

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) All Shareholders | 7) M/s G. K. KEDIA & CO., Statutory Auditors |
| 2) BSE Ltd. | 8) NSDL |
| 3) Calcutta Stock Exchange Ltd. | 9) CDSL |
| 4) All Board Members | 10) B. BHUSHAN & CO., Secretarial Auditors |
| 5) All Promoters | 11) MITTAL JINDAL & ASSOCIATES., Internal Auditors |
| 6) RTA – Alankit Assignments Ltd | |

Dear Sir/ Madam,

This is to inform that Meeting of Audit Committee & Board of Directors will be held at its Regd. Office on **WEDNESDAY – 11.08.2021 at 03:30 & 04:30 P.M.:-**

- 1) To consider, approve & adopt Un-audited Quarterly Financial Results of Quarter ended 30-June-2021 and Limited Review Report.
- 2) Trading Window in equity shares will remain closed from 01.07.2021 to 15.08.2021 for all insiders
- 3) 36th ANNUAL GENERAL MEETING :-
 - (A) To approve NOTICE of AGM alongwith Notes
 - (B) Director's Report, MGT-9 : Extract of Annual Return, Secretarial Audit Report, 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 31.03.2021 and Statutory Audit Report dated 26.06.2021
 - (D) Constitution & Functioning of various statutory committee(s)
 - (E) Book Closure Dates, Corporate Action Forms, etc
 - (F) Convening & holding of Annual General Meeting (AGM) via VC / OAVM
 - (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
Kindly take it on record, do the needful & oblige.

For **SWAGTAM TRADING AND SERVICES LIMITED**

SWAGTAM TRADING & SERVICES LIMITED

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 Meeting(s) of Audit Committee & Board of Directors is scheduled to be held on **WEDNESDAY – 11.08.2021 at 03:30 & 04:30 P.M.** at its Regd. inter-alia to consider, approve & adopt Un-audited Quarterly Financial Results of Quarter ended 30-JUNE-2021 & Limited Review Report, Trading Window in equity shares will remain closed from 01.07.2021 to 15.08.2021 for all insiders, to approve NOTICE of 36th ANNUAL GENERAL MEETING 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 31.03.2021, 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. Members are requested to Update their Contact details, address, PAN, Email Id, etc for your Company's updates, announcements, correspondence, etc.

Place : New Delhi
Dated: 30.07.2021

Sumit Gupta
Director - DIN: 06911742

For SWAGTAM TRADING & SERVICES LIMITED

Director/Auth. Sign