

NOTICE

Notice is hereby given that the 16th Annual General Meeting of the Members of **StockHolding Document Management Services Limited** will be held on **Friday, September 16, 2022 at 3.00 p.m. at 301, Centrepoint, Dr. B. Ambedkar Road, Parel, Mumbai – 400012**, 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, 2022 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 Shri Ramesh N.G.S. (DIN: 06932731)

To appoint a Director in place of Shri Ramesh N.G.S. (DIN: 06932731), 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 re-enactment(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 Financial Year 2022-23, as it may deem fit.”

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 48 hours before the scheduled time of the meeting. A blank proxy form is annexed to this notice.
3. Corporate Members intending to send their authorised representatives to attend the Meeting are requested

to send a certified copy of their Board resolution authorizing their representative to attend and vote on their behalf at the Meeting.

4. The members have the option to participate in the meeting either in person or through Video Conferencing (VC)/ Other Audio-Visual Means (OAVM).
5. The Ministry of Corporate Affairs (MCA) vide its General Circular No. 2/2022 dated 05.05.2022 has allowed the companies whose AGMs are due in the year 2022, to conduct their AGM's through VC/OAVM without the physical presence of the Members at a common venue in accordance with the requirement laid down in Para 3 and Para 4 of the General Circular No. 20/2020 dated 05.05.2020. In compliance with the provisions of the Companies Act, 2013 (“the Act”), and MCA Circulars, the option for members to participate in the AGM of the Company through VC / OAVM, is being extended by the Company.
6. In compliance with the applicable provisions of the Act read with the MCA Circulars and 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, the proceedings of the AGM shall be deemed to be conducted at 301, Centrepoint, Dr. B. Ambedkar Road, Parel, Mumbai – 400012, 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 Ms. Jajvalya Raghavan, Company Secretary by sending an email request at the email id: companysecretary@stockholdingdms.com
12. The route map to the venue of AGM is annexed to the notice.

By order of the Board of Directors

Place: Navi Mumbai
Date: July 21, 2022

Jajvalya Raghavan
Company Secretary

Registered Office:
SHCIL House
P-51, T.T.C. Industrial Area
Mahape, Navi Mumbai- 400710.
CIN : U74140MH2006GOI163728
Tel no. 022-61778777
Website: www.stockholdingdms.com
Email: companysecretary@stockholdingdms.com

ATTENDANCE SLIP

16th ANNUAL GENERAL MEETING TO BE HELD ON SEPTEMBER 16, 2022

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

Folio No.														
No. of Shares held														

NAME AND ADDRESS OF THE SHAREHOLDER

I hereby record my presence at the 16th ANNUAL GENERAL MEETING of the Company held on Friday, September 16, 2022 at 3.00 p.m. at 301, Centrepoint, Dr. B. Ambedkar Road, Parel, Mumbai – 400012.

Signature of Member / Proxy

FORM NO. MGT-16 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 (if any required):	

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 16th Annual General Meeting of the Company, to be held on Friday, September 16, 2022 at 3.00 p.m. at 301, Centrepoint, Dr. B. Ambedkar Road, Parel, Mumbai – 400012 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 Shri Ramesh N.G.S. (DIN: 06932731) as a Director
3.	Appointment and Remuneration of Statutory Auditors

Signed this _____ day of _____ 2022

Affix
Revenue
Stamp

Signature of Member

Signature of Proxy Holder(s)

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

CURRY ROAD RAILWAY STATION



Mahadev Palev Marg



Bharatmata Cinema Hall

Jalbaug Flyover

Dr. Babasaheb Ambedkar Road

Kotak Mahindra Bank



Jeejeebhoy Lane



Stockholding Corporation of India Limited

Dr. Earnest Borges Road



ITC Grand Central Hotel



Income Tax Office