

NOTICE

NOTICE IS HEREBY GIVEN THAT THE 39TH ANNUAL GENERAL MEETING OF THE MEMBERS OF MULTIPURPOSE TRADING AND AGENCIES LIMITED WILL BE HELD ON MONDAY, THE 18th DAY OF SEPTEMBER, 2017 AT 2:00 P.M. AT THE CORPORATE OFFICE OF THE COMPANY AT D-2, KALINDI COLONY, NEW DELHI-110065 TO TRANSACT THE FOLLOWING BUSINESS

ORDINARY BUSINESS:

1. To consider and if thought fit to pass with or without modification(s) the following resolution as an **Ordinary Resolution:**

“**RESOLVED THAT** the Audited Balance Sheet & Statement of Profit and Loss Account and Cash Flow Statement for the financial year ended March 31, 2017 along with the Auditor’s Report and the Directors’ Report as circulated to the shareholders and laid before the meeting, be received, considered and adopted.”.

2. To appoint a Director in place of Mr. Ashish Singh, (DIN:00066423) who retires by rotation and being eligible for reappointment.

“**RESOLVED THAT** pursuant the provisions of Section 152 of the Companies Act, 2013 Mr. Ashish Singh, (DIN:00066423) who retires by rotation, and being eligible, offers himself for re-appointment, be and is hereby re-appointed as a director of the Company, liable to retire by rotation.

3. To appoint Auditors and fix their remuneration and in this regard to consider and if thought fit, to pass, with or without modification(s), the following resolution as an **Ordinary Resolution:**

“**RESOLVED THAT** pursuant to the provisions of Sections 139 and 142 and other applicable provisions, if any, of the Companies Act, 2013, M/s Nidhi Bansal & Co., Chartered Accountants, be and is hereby ratified as the Statutory Auditor of the Company for the Financial Year 2017-2018, to hold office from the conclusion of this Annual General Meeting till the conclusion of the next Annual General Meeting of the Company to be held for the financial year 2018-2017

SPECIAL BUSINESS:

4. Re-appointment of Secretarial Auditor

To consider and if thought fit, to pass the following resolution as an **ORDINARY RESOLUTION:**

To appoint M/s Deepak Somaiya & Co. , Company Secretaries, New Delhi as Secretarial Auditor of the Company and in this regard to consider and if thought fit, to pass, with or without modification(s), the following resolution as an Ordinary Resolution:

“RESOLVED THAT pursuant provisions of Section 204 of the Companies Act, 2013, Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, Other applicable provisions of the Act and pursuant to relevant provisions of Article of Association of the Company, consent of the Company be and is hereby accorded to re-appoint M/s Deepak Somaiya & Co., Company Secretaries, New Delhi as Secretarial Auditor for Financial Year 2017-2018 at such remuneration as shall be fixed by the Board of Directors of the Company.”

5. Appointment of Mr. Ashish Singh as Managing Director

To consider and if thought fit, to pass the following resolution as an ORDINARY RESOLUTION:

“RESOLVED THAT pursuant to the provisions of Sections 197, 198 and 203 read with Schedule V and other applicable provisions, if any, of the Companies Act 2013 including any statutory modification or re-enactment thereof, or any other law and subject to such consent(s), approval(s) and permission(s) as may be necessary in this regard and subject to such conditions as may be imposed by any authority while granting such consent(s), permission(s) and approval(s) and as are agreed to by the Board of Directors (hereinafter referred to as the Board, which term shall unless repugnant to the context or meaning thereof, be deemed to include any committee thereof and any person authorized by the Board in this behalf), consent of the members be and is hereby accorded to the appointment of Mr. Ashish Singh as Managing Director of the Company for a period of three years with effect from 22/10/2016 to 21/10/2019, on the terms and conditions set out in appointment letter:

By Order of the Board

For Multipurpose Trading and Agencies Ltd.

Place: New Delhi

Date: 23/08/2017

sd/-

Ashish Singh
Chairman & Director

DIN: 00066423

Add: B-1 Kalindi Colony, New Delhi-65

NOTES:

1. The relevant explanatory statement pursuant to Section 102 of the Companies Act, 2013 in respect of item nos. 4 & 5 of the Notice set out above is annexed herewith.
2. A Member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of himself/herself and the proxy need not be a member of the company.
3. Proxy form in MGT-11 duly filled up and executed must be received at the Registered Office of the company not less than 48 hours before the time fixed for the meeting. Pursuant to Section 105 of the Companies Act, 2013, a person can act as a Proxy on behalf of not more than fifty members holding in aggregate, not more than ten percent of the total share Capital of Company may appoint a single person as Proxy, who shall not act as a Proxy for any other Member. The instrument of Proxy, in order to be effective, should be deposited at the Registered Office of the Company, duly completed and signed, not later than 48 hours (Sunday is included in computation of 48 hours) before the commencement of the Meeting. A Proxy Form is annexed to this report. Proxies submitted on behalf of limited companies, societies, etc., must be supported by an appropriate resolution/authority, as applicable.
4. Corporate members intending to send their authorized representatives to attend the Meeting are requested to send to the Company a certified copy of the Board Resolution authorizing their representative to attend and vote on their behalf at the Meeting.
5. Members are requested to:
 - a. Bring their copy of the Annual Report and Attendance Slip with them at the Annual General Meeting.
 - b. Quote their Regd. Folio Number/DP and Client ID Nos. in all their correspondence with the Company or its Registrar and Share Transfer Agent.
6. The Register of Members and Share Transfer Books shall be available for inspection by members.
7. The Register of Members and Share Transfer Books of the Company will remain closed from 12th September, 2017 (Tuesday) to 18th September, 2017 (Monday) (both days inclusive) for the purpose of Annual General Meeting.
8. Relevant documents referred to in the accompanying Notice and the Statement is open for inspection by the members at the Registered Office of the Company on all working days during business hours up to the date of the Annual General Meeting.
9. Members desirous of obtaining any information in respect of Accounts of the Company are requested to send their queries in writing to the Company at its Registered Office so as to reach at least seven days before the date of the meeting. Members are also requested to convert their physical holding to demat to avoid hassles involved with physical shares, such as possibility of loss, mutilation, and to ensure safe and speedy transaction in securities. Members are also requested to notify change of address, bank details, ECS mandates, e-mail id, if any, to their Depository Participants (DPs) in respect to their electronic share accounts and to the Registrar & Transfer Agent of the Company i.e. Skyline Financial Services Private Limited, New Delhi in respect of their physical share folios to avoid procedural delays.

10. Pursuant to SEBI circular, it is mandatory to quote PAN for transfer/transmission of shares in physical form. Therefore, the transferee(s)/ legal heirs are required to furnish a copy of their PAN to the Registrars and Transfer agents, M/s Skyline Financial Services Pvt. Ltd, New Delhi.
11. The business set out in the Notice will be transacted through electronic voting system and the Company is providing facility for voting by electronic means. Instructions and other information relating to e-voting are given in this Notice under Note No 14.
12. Members desiring any information/clarification on the Accounts are requested to write to the Company in advance at least seven (7) days before the meeting so as to keep the information ready at the time of Annual General Meeting.
13. As per provisions of the Companies Act, 2013 facility for making nominations is available to the shareholders in respect of the shares held by them. Nomination forms can be obtained from the Registered Office of the Company.
14. **Information and other instructions relating to -voting are as under:**
 - a) Pursuant to the provisions of Section 108 and other applicable provisions, if any, of the Companies Act, 2013 and the Companies (Management and Administration) Rules, 2014, as amended and Clause 35B of the Listing Agreement, the Company is pleased to provide to its members facility to exercise their right to vote on resolutions proposed to be passed in the Meeting by electronic means. The members may cast their votes using an electronic voting system from a place other than the venue of the Meeting ('remote e-voting').
 - b) The facility for voting through electronic voting system ('Insta Poll') shall be made available at the Meeting and the members attending the Meeting who have not cast their vote by remote e-voting shall be able to vote at the Meeting through 'Insta Poll'.
 - c) The members who have cast their vote by remote e-voting may also attend the Meeting but shall not be entitled to cast their vote again.
 - d) The Company shall also provide facility for voting through polling paper which shall be available at the meeting and members attending the meeting who have not already casted their vote by remote e-voting shall be able to exercise their right to vote at the meeting.
 - e) The Company is providing facility for voting by electronic means to its members to enable them to cast their votes through such voting. The Company has engaged the services of National Securities Depository Limited ("NSDL") as the Authorized Agency to provide remote e-voting facility (i.e. the facility of casting votes by a member by using an electronic voting system from a place other than the venue of a General Meeting).
 - f) The Board of Directors of the Company has appointed Mr. Deepak Somiya & Co., a Practicing Company Secretary, New Delhi as Scrutinizer to scrutinize the Insta Poll and remote e-voting process in a fair and transparent manner and he has communicated his willingness to be appointed and will be available for same purpose.
 - g) Remote e-voting facility will be available during the following period:

Commencement of remote e-voting	9.00 a.m. On 15 th September 2017
End of remote e-voting	6.00 p.m. On 17 th September 2017

Please note that remote e-voting will not be allowed beyond the aforesaid date and time and the e-voting module shall be disabled upon expiry of aforesaid period.

- h) The cut-off date for the purpose of voting (including remote e-voting) is 12th September, 2017
- i) The Scrutinizer, after scrutinizing the votes cast at the meeting (Insta Poll) and through remote e-voting, will, not later than three days of conclusion of the Meeting, make a consolidated scrutinizer's report and submit the same to the Chairman. The results declared along with the consolidated scrutinizer's report shall be placed on the website of the Company ***www.multipurposetrading.com*** The results shall simultaneously be communicated to the Stock Exchanges.

The instructions for e-voting are as under:

- A. In case a Member receives an email from NSDL [for members whose email IDs are registered with the Company/Depository Participants(s)]:
 - 1) Open email and open PDF file with your Client ID or Folio No. as password. The said PDF file contains your user ID and password/PIN for e-voting. Please note that the password is an initial password.
 - 2) Launch internet browser by typing the following URL: <https://www.evoting.nsdl.com/>
 - 3) Click on Shareholder - Login
 - 4) Put user ID and password as initial password/PIN noted in step (i) above. Click Login.
 - 5) Password change menu appears. Change the password/PIN with new password of your choice with minimum 8 digits/characters or combination thereof. Note down new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
 - 6) Home page of e-voting opens. Click on e-Voting: Active Voting Cycles.
 - 7) Select "EVEN" of Multipurpose Trading and Agencies Limited .
 - 8) Now you are ready for e-voting as Cast Vote page opens.
 - 9) Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.
 - 10) Upon confirmation, the message "Vote cast successfully" will be displayed.

- 11) Once you have voted on the resolution, you will not be allowed to modify your vote.
- 12) Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to Info@multipurposetrading.com with copy marked to evoting@nsdl.co.in
- B. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the Downloads section of www.evoting.nsdl.com
- C. If you are already registered with NSDL for e-voting then you can use your existing user ID and password/PIN for casting your vote.
- D. 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).
- E. The Results declared along with the Scrutinizer's Report shall be placed on the Company's website www.multipurposetrading.com, and on the website of NSDL within three days of passing of the resolutions at the AGM of the Company and communicated to the BOMBAY STOCK EXCHANGE

Important Communication to Members

The Ministry of Corporate Affairs has taken a "Green Initiative in the Corporate Governance" by allowing paperless compliances by the companies and has issued circulars stating that service of notice / documents including Annual Report can be sent by e-mail to its members. To support this green initiative of the Government in full measure, members who have not registered their e-mail addresses, so far, are requested to register their e-mail addresses, in respect of electronic holdings with the Depository through their concerned Depository Participants. Members who hold shares in physical form are requested to register their e-mail addresses with the Company.

By Order of the Board
For **Multipurpose Trading and Agencies Ltd.**

Place: New Delhi
Date: 23/08/2016

Sd/-
Ashish Singh
Chairman & Director
DIN: 00066423
Add: B-1 Kalindi Colony, New Delhi-65

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013

Item No. 4

As per the provisions of Section 204 of the Companies Act 2013 and Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, the Company being Listed Company shall be subject to Secretarial Audit from Practicing Company Secretary.

The Board hereby recommends to re-appoint M/s Deepak Somaiya & Co., Company Secretaries, having experience of more than 19 years of Corporate Services in field of Corporate Laws as Secretarial Auditor of Company.

None of the other Directors / Key Managerial Personnel of the Company / their relatives is, in any way, concerned or interested, financially or otherwise, in these resolutions.

The copies of the following documents are open for inspection at the registered office of the Company between 11.00 am and 1.00 pm on any working day except Saturdays and Sundays and company holidays:

1. Notice of the AGM with Explanatory
2. Memorandum and Articles of Association of the Company
3. Balance Sheet as on 31st March, 2017 along with Profit & Loss Account and Auditors' Report thereon of the Company.

The board of directors of company recommends passing of the resolution as Ordinary Resolution.

Item No. 5.

Mr. Ashish Singh was appointed as an Managing Director by the Board of Director in the Meeting Held on 22nd day of October, 2016 in accordance with the provisions of Sections 203, 196, 197 read with Schedule -V and other applicable provisions, if any, of the Companies Act, 2013 and the rules made thereunder or any amendment or, modifications thereof and subject to consent of the shareholders. in ensuing Annual General Meeting and on the basis of recommendation of Nomination and Remuneration Committee. **Mr. Ashish Singh** was originally appointed as Director in the Company. The Board feels that it is beneficial for the Company to entrust all the responsibility relating to the managing affairs of the Company so it was decided by the Board to change in designation of **Mr. Ashish Singh** from Director to Managing Director of the Company.

The main terms and conditions of his appointment as Managing Director, as contained in the said agreement are furnished below:

The Company shall pay Rs. 25000/- (Rupees twenty five thousand) Per month as gross salary and the terms and conditions of appointment of Managing Director may be altered and varied from time to time by the Board in such manner as may be mutually agreed, subject to such approvals as may be required and within applicable limits of the Companies Act, 2013. No sitting fees will be paid to the Managing Director for attending meeting of the Board of Directors or any committee thereof. Total Remuneration of Mr. Ashish Singh in any financial year shall not exceed 5% of the net profit of the Company during that

year. The appointment may be terminated by either party by giving three months' notice of such termination or salary in lieu thereof or by mutual consent.

1. Nature of their expertise in specific functional areas : **In Business Management**
2. Shareholding in the Company : 559000
3. Age : 49 Years (Approx)
4. Qualification: MBA
5. Experience : More than 20 Years in Business Management
6. Terms and Condition of appointment: as specified in Appointment Letter

Save and except the above, none of the other Directors / Key Managerial Personnel of the Company / their relatives are, in any way, concerned or interested, financially or otherwise, in these resolutions.

ADMISSION SLIP

Members or their proxies are requested to present this form for admission, duly signed in accordance with their specimen signatures registered with the Company/Depositories.

DP ID.....

Client ID.....

Regd. Folio No.:.....

No. of Shares.....

Name(s) in Full

Father's/Husband's Name

Address as Regd. with the Company

1.

2.

I/We hereby record my/our presence at the Thirty Ninth Annual General Meeting of the Company being held on 18th day of September, 2017 at 02:00 p.m. At D-2/ Kalindi Colony, New Delhi-110065 (A) In the box .

Member

Proxy

Member's/Proxy's Signature**

* Applicable for investors holding shares in physical form.

** Please strike out whichever is not Applicable

MULTIPURPOSE TRADING AND AGENCIES LIMITED
(CIN NUMBER- L70101DL2002PLC115544)

Phone/ Fax: 011-26316162, 011-26919899

Website : www.multipurposetrading.com E-mail: Info@multipurposetrading.com

Form No. MGT-11

Proxy form

[Pursuant to section 105(6) of the Companies Act, 2013 and rule 19(3) of the Companies
(Management and Administration) Rules, 2014]

CIN: L70101DL2002PLC115544

Name of the company: Multipurpose Trading And Agencies Limited

Registered office: B-1 Kalindi Colony New Delhi – 110065.

Name of the member (s) :

Registered address :

E-mail Id:

Folio No/ Client Id :

DP ID :

I/We, being the member (s) of shares of the above named company, hereby appoint

1. Name:

Address:

E-mail Id:

Signature :.....,

2. Name:

Address:

E-mail Id:

Signature:.....,

As my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 39th Annual General Meeting of the company, to be held on Monday, 18th day of September, 2017 at 2:00 P.M. at the Corporate office of the Company at D-2, Kalindi Colony, New Delhi-110065 and at any adjournment thereof in respect of such resolutions as are indicated below:

Resolutions	For(Approved)	Against(Rejected)
1. To consider the Audited Financial Statements for the year / period ended 31st March, 2017.		
2. To appoint a Director in place of Mr. Ashish Singh, (DIN:00066423) who retires by rotation and being eligible for reappointment.		
3. To appoint statutory Auditor of the Company for financial year 2017-2018.		
4. To appoint Secretarial Auditor of the Company for financial year 2017-2018.		
5. Appointment of Managing director to Mr. Ashish Singh		

Signed this.....day of September, 2017

Affix Stamp	Revenue
----------------	---------

Signature of shareholder..... Signature of Proxy holder(s).....

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. A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than 10% of the total share capital of the Company carrying voting rights. A member holding more than 10% of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.
3. Appointing a proxy does not prevent a member from attending the meeting in person if he so wishes.
4. In the case of joint holders, the signature of any one holder will be sufficient, but names of all the joint holders should be stated.

Rote Map

