

Gautam Gems Ltd

"We stand for Quality"



Date: 01.09.2018

To,
The Manager,
Corporate Relations Department,
BSE Ltd,
Phiroze Jeejeebhoy Tower,
Dalal Street,
Mumbai 400 001

Scrip Code: 540936

Dear Sir,

Sub: Notice of 5th Annual General Meeting of the Company and Book Closure.

With reference to the captioned subject, it is to inform you that the Board of Directors at their meeting held on 01st September, 2018 at the registered office of the Company have approved the notice of Annual General Meeting of the Company. The Annual General Meeting of the Company will be held on Saturday, the 29th day of September, 2018 at 03:00 P.M at the registered office of the Company at 3rd Floor, Office – 301, Sumukh Super Compound, Vasta Devadi Road, Surat-395004, Gujarat, India.

Further kindly note that for the purpose of Annual General Meeting the Register of Members and Share Transfer Book of the Company will remain close from 22nd September, 2018 to 29th September, 2018 (both days inclusive)

You are therefore requested to take this into your official records and oblige.

Thanking You



For, GAUTAM GEMS LIMITED

Gautam P. Sheth

GAUTAM PRAVINCHANDRA SHETH
MANAGING DIRECTOR
DIN: 06748854



Gautam Gems Ltd. 
301, Sumukh BLDG, Super compound,
Vasta devdi road, Katargam,
Surat-395004. Gujarat-india.

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 info@gautamgems.in
complianceggl@gmail.com
 www.gautamgems.com

CIN:U36911GJ2014PLCO78802



NOTICE is hereby given that the 5th **ANNUAL GENERAL MEETING** of the members of **GAUTAM GEMS LIMITED** ("the Company") will be held as scheduled below:

Date : 29th day of September, 2018

Day : Saturday

Time : 3:00 P.M.

Place : At registered office of the Company situated at
**3rd Floor, Office – 301, Sumukh Super Compound,
Vasta Devadi Road, Surat – 395004, Gujarat**

To transact the following business:

ORDINARY BUSINESS:

1. To Receive, Consider and Adopt Audited Financial Statement of the Company for the financial year ended on March 31st, 2018 together with Report of Board of Directors and Auditors' Report thereon.
2. To Appoint a Director in place of Mrs. **Kanchanben Pravinbhai Sheth (DIN: 06748900)**, who retires by rotation in terms of Section 152(6) of the Companies Act, 2013 and, being eligible, offers himself for re-appointment.

Place: Ahmedabad

Date: 01st September, 2018

**BY ORDER OF THE BOARD OF DIRECTORS OF
GAUTAM GEMS LIMITED**

Registered Office:

**3rd Floor, Office – 301, Sumukh Super Compound,
Vasta Devadi Road, Surat – 395004, Gujarat**

Sd/-

Gautam P. Sheth
Managing Director

NOTES:

1. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT PROXY OR PROXIES TO ATTEND AND, TO VOTE INSTEAD OF HIMSELF AND SUCH PROXY NEED NOT BE A MEMBER OF THE COMPANY. A PERSON CAN ACT AS PROXY ON BEHALF OF MEMBERS NOT EXCEEDING 50 (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 SHAREHOLDER.**

The instrument of Proxy in order to be effective, must be deposited at the Registered Office of the Company, duly completed and signed, not less than 48 hours before the commencement of the meeting. A Proxy form is sent herewith. Proxy form submitted on behalf of the Companies, Societies, etc. must be supported by an appropriate resolution / authority, as applicable.

2. Corporate members intending to send their authorised representatives to attend the Meeting are requested to send to the Company, a certified copy of Board Resolution/ Authorisation document authorising their representative to attend and vote on their behalf at the AGM.
3. The Register of Members and Share Transfer Books will remain closed **from 22nd September, 2018 to 29th September, 2018** (both days inclusive) for the purpose of Annual General Meeting (AGM).

4. 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 the PAN to their DPs with whom they are maintaining their demat accounts and members holding shares in physical form to the Company / RTA.
5. Members seeking any information with regard to accounts are requested to write to the Company at least 10 days before the meeting so as to enable the management to keep the information ready.
6. The Shareholders holding Shares in Physical form are advised to seek their shareholding changed to dematerialized form since in terms of SEBI and Stock Exchange guidelines no physical shares can be traded in the Stock Exchanges.
7. **This is to bring to the notice of the Shareholders that the request for effecting transfer of securities held in Physical form (except in case of transmission or transposition) would not be entertained and shall not be processed by the Company/ RTA of the Company w.e.f. 5th December, 2018 pursuant to SEBI Notification No. SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018. Hence Shareholders are advised to get their physical shares transferred / dematerialized.**
8. Pursuant to Section 72 of the Companies Act, 2013, members holding shares in physical form may file nomination in the prescribed Form SH-13 and for cancellation / variation in nomination in the prescribed Form SH-14 with the Company's RTA. In respect of shares held in electronic / demat form, the nomination form may be filed with the respective Depository Participant.
9. 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.
10. The members are requested to intimate to the Company, queries, if any, at least 10 days before the date of the meeting to enable the management to keep the required information available at the meeting.
11. Members are requested to notify immediately any change in their addresses and/or the Bank Mandate details to the Company's Registrars and Share Transfer Agents, KARVY COMPUTERSHARE PRIVATE LIMITED for shares held in physical form and to their respective Depository Participants (DP) for shares held in electronic form.
12. The Ministry of Corporate Affairs (vide circular nos. 17/2011 and 18/2011 dated April 21, 2011 and April 29, 2011 respectively) has undertaken a "Green Initiative in Corporate Governance" and allowed companies to share documents with its shareholders through an electronic mode. A Stock Exchanges permits companies to send soft copies of the Annual Report to all those shareholders who have registered their email address for the said purpose. Members are requested to support this Green Initiative by registering / updating their email address for receiving electronic communication. **The Annual Report of the company will also be available on the Company's website www.gautamgems.com**
13. All the Documents referred to in the notice are open for inspection at the registered office of the Company between 11 A.M. to 5.00 P.M on any working day prior to the day of meeting and will also be available at the meeting venue on the date of meeting.
14. **The Company being listed on SME Exchange and in view of provisions of Rule 20 of the Companies (Management and Administration) Rules 2014 is not mandatory to provide remote e-voting facility to its member.**

15. BRIEF PROFILE OF THE DIRECTOR/S SEEKING APPOINTMENT / REAPPOINTMENT AT ANNUAL GENERAL MEETING

Details under Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard 2 issued by The Institute of Company Secretaries of India in respect of Directors seeking re-appointment/appointment/ confirmation at the ensuing Annual General Meeting item no. 2 follows.

Particular	Mrs. Kanchanben Pravinbhai Sheth
Date of Birth	29/07/1955
Date of Appointment	18/02/2014
Qualification	She has done matriculation.
Relationships between directors inter se	Mrs. Kanchanben P. Sheth is a mother of Mr. Gautam P. Sheth and Mother in law of Nidhi G. Sheth
Directorship held in other companies	Nil
Membership/Chairmanships of Committee in other Public Companies	Nil

Place: Ahmedabad

Date: 01st September, 2018

**BY ORDER OF THE BOARD OF DIRECTORS OF
GAUTAM GEMS LIMITED**

Registered Office:

**3rd Floor, Office – 301, Sumukh Super Compound,
Vasta Devadi Road, Surat – 395004, Gujarat**

**Sd/-
Gautam P. Sheth
Managing Director**



Gautam Gems Ltd
"We stand for Quality"

Registered Office: 3rd Floor, Office – 301, Sumukh Super Compound,
Vasta Devadi Road, Surat – 395004, Gujarat

Email- complianceggl@gmail.com Tel. No.- 0261 253 8046 Website: www.gautamgems.com

5th Annual General Meeting – Saturday, 29th September, 2018

ATTENDANCE SLIP

Folio No. /Client Id:	
Name of Shareholder:	
Address of Shareholder:	

I, hereby record my presence at the Annual General Meeting of the Company to be held on Saturday, 29th September, 2018 at 3.00 PM at **3rd Floor, Office – 301, Sumukh Super Compound, Vasta Devadi Road, Surat – 395004, Gujarat**

Signature of the Member

Notes:

- A. Only Member/Proxy can attend the meeting. No minors would be allowed at the meeting.
- B. Member/Proxy who wishes to attend the meeting must bring this attendance slip to the meeting and hand over at the entrance duly filled in and signed.

Member/Proxy should bring his/her copy of the Notice of Extraordinary General Meeting for reference at the meeting.



Registered Office: 3rd Floor, Office – 301, Sumukh Super Compound,
Vasta Devadi Road, Surat – 395004, Gujarat

Email- complianceggl@gmail.com Tel. No.- 0261 253 8046 Website: www.gautamgems.com

Form MGT-11 PROXY FORM

[Pursuant to section 105(6) of Companies Act, 2013 and rule 19(3) of Companies (Management and Administration) Rules, 2014]

5th Annual General Meeting – Saturday, 29th September, 2018

Name of the shareholder(s): _____

Registered Address: _____

E-mail ID: _____ Folio No ./Client Id : _____ DP ID : _____

I/We, being member(S) of **Gautam Gems Limited**, holding _____ share of the company, hereby appoint

A: Name _____

Address: _____

E-mail ID: _____ Signature: _____

Or failing him/her

B: Name _____

Address: _____

E-mail ID: _____ Signature: _____

Or failing him/her

C: Name _____

Address: _____

E-mail ID: _____ Signature: _____

Or failing him/her

As my/our proxy to attend and vote (on poll) for me/us, on my/our behalf at the 5th Annual General Meeting of the Company to be held on – Saturday, 29th September, 2018 at 3.00 PM at **3rd Floor, Office – 301, Sumukh Super Compound, Vasta Devadi Road, Surat – 395004, Gujarat** And/or at any adjournment thereof in respect of such resolutions as are indicated below:

Resol ution No.	Resolution	VOTING	
		FOR	AGAINST
ORDINARY BUSINESS			
1.	To receive, consider and adopt Audited Financial Statement of the Company for the financial year ended on March 31 st , 2018 together with Report of Board of Directors and Auditors' Report thereon.		
2.	To appoint a Director in place of Mrs. Kanchanben Pravinbhai Sheth (DIN: 06748900) , who retires by rotation in terms of Section 152(6) of the Companies Act, 2013 and, being eligible, offers himself for re-appointment.		



Gauntam Gems Ltd
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Signed this..... day of..... 20....

Signature of shareholder

Signature of Proxy holder(s)

Note: This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company, not less than 48 hours before the commencement of the Meeting.



Gautam Gems Ltd
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ROUTE MAP TO THE VENUE OF THE ANNUAL GENERAL MEETING

Registered Office: 3rd Floor, Office – 301, Sumukh Super Compound,
Vasta Devadi Road, Surat – 395004, Gujarat

