

# SWAGTAM TRADING & SERVICES LIMITED

Regd. Office: R-489, GF-A, New Rajinder Nagar, New Delhi – 110060  
Tel : 011-42475489 E-mail : [swagtam1984@gmail.com](mailto:swagtam1984@gmail.com) Website : [www.swagtam.com](http://www.swagtam.com)  
CIN: L51909DL1984PLC289131

- 1) BSE Ltd. 29.07.2020
- 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 **TUESDAY – 11.08.2020 at 02:00 & 03:00 P.M.:-**

- 1) To consider, approve & adopt Un-audited Quarterly Financial Results of Quarter ended 30.06.2020 & Limited Review Report.
- 2) Trading Window in equity shares will remain closed from 01.07.2020 to 15.08.2020 for all insiders
- 3) **35<sup>th</sup> 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 31.03.2020 and Statutory Audit Report dated 26.06.2020
  - (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) 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**

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SUMIT GUPTA

Director - DIN: 06911742

Director/ Auth. 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 **TUESDAY – 11.08.2020 at 02:00 & 03:00 P.M.** at its Regd. inter-alia to consider, approve & adopt Un-audited Quarterly Financial Results of Quarter ended 30-JUNE-2020 & Limited Review Report, Trading Window in equity shares will remain closed from 01.07.2020 to 15.08.2020 for all insiders, to approve NOTICE of 35<sup>th</sup> 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 31.03.2020, Re-appointment of retiring Director, Appointment of 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: 29.07.2019

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

For SWAGTAM TRADING & SERVICES LIMITED

  
Director/ Auth. Sign