

SWAGTAM TRADING & SERVICES LIMITED

Regd. Office: R-489, GF-A, New Rajinder Nagar, New Delhi – 110060

Tel : 011-42475489 E-mail : swagtam1984@gmail.com Website : www.swagtam.com

CIN: L51909DL1984PLC289131

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|-----|---|------------|
| 1) | BSE Ltd. | 24.07.2019 |
| 2) | Calcutta Stock Exchange Ltd. | |
| 3) | All Board Members | |
| 4) | All Promoters & Shareholders | |
| 5) | RTA – Alankit Assignments Ltd. | |
| 6) | M/s GHOSH KHANNA & CO., Chartered Accountants, Statutory Auditors | |
| 7) | NSDL | |
| 8) | CDSL | |
| 9) | B. BHUSHAN & CO., Secretarial Auditors | |
| 10) | MITTAL JINDAL & ASSOCIATES., Internal Auditors | |

Dear Sir/ Madam,

This is to inform that Meeting of Audit Committee & Board of Directors will be held at its Regd. Office on **THURSDAY – 08.08.2019 at 10:00 & 11:00 A.M.:-**

- 1) To consider, approve & adopt Un-audited Financial Results of Quarter ended 30.06.2019 & Limited Review Report.
- 2) Trading Window in equity shares will remain closed from 05.08.2019 to 12.08.2019 for all insiders
- 3) 34th ANNUAL GENERAL MEETING :-
 - (A) To approve NOTICE of AGM alongwith Notes
 - (B) Director's Report, MGT-9 : Extract of Annual Return, Secretarial Audit Report, MGT-9, Management Discussion & Analysis Report, Corporate Governance Report, Secretarial Compliance Report, CEO/ CFO Certificate, PCS Certificate on Compliance of Corporate Governance, Etc.
 - (C) To receive & to take note of Audited Financial Statements for F.Y. ended 31.03.2019 and Statutory Audit Report dated 17.05.2019
 - (D) Constitution & Functioning of various statutory committee(s)
 - (E) Book Closure Dates, Corporate Action Forms, etc
 - (F) Convening & holding of Annual General Meeting (AGM)
 - (G) Re-appointment of Retiring Director
 - (H) Re-appointment of Statutory Auditors
 - (I) Proxy Form & Attendance Slip & Resolutions, Etc
 - (J) Correspondence with CDSL, NSDL & RTA & Others for E-voting
 - (K) Appointment of Scrutinizer
 - (L) Internal Financial Controls, Policies, Internal Audit Report, Etc
- 4) Any other matter with the permission of the Chair.

✓ Copy of NOTICE is enclosed

Kindly advise if we have to submit any other information, papers, documents, etc.

For **SWAGTAM TRADING AND SERVICES LIMITED**

F or SWAGTAM TRADING & SERVICES LIMITED

SUMIT GUPTA
Director - DIN: 06911742

Director/Adm. Sign.



Encl: As Above

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NOTICE

Pursuant to Listing Agreement(s) with BSE Ltd. & CSE, Notice is given that Meetings of Audit Committee & Board of Directors is scheduled to be held on **THURSDAY – 08.08.2019** at **10:00 & 11:00 A.M.** at its Regd. inter-alia to consider, approve & adopt Un-audited Financial Results of Quarter ended 30.06.2019 & Limited Review Report, Trading Window in equity shares will remain closed from 05.08.2019 to 12.08.2019 for all insiders, to approve NOTICE of AGM alongwith Notes, Directors Report, MGT-9, Secretarial Audit Report, Management Discussion & Analysis Report, Secretarial Compliance Report, PCS Certificate, Corporate Governance Report, Policies, Committees, Book Closure Dates, AGM details, Audited Financial Statements with Audit Reports of FY ended 31.03.2019, Re-appointment of retiring Director & Statutory Auditors, Proxy Form & Attendance Slip & Resolutions, RTA, CDSL, NSDL, E-voting, Scrutinizer, Etc., and any other matter with the permission of Chair.

Place : New Delhi
Dated: 24.07.2019



PREETIKA MISHRA (ACS-32490)
Company Secretary cum Compliance Officer