



Notice is hereby given that the 30th Annual General Meeting of M/s S T Services Limited (CIN No. L74140WB1989PLC047210) will be held on Saturday, the 28<sup>th</sup> day of September 2019 at 10.00 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 Financial Statements for the year ended 31st march, 2019 together the Reports of the Board of Directors and the Auditors thereon.
2. To appoint director in place of Mr. Shiv Kumar Jaria (DIN No. 01082212) who retire by rotation at this Annual General Meeting pursuant to the provisions of Section 152 of the Companies Act, 2013 and being eligible offer himself for re-appointment.
3. Appointment / Re-appointment of statutory Auditors of the Company for a period of 5 years from the Conclusion of this 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: 29-05-2019

By order of the Board  
For S T Services Limited

Sd/-  
(Goutam Kumar Mondal)  
Chairman  
(DIN: 00556652)

**NOTES:**

1. As a part its share listing process, the Board of Directors of the Company ("the Board") was reconstituted and four Directors of the board are currently holding office, in term of the provisions of section 161 of the Companies Act, 2013("the Act") upto the date of the ensuing Annual General Meeting.
2. A member entitled to attend and vote is entitled to appoint a proxy to attend and vote on a poll instead of himself / herself and a proxy need not be a member of the Company. Proxies to be effective must be received by the Company at its Registered Office not less than 48 hours before the commencement of the meeting.
3. The Register of Members and the Share Transfer Books of the Company will remain closed from 22-09-2019 to 28-09-2019 (both days inclusive).
4. In compliance with the provisions of section 108 of the Companies Act, 2013 Rule 20 of the Companies (Management and Administration) Rule, 2014, as amended by the Companies ( Management and Administration) Amendment Rules, 2015. Regulation 44 of the SEBI (LODR) Regulation,2015, and Secretarial Standard on General Meeting(SS2) issued by the Institute of Company Secretaries of India, the Company Secretaries of India the Company is pleased to provide its Members, the facility to exercise their right-to-vote on Resolutions proposed to be considered at the 30th Annual General Meeting (AGM) electronic means and the business may be transacted through E-Voting Services. The facility of casting the votes by the Members using an electronic voting system from a place other than venue of the AGM (Remote E-Voting) will be provided by the National Securities Depository Limited (NSDL).
5. Members of the Company, instead of casting their votes by the aforesaid Remote E-Voting may Cast their votes at the venue of the Annual General Meeting through physical ballot papers. Which shall be made available at the venue of the AGM and only such Members attending the meeting, who have not cast their vote by Remote E-Voting, shall be able to exercise their vote at the Meeting.
6. Securities and Exchange Board of India (SEBI) has decided that, with effect from 1st April 2019, Securities of listed companies can be transferred only in dematerialized form and. Therefore, members are advised to dematerialize as early as early as possible shares held by them in physical form.
7. Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Numbers (PAN) by every participant in the Securities market. Members holding Shares in electronic form are, therefore, requested to submit the (PAN) BY EVERY PARTICIPANT IN THE SECURITIES MARKET Members holding Shares in electronic form are, therefore, requested to submit the PAN details to their Depository Participants with whom they are maintaining their demat accounts.
8. Corporate Members intending to send their authorized representatives to attend the Meeting pursuant to Section 113 of the Companies Act, 2013 are requested to send to the Company a certified true copy of the Board Resolution authorizing their representative to attend and vote on their behalf at the meeting at least three (3 ) days before the AGM.



- 9. The Members who have cast their vote remote E-voting prior to the AGM may also attend the AGM, but shall not be entitled to cast their vote again.
- 10. The remote E-Voting period commences on 25th September, 2019 (10.00 A.M IST) and ends on 27th September, 2019 (5.00 P.M IST). During this period Members of the Company. Holding shares either in physical form or in dematerialized form, as on the cut-off date i.e. 20th September, 2019. May cast their vote by remote E-Voting. The remote E-Voting. The remote E-Voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the Member, the Member shall not be allowed to change it subsequently.
- 11. A person who is not a Member as on the cut-off date should treat this Notice for information purpose only.
- 12. **The process and manner for remote E-voting are as under.**
  - 1. The process of voting electronically on NSDL's E-Voting systems involves the steps mentioned hereunder :
    - Steps # 1 : Log-in to NSDL E-voting system at <https://www.evoting.nsd.com>
    - Steps # 2: Cast your vote electronically on NSDL E-Voting System.

**Details regarding Step # 1 are mentioned below :**

- 1. Visit the E-Voting website of NSDL. Open web browser by typing the following URL: <https://www.E-voting.nsd.com> / either on personal computer or a mobile.
- 2. Once the home page of E-Voting system is launched click on the icon Login which is available under the 'Shareholder' tap.
- 3. A new Screen will open. You will have to enter your user Id. Your password and a verification code, as shown on the screen. Alternatively, if you are registered for NSDL's e-service i.e. IDEAS. You can log in at <https://eservices.nsd.com> / using your existing IDEAS login credentials. Once you log in .click on E-Voting and you can proceed to Step # 2 i.e. casting your vote electronically.

**4. Your User ID Details are given below :**

Member of holding shares i.e. demat (NSDL or CDSL) or physical	Your User ID is
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- a) For Members who hold shares in demat account with NSDL  
Eight-character DP ID followed by eight-digit Client ID for Example, if your DP I is IN3000\*\*\*\* and Client ID is 12\*\*\*\*\* then your user ID is IN 3000\*\*\* 12\*\*\*\*
- b) For members who hold shares in demat account with CDSL  
16 digit Beneficiary Id For example if your Beneficiary ID is 12\*\*\*\*\* then your User ID is 12\*\*\*\*\*
- c) For Members holding share in physical form  
Event Number followed by Folio Number register with the Company for example if Folio number is 001\*\*\*\* and Event Number is 101456 then User ID is 101456001\*\*\*\*\*

**5. Your password details are given below :**

- a. If you are already registered for E-voting then you can user excising password to log in and cast your vote.
- b. If you are using NSDL E-Voting system for the first time. You will need to retrieve the 'initial password' which was communicated to you. One you retrieve your 'initial password'. You need to enter the 'initial and the system will force you to change your password. You need to enter the 'initial password and the system will force you to change your password.



**c. How to retrieve your 'initial password'?**

- i. If your E-mail ID is registered in your demat account or with the company. Your 'initial password is communicated to you on your E-mail ID. Trace the E-mail sent to you from NSDL from your mailbox. Open the E-mail and open the attachment i.e. a pdf file. Open the .pdf file. The password to open the pdf file is your eight-digit client ID for NSDL account and the last eight digits of Client ID for CDSL account or Folio Number for shares held in physical form. The Pdf file contains your User ID and your initial password'.
  - ii. If your E-mail ID is not registered, your 'initial password' is communicated to you on your postal address.
6. If you are unable to retrieve or have not received the 'initial password' or have forgotten your password.
    - a) Click on 'Forgot User Details/Password?' (If you are holding shares in your demat account with NSDL Or CDSL) option available on [www.evoting.nsd.com](http://www.evoting.nsd.com) or CDSL) option available on [www.evoting.nsd.com](http://www.evoting.nsd.com)
    - b) 'Physical User Reset Password?' (if you are holding shares in physical mode)option available or [www.evoting.nsd.com](http://www.evoting.nsd.com).
    - c) If you are still unable to get the password by aforesaid two options. You can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) mentioning your demat account number/folio number, your PAN your name and your registered address
  7. After entering your password, tick on Agree to 'Terms and Conditions' by selecting on the check box.
  8. Now, you will have to click on the Login button.
  9. After you click on the Login' button, the home page of E-Voting will open.

**Details regarding Step # 2 are mentioned hereunder.**

1. After successful login following step # 1, you will be able to see the home page of E-Voting, Click on E-Voting. Then click on Active Voting Cycles.
  2. After Click on Active Voting Cycles, you will be able to see all the EVENs of companies in which you are holding shares and who's voting cycle s in active status.
  3. Select EVEN of company for which you wish to cast your vote.
  4. Now you are ready for E-Voting as the voting page opens.
  5. Cast your Vote by selecting appropriate options i.e. asset or dissent, verify /modify the number of shares for which you wish to cast your vote and click on 'Submit' and also 'Confirm' when prompted.
  6. Upon confirmation, the message 'Vote. Cast successfully will be displayed.
  7. You can also take the printout of the Votes cast by you by clicking on the print option on the confirmation page.
  8. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.
13. **General guidelines for shareholders**
- a) The E-Voting period commences on the 25<sup>th</sup> day of September, 2019 from 10:00 AM and ends on the 27<sup>th</sup> day of September, 2019 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 20<sup>th</sup> September, 2019, may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter.
  - b) **Mr. Anurag Fatehpuria** a Practicing Company Secretary (Membership No. A34471 and C0P No. 12855), has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
  - c) It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the E-Voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such in event, you will need to go through the 'Forgot User Details/Password?' Or 'Physical User Reset Password?' Option available on [www.evoting.nsd.com](http://www.evoting.nsd.com) to reset the password.



- d) Login to the E-Voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the 'forgot Password? Option available on the site to reset the password.
- e) If you already registered with NSDL for remote E-Voting then you can use your existing user ID and password / PIN for casting your Vote.
- f) You can also update your mobile number and E-mail ID in the user profile details of the folio which may be used for sending future communication(s).
- g) The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date 20th September, 2019.
- h) A person whose name is recorded in the Register of Members or in the Register of Beneficial Owners maintained by the Depositories as on the cut-off date only shall be entitled to avail the facility of remote E-Voting as well as voting at the AGM either through electronic voting system or ballot paper.
- i) The Results of voting will be declared within 48 hours from the conclusion of AGM. The declared results along with the Scrutinizer's Report will be available forthwith on the website of the Company [www.stservices.org.in](http://www.stservices.org.in) and on the website of NSDL. Such results will also be displayed on the Notice Board at the Registered Office of the Company and shall be forwarded to the BSE Limited and Calcutta Stock Exchange Limited.
- j) For convenience of the Members and proper conduct of the Meeting, entry to the meeting Venue will be regulated by the Attendance Slip. Which is enclosed with Notice Members are requested to sign at the place provided on the Attendance Slip and hand it over at the Registration Counter at the Venue.
- k) Member desiring any information relating to the accounts are request to write to the Company will in advance so as to enable the management to keep the information ready.
- l) 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 27<sup>th</sup> day of September, 2019.

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 contact NSDL at the following toll free no. : 1800-222-990.

Registered Office  
92B, Chittaranjan Avenue  
2nd Floor,  
Kolkata-700012  
Dated: 29-05-2019

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]

Name of the Members	
Registered Address	
Email Id	
Phone No.	
Folio No. / Client ID	
DP ID	
No. of Shares held	

I/We, being member(s) of ..... Shares of S T Services Limited, 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.

as my/our Proxy to attend and vote (on a poll) for me / us and on my / our behalf at the Thirty Annual General Meeting of the Company, to be held on Saturday, 28<sup>th</sup> September, 2019, at 10.00 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
	<b>ORDINARY BUSINESS</b>		
1.	Adoption of Directors' Report, Audited Financial Statements for the year ended 31st March, 2019 and Auditors' Report thereon.		
2.	Re-appointment of Mr. Shiv Kumar Jaria (Din No. 01082212) as Director retiring by rotation.		
3.	Appointment / Re-appointment of Statutory Auditors and fixing their remuneration as may be decided by the Board of Director's.		

\*Applicable for investors holding shares in Electronic Form.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2019

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

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

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

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

Affix Revenue Stamp Rs.1/-
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Note: (1) 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.

(2) This is only optional. Please tick (✓) in the appropriate column against the resolutions indicated in the Box. If you leave the 'For' &amp; 'Against' column blank against any or all the resolutions, your Proxy will be entitled to vote in the manner as he/she thinks appropriate.



**ATTENDANCE SLIP**

Full name and Address of the Shareholder : .....

Name (s) for the Joint Shareholder(s) if any : .....

Registered Folio No / DP ID No. & Client ID : .....

Number of Shares held : .....

Name of the Proxy / Representative, if any : .....

I/ We hereby record my/ our presence at the 30<sup>th</sup> Annual General Meeting of the S T Services Limited, at the Registered Office of the Company at 92B Chittaranjan Avenue, 2<sup>nd</sup> Floor, Kolkata-700012 on Saturday the 28<sup>th</sup> day of September, 2019.

.....  
**Name of the Member / Proxy**

.....  
**Signature of the member / proxy**

**Note:**

- 1) Please refer to the instructions printed under the Notes to the Notice of the 30<sup>th</sup> Annual General Meeting.
- 2) Shareholders/ Proxy holders are requested to bring the attendance Slip with them when they come to the meeting.
- 3) No Attendance Slip will be issued at the time of meeting.
- 4) Shareholders who come to attend the Meeting are requested to bring their copies of the Annual Report with them, as spare copies will not be available at the meeting.

ELECTRONIC VOTING PARTICULARS		
EVEN (E-Voting Event Number)	User ID	Password / PIN

Note: Please read the instructions given in the Notice of the 30<sup>th</sup> Annual General Meeting of the Company, carefully before voting electronically.