

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

- 1) BSE Ltd.
Deputy Manager, Listing Compliance
25th Floor, P. J. Tower, Dalal Street
Fort, Mumbai – 400 001
- 2) Calcutta Stock Exchange Ltd.
Manager, Listing Dept.
7, Lyons Range, Kolkata – 700 001

30.07.2018

Dear Sir/ Madam,

This is to inform that Meeting of Audit Committee & Board of Directors will be held at its

Regd. Office on **FRIDAY – 10.08.2018 at 01:00 & 02:00 P.M.:-**

- 1) To consider, approve & adopt Un-audited Financial Results of Quarter ended 30.06.2018 & Limited Review Report.
- 2) To consider & appoint Company Secretary & Compliance Officer
- 3) Trading Window in equity shares will remain closed from 06.08.2018 to 12.08.2018 for all insiders
- 4) 33rd 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, 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 31.03.2018 and Statutory Audit Report dated 25.05.2018
 - (D) Constitution & Functioning of various statutory committee(s)
 - (E) Book Closure Dates, Corporate Action Forms, etc
 - (F) Convening & holding of Annual General Meeting
 - (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 for E-voting
 - (K) Appointment of Scrutinizer
 - (L) Internal Financial Controls, Policies, Internal Audit Report, etc
- 5) 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**

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SUMIT GUPTA

Director DIN: 06911742

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 **FRIDAY – 10.08.2018** at 01:00 & 02:00 P.M at its Regd. inter-alia to consider, approve & adopt Un-audited Financial Results of Quarter ended 30.06.2018 & Limited Review Report, Trading Window in equity shares will remain closed from 06.08.2018 to 12.08.2018 for all insiders, to consider & appoint Company Secretary & Compliance Officer, to approve Notice of AGM alongwith Notes, Directors Report, MGT-9, Secretarial Audit Report, Management Discussion & Analysis Report, PCS Certificate, CGR, Policies, Committees, Book Closure Dates, AGM details, Audited Financial Statements with Audit Reports dated 25.05.2018, 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: 30.07.2018

SUMIT GUPTA - Director DIN: 06911742

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Director/Auth. Sign