves as Corporates
 - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be e-mailed to helpdesk.evoting@cdslindia.com.
 - 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 favor of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.

II. 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 www.evotingindia.com under help section or write an email to helpdesk.evoting@cdslindia.com.

For SUJALA TRADING & HOLDINGS LTD.

Punam Singh
Company Secretary



III. Once the vote on a resolution is cast by the shareholder by electronic means, the shareholder shall not be allowed to change it subsequently or cast his vote by any other means.

IV. If a person became the member of the company after the dispatch of notice, and then such member may contact the company for Login ID and other e-voting related details.

V. The voting rights of shareholders shall be in proportion of their shares of the paid up equity share capital of the Company as on the cut-off/entitlement date of 14.09.2017.

VI. Mr. Rahul Jain, Practicing Chartered Accountant, (Membership No.304099) has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.

VII. The Scrutinizer shall within a period not exceeding three (3) working days from the conclusion of AGM unblock the votes in the presence of at least two (2) witnesses not in the employment of the Company and make a Scrutinizer's Report of the votes cast in favor or against, if any, forthwith to the Chairman of the Company.

The Results shall be declared after the 36th Annual General Meeting (AGM) of the Company. This Notice as well as the Results declared along with the Scrutinizer's Report shall be communicated to CDSL, Bombay Stock Exchange Limited and The Calcutta Stock Exchange Association Limited on or after 21st September 2017.

Route Map for the venue of 36th Annual General Meeting of the Company



For SUJALA TRADING & HOLDINGS LTD.

Punam Singh
Company Secretary



ANNEXURE TO THIS NOTICE

Details of Directors Seeking Re-Appointment at the Forthcoming Annual General Meeting (In Pursuance of clause 49 of Listing Agreement)

Ms. Anjana Gupta

Ms. Anjana Gupta is a non-executive Independent Director of the Company. She is a qualified Commerce Graduate, having experience in the field of Accounts and Finance. She does not hold by herself or for any person on a beneficial basis, any shares in the Company. The Directorship and Membership of Board Committees of Ms. Anjana Gupta as on Dates is as under:

SL.No	Name of the Company	Nature of office
1.	Sujala Trading & Holdings Ltd	Director
	Nomination & Remuneration Committee	Member
	Audit Committee	Member
	Stakeholders Relationship Committee	Chairman

Ms. Anjana Gupta, Director is not related to any other director of the Company as per Section 2(77) of the Companies Act, 2013.

By order of the Board
For Sujala Trading & Holdings Ltd
For SUJALA TRADING & HOLDINGS LTD.


Company Secretary

Punam Singh
Company Secretary

Place: Kolkata

Date: 30th day of May, 2017