

NOTICE

Notice is hereby given that the 19th Annual General Meeting of the Members of **StockHolding Document Management Services Limited** will be held on **Thursday, September 11, 2025 at 3.00 p.m. (IST) at the Board Room of SHCIL House, P-51, T.T.C. Industrial Area, MIDC, Mahape, Navi Mumbai 400710**, through Video Conferencing/ Other Audio-Visual Means to transact the following business:

ORDINARY BUSINESS:

Item no. 1 – Adoption of Audited Financial Statements, Reports of the Board of Directors and the Statutory Auditors and the comments of the Comptroller & Auditor General of India thereon.

To receive, consider and adopt the Audited Financial Statements for the year ended March 31, 2025 and the Reports of the Board of Directors and the Statutory Auditors and the comments of the Comptroller & Auditor General of India thereon.

Item no. 2 – Reappointment of Mr. Debashis Gupta, Director (DIN: 08741938)

To appoint a Director in place of Mr. Debashis Gupta, Director (DIN: 08741938), who retires by rotation and being eligible, offers himself for reappointment.

Item no. 3 – Appointment and Remuneration of Statutory Auditors

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 Section 139, 142 and other applicable provisions of the Companies Act, 2013, (including any statutory modifications or reenactment(s) thereof for the time being in force), the Board of Directors of the Company be and is hereby authorized to decide and fix the remuneration of Statutory Auditors of the Company appointed by Comptroller & Auditor General of India (C&AG) for the FY 2025-26, as it may deem fit.”

SPECIAL BUSINESS:

Item no. 4 – Appointment of Mr. Atul Saxena (DIN: 02698585) as Director

To consider and if thought fit, pass with or without modification, the following resolution as an **Ordinary Resolution**:

“RESOLVED THAT Mr. Atul Saxena (DIN: 02698585) who was appointed as an Additional Director by the Board of Directors with effect from September 21, 2024 pursuant to Article 12.3 of the Articles of Association of the Company read with Section 161 of the Companies Act, 2013 and in respect of whom the Company has received a notice in writing, under Section 160 of the Companies Act, 2013 from a member proposing his candidature for the office of Director, be and is hereby appointed as a Director of the Company, liable to retire by rotation.”

Notes:

1. A member entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of himself and the proxy need not be a member.
2. The instrument appointing proxies, in order to be effective, must be received by the Company at the registered office, not less than forty-eight hours before the commencement of the meeting. A blank proxy form is annexed to this notice.
3. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, in respect of the business under item no. 4 is annexed hereto.
4. The Ministry of Corporate Affairs (“MCA”), inter alia, vide its General Circular No(s). 14/2020 dated April 8, 2020, 17/2020 dated April 13/2020, 20/2020 dated May 5, 2020 and subsequent circulars issued in this regard, the latest being General Circular No. 09/2024 dated September 19, 2024 (collectively referred to as ‘MCA Circulars’) has permitted the holding of the AGM through Video Conferencing (‘VC’)/Other Audio-Visual Means (‘OAVM’), without the physical presence of the Members at a common venue. In compliance with the provisions of the Companies Act, 2013 (“the Act”), the option for members to participate in the AGM of the Company through VC / OAVM, is being extended by the Company.
5. Corporate/Institutional Members are required to send a scanned certified true copy (PDF format) of the Board resolution/Authority Letter etc., authorizing their representative to attend the AGM on their behalf and to vote during the AGM.
6. In compliance with the applicable provisions of the Act read with the MCA Circulars, the AGM of the Company is being conducted through VC/OAVM. Secretarial Standard-2 on General Meetings issued by the Institute of Company Secretaries of India (“ICSI”) read with Clarification/Guidance on applicability of Secretarial Standards - 1 and 2 dated 15th April, 2020 issued by the ICSI, the proceedings of the AGM shall be deemed to be conducted at the SHCIL House, P-51, T.T.C. Industrial Area, MIDC, Mahape, Navi Mumbai 400710, which shall be the deemed venue of the AGM.
7. The Member’s log-in to the Video Conferencing platform shall be considered for record of attendance at the AGM and such Member attending the Meeting will be counted for the purpose of reckoning the quorum under Section 103 of the Act.
8. In compliance with the aforesaid MCA Circulars, Notice of the AGM is being sent only through electronic mode. Members may note that the Notice will also be available on the Company’s website at www.stockholdingdms.com

9. AGM through VC/OAVM: Members will be provided with a facility to attend the AGM through video conferencing platform – Life size. Members can join the AGM, 15 minutes before the scheduled time of commencement of the AGM.
10. The Statutory Registers under the Act will be available electronically for inspection by the members during the AGM.
11. Instructions for Members for Attending the AGM through VC/OAVM are as under:
 - i. Attending the AGM: Members will be provided with a facility to attend the AGM through the video conferencing platform – “Life size”. The Login credentials will be shared separately.
 - ii. Members may join the Meeting through Laptops, Smartphones, Tablets and iPads for better experience. Further, Members will be required to use Internet with a good speed to avoid any disturbance during the Meeting. Minimum 2 Mbps Internet speed is required to connect to the Life Size video conference. It is suggested to use home Wi-Fi connection to connect to the video conference. Members may please avoid using hotspot or mobile data to connect. Use of headphones is highly recommended.
 - iii. Members who need assistance before or during the AGM may contact Company Secretary by sending an email request at the email id: companysecretary@stockholdingdms.com

By order of the Board of Directors

**Sd/-
Dimple Hasija
Company Secretary**

Place: Navi Mumbai
Date: July 23, 2025

Registered Office:
SHCIL House,
P-51, T.T.C. Industrial Area
Mahape, Navi Mumbai- 400710.
CIN: U74140MH2006GOI163728
Tel no. 022-61778729
Website: www.stockholdingdms.com
Email: companysecretary@stockholdingdms.com



EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013.**Item no. 4 - Appointment of Mr. Atul Saxena (DIN: 02698585) as Director**

Based on the recommendation of the Nomination & Remuneration Committee of the Board (NRC-B), the Board of Directors has appointed Mr. Atul Saxena (DIN: 02698585), as Additional Director of the Company w.e.f. September 21, 2024, Through Circular Resolution dated September 20, 2024.

Mr. Atul Saxena has more than 25 years of rich and diverse experience in the areas of management and technical consulting, corporate finance and capital markets. He has held senior level positions across functions such as Credit & Recovery, Corporate Planning, Secretary to the Board, Internal Audit etc. for more than a decade in IFCI Limited.

He has also served as the Managing Director of IFCI Infrastructure Development Limited, a company engaged in development and operations of infrastructure, real estate and hospitality projects. He was designated as Chief General Manager and was among one of the Principal Officers of IFCI Limited. Presently, he is holding charge as MD & CEO of Stock Holding Corporation of India Limited. He has extensive board experience and has served as a Nominee / Non-Executive Director on the Board of Directors of various companies for more than a decade. Prior to joining IFCI, he had worked with Engineers India Limited and PwC. He holds a degree in Civil Engineering from IIT Kanpur and PG Diploma in Management from IIM Calcutta.

The Board recommends this resolution for approval of the members of the Company as an Ordinary Resolution.

None of the Directors/Key Managerial Personnel, their relatives except Mr. Atul Saxena is interested in this resolution.

By order of the Board of Directors

**Sd/-
Dimple Hasija
Company Secretary**

Place: Navi Mumbai
Date: July 23, 2025

Registered Office:
SHCIL House,
P-51, T.T.C. Industrial Area
Mahape, Navi Mumbai- 400710.
CIN: U74140MH2006GOI163728
Tel no. 022-61778729
Website: www.stockholdingdms.com
Email: companysecretary@stockholdingdms.com

ATTENDANCE SLIP

19th ANNUAL GENERAL MEETING

TO BE HELD ON September 11, 2025

Please fill attendance slip and hand it over at the entrance of the meeting place

DP Id.								
Client Id.								

NAME AND ADDRESS OF THE SHAREHOLDER

I hereby record my presence at the 19th ANNUAL GENERAL MEETING of the Company held on Thursday, September 11, 2025 at 3.00 p.m. at the SHCIL House, P-51, T.T.C. Industrial Area, MIDC, Mahape, Navi Mumbai 400 710.

Signature of Member / Proxy



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 :	U74140MH2006GOI163728
NAME OF THE COMPANY	StockHolding Document Management Services Limited
REGISTERED OFFICE	SHCIL House, P-51, T.T.C. Industrial Area, MIDC, Mahape, Navi Mumbai - 400 710
Name of the Member (s):	
Registered Address:	
E-Mail Id:	
Folio No/Client Id:	
DP ID	

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

1.	Name:
	Address:
	E-Mail Id:
	Signature:
	(or failing him)
2.	Name:
	Address:
	E-Mail Id:
	Signature:
	(or failing him)
3.	Name:
	Address:
	E-Mail Id:
	Signature:
	(or failing him)

as my/our proxy to attend and vote (on a poll) for me / us and on my/our behalf at the 19th Annual General Meeting of the Company, to be held on Thursday, September 11, 2025 at 3.00 p.m. at the SHCIL House, P-51, T.T.C. Industrial Area, MIDC, Mahape, Navi Mumbai 400 710 and at any adjournment thereof in respect of such resolutions as are indicated below:

Resolution No

1.	Adoption of Audited Financial Statements, Reports of the Board of Directors and the Statutory Auditors and the comments of the Comptroller & Auditor General of India thereon.
2.	Reappointment of Mr. Debashis Gupta, Director (DIN: 08741938)
3.	Appointment and Remuneration of Statutory Auditors
4.	Appointment of Mr. Atul Saxena (DIN: 02698585) as Director

Signed this..... day of..... 2025

Signature of Member

Signature of Proxy Holder(s)

**Affix
Revenue
Stamp**

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