



Notice is hereby given that the 27th Annual General Meeting of M/s S T Services Limited (CIN No. L74140WB1989PLC047210) will be held on Thursday, the 29th September 2016 at 11.30 A.M. at the registered office of the Company at 92B, Chittaranjan Avenue, 2nd Floor, Kolkata-700012, West Bengal, to transact the following business:

**ORDINARY BUSINESS**

1. To receive, consider and adopt the Audited Statement of Profit and Loss for the year ended 31st march, 2016 and the Balance Sheet as at that date together with the Reports of the Board of Directors and the Auditors thereon.
2. To appoint director in place of Mr. Shiv Kumar Jaria & Mrs. Mita Agarwal who retires by rotation at this Annual General Meeting pursuant to the provisions of Section 152 of the Companies Act, 2013 and being eligible offers themselves for re-appointment.
3. **“RESOLVED THAT**, pursuant to the provisions of section 139(9) and 142(1) and other applicable provisions, if any, of the Companies Act, 2013 read with Rules made there under, the Company hereby ratifies the appointment of M/S S. Jaykishan, Chartered Accountants (Firm Regn. No: 309005E), as the statutory Auditors of the Company from the Conclusion of this Annual General Meeting till the conclusion of next Annual General Meeting, with remuneration as may be decided by the Board of Director's.

**“RESOLVED FURTHER THAT**, any of the Director's and the Company Secretary of the Company, be and is hereby severally authorised to do all such acts, deeds and things and to take all such steps as may be necessary for the purpose of giving effect to the resolution.”

Registered Office  
92B, Chittaranjan Avenue  
2nd Floor,  
Kolkata-700012  
Dated: 30-05-2016

By order of the Board  
For, S T Services Limited

SD/=   
(Goutam Kumar Mondal)  
Chairman  
(DIN: 00556652)

**NOTES:**

1. A member entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of himself/herself and such proxy need not be a member of the Company. Instrument of proxies in order to be effective must be received by the Company in not less than 48 hours before the time for holding the meeting.
2. The Register of Member and the Share Transfer Books of the Company will remain closed from 19-09-2016 to 29-09-2016 (both days inclusive).
3. In compliance with the provisions of section 108 and other applicable provisions of the Act, read with the Companies (Management and Administration) Rules, 2014 and the Listing Agreement entered into with the Stock Exchanges, the Company is pleased to offer E-Voting facility as an option to all the Members of the Company. The Company has entered into an agreement with the NSDL for facilitating E-Voting to enable the Members to cast their votes electronically. E-Voting is optional.

The E-Voting facility will be available during the following period.

<u>Commencement of E-Voting</u>	<u>End of E-Voting</u>
<b>25<sup>th</sup> September 2016 from 10:00:00 A.M</b>	<b>28<sup>th</sup> September 2016 to 05:00:00 P.M</b>

**Instructions and procedure to login to e-voting website is given below:**

- (A)** In case a member receives a physical copy of the Notice of AGM [for members whose e-mail. ID's are not registered with the Company/ Depository Participant(s) or requesting physical copy].
- (i) Open the attached PDF file "e-Voting.pdf" giving your Client ID (in case you are holding shares in demat mode) or Folio No. (In case you are holding shares in physical mode) as password, which contains your "User ID and Password for e-voting", Please Note that the password is an initial password. You will not receive this PDF file if you are already registered with NSDL for e-voting.
  - (ii) Open the Internet browser during the voting period and type the URL: <https://www.evoting.nsdl.com>
  - (iii) Click on shareholder- Login
  - (iv) Put User ID and password as initial password noted in step (1) above and Click Login. If you are already registered with NSDL for e-voting then you can use your existing user ID and password. If you forgot your password, you can reset your password by using "Forgot User Details / Password" option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - (v) Password Change Menu appears. Change the password with new password of your choice with minimum 8 digits / characters or combination thereof.
  - (vi) Home Page of remote "e-voting" opens. Click on e-Voting. Active Voting Cycles.
  - (vii) Select "EVEN" of (S T Services Limited). Members can cast their vote online from September 25, 2016 (10.00 AM) till September 28, 2016, (05.00 pm)  
**Note: e-Voting shall not be allowed beyond said time.**
  - (viii) Now you are ready for "e-Voting" as "Cast Vote" page opens.
  - (ix) Cast Your vote by selecting appropriate option and click on "Submit" and also "Confirm", when promoted.
  - (x) Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) are also required to send scanned copy (PDF/JPG Format) for the relevant Board Resolution/Authority Letter etc. together with attested specimen signature of the duly authorised signatory(ies) who are authorised to vote, to the Scrutinizer through e-mail([af2010@rediffmail.com](mailto:af2010@rediffmail.com)) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)



- (B) In case a member receives an email from NSDL (for members whose mail ID's are registered with the Company/Depository Participant(s))
- (i) Open the email and also PDF file with your client Id or folio No. as password. The said PDF file contains your user Id and password for e-voting. Please note that the password is an initial password.
- (ii) Please follow all steps from Sl. No. A (i) to A (x) above, to cast your vote.
- (C) **Other Instructions**
- (i) The E-Voting period commences on the 25<sup>th</sup> day of September, 2016 from 10:00 AM and ends on the 28<sup>th</sup> day of September, 2016 at 05:00 PM. During this period, shareholders of the Company holding shares either in physical form or in dematerialized form, as on the cut-off date of 21<sup>st</sup> September, 2016, may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter.
- (ii) The members who have cast their vote electronically shall not be allowed to vote again at the meeting.
- (iii) Mr. Anurag Fatehpuria a Practising Company Secretary (membership No. A34471 and COP No. 12855), has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
- (iv) The scrutinizer shall, within a period of not exceeding three working days from the conclusion of the e-voting period, unlock the votes in the presence of at least two witnesses, not in the employment of the Company and make a Scrutinizer Report of the votes cast in favour or against, if any, forthwith to the chairman of the Company.
- (v) The voting rights of shareholders shall be in proportion to their shares of the paid up capital of the Company as on 21<sup>st</sup> September, 2016..
- (vi) The members who do not have the access to e-voting facility may exercise voting by sending duly completed ballot Form so as to reach the Scrutinizer appointed by the Board of Directors of the Company at the registered office of the Company not later than 6:00 pm on the 29<sup>th</sup> day of September, 2016.
- (vii) A member can opt for only one mode of voting i.e. either through e-voting or by Ballot.

In case of any queries, you may refer to the Frequently Asked Questions (FAQs) for members and e-voting user manual for members available at the Downloads sections of <https://www.evotng.nSDL.com> or contract NSDL as the following toll free no. : 1800-222-990.

Registered Office  
92B, Chittaranjan Avenue  
2nd Floor,  
Kolkata-700012  
Dated: 30-05-2016

By order of the Board  
For S T Services Limited

SD/=   
(Goutam Kumar Mondal)  
Chairman  
(DIN: 00556652)

**Form MGT-11  
Proxy form**(Pursuant to Section 105(6) of the Companies Act, 2013 and rule 19(3) of the Companies  
(Management and Administration) Rule, 2014)

Regd. Folio No. :	DP ID :
No. of Shares held :	Client ID:

I/We, being member(s) of ..... Shares of the above named Company, hereby appoint:

- (1) Name ..... Address .....  
Email ID ..... Signature ..... or failing him / her.
- (2) Name ..... Address .....  
Email ID ..... Signature ..... or failing him / her.
- (3) Name ..... Address .....  
Email ID ..... Signature ..... or failing him / her.

and whose signatures are appended below as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 27th Annual General Meeting of the Company, to be held on Thursday, 29th day of September, 2016, at 11.30 a.m. at 92B, Chittaranjan Avenue, 2nd Floor, Kolkata- 700 012 and at any adjournment thereof in respect of such resolutions as are indicated below:

Sl. No.	Resolution(s)	For	Against
1.	Adoption of Directors' Report, Audited Financial Statements for the year ended 31st March, 2016 and Auditors' Report thereon.		
2.	Re-appointment of M/s S. Jaykishan, Chartered Accountants, as Statutory Auditors and fixing their remuneration.		
3.	Re-appointment of Shri Shiv Kumar Jaria as an Independent Director.		
4.	Re-Appointment of Mrs. Mita Agarwal as an Independent Director.		

\*Applicable for investors holding shares in Electronic Form.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2016

Signature of Shareholder \_\_\_\_\_

Signature of Proxy holder \_\_\_\_\_

<b>Affix Revenue Stamp Rs.1/-</b>
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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.



**ATTENDANCE SLIP**

(To be handed over at the entrance of the meeting hall)

Full name of the member attending .....

Member's Folio No/ Client ID: .....

Name of Proxy .....

(To be filled in, if the proxy attends instead of member)

I hereby record my presence at the 27<sup>th</sup> Annual General Meeting of S T Services Limited, at the Registered Office of the Company at 92B Chittaranjan Avenue, 2<sup>nd</sup> Floor, Kolkata-700012 on Thursday the 29<sup>th</sup> day of September, 2016.

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**Member's/ Proxy's Signature**

**Note:**

- 1) Shareholders / Proxy holders are requested to bring the Attendance Slip with them when they come to the Meeting and hand it over at the gate after affixing their signature on it.
- 2) Shareholders are requested to advice, indicating their Folio Nos. DP ID\*, Client ID\*, the change in their address, if any, to the change in their address, if any, to the Register & Share Transfer Agents, at S K Infosolutions Pvt. Ltd., 34/1A, Sudhir Chatterjee St., Kolkata – 700 006,

**\*Applicable for investors holding shares in Electronic (Demat) Form.**