

Surevin BPO Services Ltd.

(Formerly Surevin BPO Services Pvt. Ltd.)

Plot No.40, Mandakini Housing Society,
Behind Reliance Fresh, Kolar Road, Bhopal - 462 042
Phone : +91 755 4278897 E-mail : info@surevin.com
CIN : L74999MP2007PLC019623
www.surevin.com



SBS/CS/2018/037

Date: 25th April, 2018

To,
Manager,
Listing Compliance Department
National Stock Exchange of India Limited
Exchange Plaza, Bandra Kurla Complex,
Bandra East, Mumbai - 400051

Symbol: SUREVIN

Sub: - Notice of Extra Ordinary General Meeting and Book Closure.

Dear Sir/Madam,

We enclose herewith the Notice of Extra Ordinary General Meeting of the company to be held on Monday 21st day of May, 2018 at the Registered Office of the Company situated at 40, Mandakini Housing Society, Behind Reliance Fresh, Kolar Road, Bhopal (M.P) 462036 at 12:00 PM.

Book Closure: Pursuant to Section 91 of the Companies Act 2013 and Rules framed thereunder and Regulation 42 of SEBI (Listing and Disclosure Requirements) Regulations, 2015 the Register of members and the Share Transfer Books of the Company will remain closed from Tuesday, 15th day of May, 2018 to Monday, 21st day of May, 2018 (both days inclusive) for the purpose of this Meeting

Kindly take this information on record.

Thanking you,

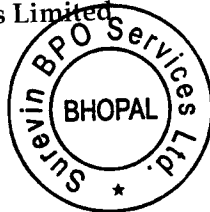
Yours faithfully,

For Surevin BPO Services Limited

A handwritten signature in black ink, appearing to read 'Ashish Soni', is written over a horizontal line.

Ashish Soni

Company Secretary & Compliance Officer



Encl: As above

Surevin BPO Services Ltd.

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Behind Reliance Fresh, Kolar Road, Bhopal - 462 042

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NOTICE OF EXTRA ORDINARY GENERAL MEETING

Notice is hereby given that the Extra Ordinary General Meeting of the members of **SUREVIN BPO SERVICES LIMITED** will be held on Monday, the 21st Day of May, 2018 at the Registered Office of the Company Situated at 40 Mandakini Housing Society, Behind Reliance Fresh, Kolar Road Bhopal (M.P.) 462036, at 12:00 P.M. to transact the following business:

As Special Business:

To consider and, if thought fit, to pass, with or without modification, following resolutions as **Special Resolutions:**

Item No. 01:

Change in the Category of Ms. Sonika Gupta (DIN: 01527904), Director of the Company:

"RESOLVED THAT, pursuant to the applicable provisions if any, of the Companies Act, 2013 and as per recommendation of the Nomination & Remuneration Committee, the Category of Ms. Sonika Gupta (DIN: 01527904) Director of the Company be and is hereby changed from Promoter/Non-executive to Promoter/Executive."

Item No. 02:

Appointment of Ms. Sonika Gupta (DIN: 01527904) as the Chairperson of the Company:

"RESOLVED THAT, subject to the provisions of the Articles of Association of the Company and until otherwise decided by the Board in the Board Meeting or by members of the Company in the General Meeting, Ms. Sonika Gupta (DIN: 01527904), Director of the Company be and is hereby appointed as the Chairperson of the Company."

Item No. 03:

Ratification of the Remuneration already paid to Ms. Sonika Gupta (DIN: 01527904), Director of the Company:

"RESOLVED THAT pursuant to the provisions of Section 197, 198 read with Schedule V and other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modification or re-enactment thereof, for the time being in force) and as per recommendation of the Nomination & Remuneration Committee, the amounts already paid to Ms. Sonika Gupta (DIN: 01527904), Director of the Company, as remuneration, be and are hereby ratified."

Item No. 04:

Payment of Minimum Remuneration to Mr. Abhishek Gupta (DIN: 01260263), Managing Director of the Company, in the event of inadequacy or absence of profits:

"RESOLVED THAT pursuant to the provisions of Section 196, 197, 198 read with Schedule V and other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modification or re-enactment thereof, for the time being in force) and as per recommendation of the Nomination & Remuneration Committee, consent of the Members of the Company be and is hereby accorded to pay Rs. 29,40,000/- (Rupees Twenty Nine Lacs Fourty Thousand Only) per annum to Mr. Abhishek Gupta (DIN: 01260263), Managing Director of the Company, as minimum remuneration, in the event of inadequacy or absence of profits, for a period of three years commencing from 01st April, 2018 to 31st March, 2021.

RESOLVED FURTHER THAT the above remuneration shall be subject to modification, as may be deemed fit by the Board from time to time and subject to the limits and stipulations prescribed by the Companies Act, 2013 read with Schedule V thereto, and/or any guidelines prescribed by the Government from time to time.

RESOLVED FURTHER THAT for the purpose of giving effect to this resolution, the Board of Directors of the Company be and are hereby authorised to do all such acts, deeds and things and execute all such documents, instruments and writings as may be necessary/required to give effect to this resolution."

Item No. 05:

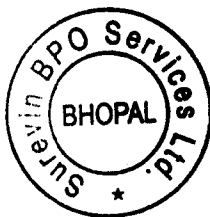
Payment of Minimum Remuneration to Ms. Sonika Gupta (DIN: 01527904), Director of the Company, in the event of inadequacy or absence of profits:

"RESOLVED THAT pursuant to the provisions of Section 197, 198 read with Schedule V and other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modification or re-enactment thereof, for the time being in force) and as per recommendation of the Nomination & Remuneration Committee, consent of the Members of the Company be and is hereby accorded to pay Rs. 29,40,000/- (Rupees Twenty Nine Lacs Fourty Thousand Only) per annum to Ms. Sonika Gupta (DIN: 01527904), Director of the Company, as minimum remuneration, in the event of inadequacy or absence of profits, for a period of three years commencing from 01st April, 2018 to 31st March, 2021.

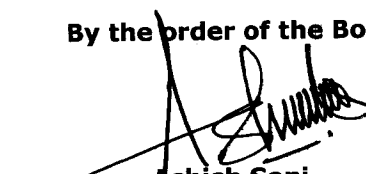
RESOLVED FURTHER THAT the above remuneration shall be subject to modification, as may be deemed fit by the Board from time to time and subject to the limits and stipulations prescribed by the Companies Act, 2013 read with Schedule V thereto, and/or any guidelines prescribed by the Government from time to time.

RESOLVED FURTHER THAT for the purpose of giving effect to this resolution, the Board of Directors of the Company be and are hereby authorised to do all such acts, deeds and things and execute all such documents, instruments and writings as may be necessary/required to give effect to this resolution."

Place: Bhopal
Dated: 24/04/2018



By the order of the Board


Ashish Soni
(PAN: HCOPS6623A)

Company Secretary & Compliance Officer

Notes:

1. A Statement pursuant to Section 102(1) of the Companies Act, 2013 relating to the Special Business to be transacted at the Meeting is annexed hereto and forms part of the Notice.
2. A member entitled to attend and vote at the Extraordinary General Meeting (the "Meeting") is entitled to appoint a proxy to attend and vote instead of himself/herself/itself and the proxy need not be a member of the Company.

A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A member holding more than ten percent 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. The holder of proxy shall prove his identity at the time of attending the Meeting.

3. The instrument of proxy in order to be effective, must be deposited at the registered office of the Company, duly completed and signed, not less than 48 hours before the commencement of the Meeting. Proxies submitted on behalf of Companies, Societies, etc. must be supported by appropriate resolution or authority as applicable.
4. Corporate members intending to send their authorised representative(s) to attend the Meeting in terms of 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.
5. In case of joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote at the Meeting.
6. Members / Proxies / Authorised Representatives are requested to bring the Attendance Slip duly filled in and signed for attending the Meeting. Members who hold equity shares in electronic mode are requested to write the Client ID and DP ID number and those who hold equity shares in physical mode are requested to write their folio number in the attendance slip. Members are requested to bring to the Meeting necessary details of their Shareholding (Client ID & DP ID / Folio No.) and copy of their Notice.
7. The Register of members and the Share Transfer Books of the Company will remain closed from Tuesday, 15th day of May, 2018 to Monday, 21st day of May, 2018 (both days inclusive) for the purpose of this Meeting.
8. A person whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on 14th May, 2018 only shall be entitled to vote at the EGM. The voting rights of member(s) shall be in proportion to their shares in the paid up equity share capital of the Company as on 14th May, 2018.
9. In pursuance of the provisions of Section 108 of the Companies Act, 2013 and the Rules framed there under, as amended from time to time, the Company is exempted from giving the Members the facility to cast their vote electronically, through the remote e-voting services on the resolutions set forth in this Notice; however, voting through permitted mode under the Companies Act, 2013 will be allowed at the venue of the Meeting.
10. The format of the Register of Members prescribed by the Ministry of Corporate Affairs under the Companies Act, 2013 requires the Company/Registrar and Transfer Agents to record additional details of Members, including their Permanent Account Number details (PAN), e-mail address, etc and the Securities and Exchange Board of India ("SEBI") has also mandated the submission of PAN by every participant in the market. Members holding shares in electronic form are therefore requested to submit their PAN & e-mail address details to their Depository Participants with whom they are maintaining their De-mat accounts. Members holding shares in physical form are requested to submit their PAN & e-mail address to the Company / RTA.
11. Notice of the Meeting is being sent by electronic mode to those member(s) whose e-mail IDs are registered with the Company/Depository Participant(s) unless any member has requested for

11. Notice of the Meeting is being sent by electronic mode to those member(s) whose e-mail IDs are registered with the Company/Depository Participant(s) unless any member has requested for physical copy of the same. For member(s) who have not registered their e-mail IDs, physical copy of the Notice of the Meeting is being sent in the permitted mode.
12. Members may also note that the Notice of the EGM will be available on the Company's website www.surevin.com under the investor section.
13. Members can avail of the nomination facility by filing Form SH-13, as prescribed under Section 72 of the Companies Act, 2013 and Rule 19(1) of the Companies (Share Capital and Debentures) Rules, 2014, with the Company.
14. Members holding shares in electronic mode are requested to intimate any change in their address or bank mandates to their DPs with whom they are maintaining their demat accounts. Members holding shares in physical mode are requested to advise any change in their address or bank mandates to the Company.
15. With a view to serving the Members better and for administrative convenience, an attempt would be made to consolidate multiple folios. Members who hold shares in identical names and in the same order of names in more than one folio are requested to write to the company_to consolidate their holdings in one folio.
16. Members who still hold share in physical form are advised to dematerialise their shareholding to avail the benefits of dematerialisation, which include easy liquidity, since trading is permitted in dematerialised form only, electronic transfer, savings in stamp duty and elimination of any possibility of loss of documents and bad deliveries.
17. Members wishing to claim dividends, which had remained unpaid are requested to contact the Registrar and Share Transfer Agent/ Company. Member are requested to note that the amount of dividend which remains unclaimed for a period of 07 years from the date of transfer to unpaid dividend account will be transferred to the Investor Education and Protection Fund as per provisions of Section 124 & 125 of the Companies Act, 2013.
18. In order to implement the Green Initiatives of the Government, whereby Companies have now been allowed to send/ serve notice(s) / document(s) etc. to their members through electronic mode, your Company hereby requests all its members to register their email ID with the Registrar and Transfer Agent (in case of Physical holding) and with the Depository Participant (in case of Dematerialized holding), if not yet provided, to promote Green Initiative.
19. The Members are requested to intimate to the Company, queries, if any, at least 10 days before the date of the meeting to enable the management to keep the required information available at the meeting.
20. The Company's Registrar and Transfer Agents (RTA) is SHAREX DYNAMIC (INDIA) PVT. LTD., Unit No.1, Luthra Industrial Premises, Safed Pool Andheri Kurla Road, Andheri, East Mumbai (MH) 400072.
21. Attendance Slip, Proxy Form and the Route Map of the venue of the Meeting are annexed hereto.

Place: Bhopal
Dated: 24/04/2018



By the order of the Board

Ashish Soni

(PAN: HCOPS6623A)

Company Secretary & Compliance Officer

Explanatory Statement pursuant to Section 102 of the Companies Act, 2013:

Item No. 01:

Present Category of Ms. Sonika Gupta (DIN: 01527904), Director of the Company, is Promoter/Non-Executive and for the purpose of administrative convenience and in order to maintain optimum combination of executive and non-executive directors, the Nomination & Remuneration Committee in its meeting held on 14th April, 2018 has passed/recommended a resolution to change the category of Ms. Sonika Gupta (DIN: 01527904) from Promoter/Non-Executive to Promoter/Executive and the Board of Directors of the Company in their meeting held on 24th April, 2018 have also passed a resolution (subject to the approval of members of the Company) to change the category of Ms. Sonika Gupta (DIN: 01527904) as aforesaid; therefore members approval is sought to the proposed resolution. The Directors recommend passing of the resolution set out at Item No. 01 of the Notice, as a **Special Resolution**.

Mr. Abhishek Gupta (DIN: 01260263), Managing Director, Ms. Sonika Gupta (DIN: 01527904) and Mr. Sita Ram Gupta (DIN: 07620362), Directors of the Company and their relatives are interested in the Resolution set out at Item No. 01 of the Notice.

Save and except the above, none of the Directors and their relatives is concerned or interested, financially or otherwise, in the aforesaid Resolution.

Item No. 02:

For the purpose of Administrative convenience and to ensure effective participation of Board Members & Members/Shareholders of the Company, in the Board and General Meetings, it is necessary to appoint a Chairman/ Chairperson of the Company, who would be the Chairman/ Chairperson for all Meetings of the Board and also for General Meetings of the Company; accordingly the Board of Directors of the Company in their meeting held on 24th April, 2018 have passed a resolution (subject to the approval of members of the Company) for appointment of Ms. Sonika Gupta (DIN: 01527904), Director of the Company as the Chairperson of the Company; therefore members approval is sought to the proposed resolution. The Directors recommend passing of the resolution set out at Item No. 02 of the Notice, as a **Special Resolution**.

Mr. Abhishek Gupta (DIN: 01260263), Managing Director, Ms. Sonika Gupta (DIN: 01527904) and Mr. Sita Ram Gupta (DIN: 07620362), Directors of the Company and their relatives are interested in the Resolution set out at Item No. 02 of the Notice.

Save and except the above, none of the Directors and their relatives is concerned or interested, financially or otherwise, in the aforesaid Resolution.

Item No. 03:

Ms. Sonika Gupta (DIN: 01527904), Director of the Company has been associated with the Company since its incorporation and to honour her services, the Company has paid to her certain amounts as remuneration; however due to some unavoidable circumstances and due to lack of knowledge of provisions of the Companies Act, approval of members in this regard could not be obtained and now the Nomination & Remuneration Committee in its meeting held on 14th April, 2018 has passed/recommended a resolution for ratification of amounts already paid to Ms. Sonika Gupta (DIN: 01527904) as Remuneration and the Board of Directors of the Company in their meeting held on 24th April, 2018 have also passed a resolution (subject to the approval of members of the Company) for ratification of amounts already paid to Ms. Sonika Gupta (DIN: 01527904) as aforesaid; therefore members approval is sought to the proposed resolution. The Directors recommend passing of the resolution set out at Item No. 03 of the Notice, as a **Special Resolution**.

Mr. Abhishek Gupta (DIN: 01260263), Managing Director, Ms. Sonika Gupta (DIN: 01527904) and Mr. Sita Ram Gupta (DIN: 07620362), Directors of the Company and their relatives are interested in the Resolution set out at Item No. 03 of the Notice.

Save and except the above, none of the Directors and their relatives is concerned or interested, financially or otherwise, in the aforesaid Resolution.

Item No. 04 & 05:

The Special Resolutions set out at Item No. 04 & 05 of the Notice are, to seek the members approval to pay Rs. 29,40,000/- (Rupees Twenty Nine Lacs Fourty Thousand Only) to Mr. Abhishek Gupta (DIN: 01260263), Managing Director and Rs. 29,40,000/- (Rupees Twenty Nine Lacs Fourty Thousand Only) to Ms. Sonika Gupta (DIN: 01527904), Director of the Company, as minimum remuneration, in the event of inadequacy or absence of profits, for a period of three years commencing from 01st April, 2018 to 31st March, 2021 in accordance with the provisions of Section 196, 197, 198 read with Schedule V (Section II of Part II of Schedule V: Remuneration payable by companies having no profits or inadequate profit without Central Government Approval) of the Companies Act, 2013.

Mr. Abhishek Gupta (DIN: 01260263), Managing Director and Ms. Sonika Gupta (DIN: 01527904), Director of the Company have been looking after Company's business since its incorporation and considering the time and labour involved by them and to honour their services, the Nomination & Remuneration Committee in its meeting held on 14th April, 2018 has passed/recommended resolution(s) to pay Rs. 29,40,000/- (Rupees Twenty Nine Lacs Fourty Thousand Only) to Mr. Abhishek Gupta (DIN: 01260263), Managing Director and Rs. 29,40,000/- (Rupees Twenty Nine Lacs Fourty Thousand Only) to Ms. Sonika Gupta (DIN: 01527904), Director of the Company, as minimum remuneration, in the event of inadequacy or absence of profits, for a period of three years commencing from 01st April, 2018 to 31st March, 2021 and the Board of Directors of the Company in their meeting held on 24th April, 2018 have also passed resolution(s) (subject to the approval of members of the Company) for payment of minimum remuneration to Mr. Abhishek Gupta (DIN: 01260263), Managing Director and Ms. Sonika Gupta (DIN: 01527904), Director of the Company in the event of inadequacy or absence of profits at the rates mentioned above and in terms of provisions/requirements of Section 197 and Schedule V (Section II of Part II of Schedule V: Remuneration payable by companies having no profits or inadequate profit without Central Government Approval) of the Companies Act, 2013, for payment of remuneration in the event of inadequacy or absence of profits as aforesaid, approval of members is required; therefore members approval is sought to the proposed resolutions. The Directors recommend passing of the resolutions set out at Item No. 04 & 05 of the Notice, as **Special Resolutions**.

Mr. Abhishek Gupta (DIN: 01260263), Managing Director, Ms. Sonika Gupta (DIN: 01527904) and Mr. Sita Ram Gupta (DIN: 07620362), Directors of the Company and their relatives are interested in the Resolutions set out at Item No. 04 & 05 of the Notice.

Save and except the above, none of the Directors and their relatives is concerned or interested, financially or otherwise, in the aforesaid Resolutions.

Statement containing the information as required under Section-II, Part-II of Schedule V to the Companies Act, 2013:**I. GENERAL INFORMATION:**

Nature of industry	BPO Services / Call Center Services
Date or expected date of commencement of commercial production	Commercial Operations Commenced in the year 2007
In case of new companies, expected date of commencement of activities as per project approved by financial institutions appearing in the prospectus	Not Applicable (Company is an existing Company)

Financial performance based on given indicators	As per the Audited Financial Statements, the financial performance of the Company was, as under:			
		2016-17	2015-16	2014-15
	Total Revenue (including other income)	Rs. 152,833,382.62/-	Rs. 153,186,288.77/-	Rs. 105,768,273/-
	Profit/(Loss) after tax	Rs. 18,810,047.88/-	Rs. 16,938,134.97/-	Rs. 9,937,765.00/-
Foreign investments or collaborations, if any	Company does not have any foreign investments or collaborations.			

II. INFORMATION ABOUT THE APPOINTEE/DIRECTORS:

	Mr. Abhishek Gupta (DIN: 01260263)	Ms. Sonika Gupta (DIN: 01527904)
Background details	Mr. Abhishek Gupta (DIN: 01260263), is Managing Director and Promoter of the Company. He is a Bachelor of Engineering with an experience of more than 21 years of the similar field/business in which the Company is engaged and has been associated with the Company since its incorporation. Mr. Abhishek Gupta (DIN: 01260263) has played a lead role in formulating the Company's strategy and ably assisted by the other Directors of the Company.	Ms. Sonika Gupta (DIN: 01527904) is Director and Promoter of the Company. She is Graduate in Commerce with an experience of more than 11 years of Administration & Management in the similar field/business in which the Company is engaged. Ms. Sonika Gupta (DIN: 01527904) is associated with the Company since incorporation and taking keen interest in the affairs of the Company. Ms. Sonika Gupta (DIN: 01527904) has played a very good supportive role in formulating the Company's strategy.
Past Remuneration	Rs. 13,38,000/- per annum	During the financial year 2017-18, the Company has paid Rs. 13,38,000/- to Ms. Sonika Gupta (DIN: 01527904) and the matter is proposed for ratification by members at the EGM which is to be held on 21 st May, 2018
Recognition or awards	--	--

Job profile and his/her suitability	Mr. Abhishek Gupta (DIN: 01260263) devotes his full time and attention to the management of the affairs of the Company and exercises powers under the supervision and superintendence of the Board of the Company and does all such lawful acts and things in relation to such management. As stated above, he is a key asset for the Company and his contributions and directions are compulsorily required for the growth and success of the Company.	Ms. Sonika Gupta (DIN: 01527904) plays a supporting role in the Administration & Management of the Company and also oversees business of the Company under the supervision and superintendence of the Board of the Company. As stated above, She is a key asset for the Company and her contributions and directions are compulsorily required for the growth and success of the Company.
Remuneration proposed	As per resolution set out at Item No. 04 of the Notice	As per resolution set out at Item No. 05 of the Notice
Comparative remuneration profile with respect to industry, size of the Company, profile of the position and person (in case of expatriates the relevant details would be with respect to the country of his origin)	The proposed remuneration is far below the remuneration drawn by the peers in comparable Industries/ Companies. Persons having experience of more than 20 years in the field/business in which the Company is engaged and occupying the position of Managing Director in the same industry are getting a remuneration of Rs. 12,50,000/- per month or even more.	The proposed remuneration is far below the remuneration drawn by the peers in comparable Industries/ Companies. Persons having experience of more than 10 years in the field of Administration & Management in the similar field/business in which the Company is engaged and occupying the position of Director in the same industry are getting a remuneration of Rs. 10,00,000/- per month or even more.
Pecuniary relationship directly or indirectly with the Company, or relationship with the managerial personnel, if any.	Mr. Abhishek Gupta (DIN: 01260263) does not have any pecuniary relationship with the Company except remuneration drawn as a Managing Director. As per Section 2(77) of the Companies Act, 2013, Mr. Abhishek Gupta (DIN: 01260263) is relative of Directors i.e. Husband of Ms. Sonika Gupta (DIN: 01527904), and Son of Mr. Sita Ram Gupta (DIN: 07620362) and also holds 8,48,090 Equity Shares of Company.	Ms. Sonika Gupta (DIN: 01527904) does not have any pecuniary relationship with the Company except remuneration paid as a Director. As per Section 2(77) of the Companies Act, 2013, Ms. Sonika Gupta (DIN: 01527904) is relative of Directors i.e. Wife of Mr. Abhishek Gupta (DIN: 01260263) Managing Director of the Company and also holds 11,31,900 Equity Shares of Company.

III. OTHER INFORMATION:

Reasons of loss or inadequate profits	--
Steps taken or proposed to be taken for improvement	--
Expected increase in productivity and profits in measurable terms	--

Information required to be furnished/disclosed as per requirements of Secretarial Standard on General Meetings (SS-2) and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015:

	Mr. Abhishek Gupta (DIN: 01260263)	Ms. Sonika Gupta (DIN: 01527904)
Date of Birth	24/09/1971	01/02/1978
Age	46 years approx.	40 years
Qualification	BE from University of Nagpur	B. Com from University of Bundelkhand
Expertise in Functional Area	Business	Administration & Management
Experience	Experience of more than 21 years of the similar field/business in which the Company is engaged	Experience of more than 11 years of Administration & Management in the similar field/business in which the Company is engaged
Terms and Conditions of Appointment / Re-appointment	NA (Only varying the terms of Remuneration)	NA (Only varying the terms of Remuneration)
Remuneration sought to be paid	As per resolution set out at Item No. 04 of the Notice	As per resolution set out at Item No. 05 of the Notice
Remuneration last drawn	Rs. 13,38,000/- per annum	During the financial year 2017-18, the Company has paid Rs. 13,38,000/- to Ms. Sonika Gupta (DIN: 01527904) and the matter is proposed for ratification by members at the EGM which is to be held on 21 st May, 2018
Date of first appointment on the Board	18/06/2007 (Since Incorporation)	18/06/2007 (Since Incorporation)
Shareholding in the Company	8,48,090 Equity Shares of Rs. 10/- each	11,31,900 Equity Shares of Rs. 10/- each
Relationship with other Directors, Managers and other key Managerial Personnel of the Company	As per Section 2(77) of the Companies Act, 2013, Mr. Abhishek Gupta (DIN: 01260263) is relative of Directors i.e. Husband of Ms. Sonika Gupta (DIN: 01527904), and Son of Mr. Sita Ram Gupta (DIN: 07620362).	As per Section 2(77) of the Companies Act, 2013, Ms. Sonika Gupta (DIN: 01527904) is relative of Directors i.e. Wife of Mr. Abhishek Gupta (DIN: 01260263) Managing Director of the Company.
No. of Meetings of the Board attended during the year.	10	10
List of other Companies in which Directorships held	Surevin Weartech Private Limited	Surevin Info Software Private Limited
List of Membership /	Chairmanship Membership	Chairmanship Membership

Chairmanship Committees of the Board of the Company	Corporate Social Responsibility Committee	Audit Committee	Nil	Nomination & Remuneration Committee Stakeholders Relationship Committee
List of Membership / Chairmanship Committees of the Board of Other Companies	Chairmanship	Membership	Chairmanship	Membership
	Nil	Nil	Nil	Nil
Expertise in Functional Area	Business		Administration & Management	
Shareholding of Non-executive Directors of the Company				
	Sr. No.	Name of Non-Executive Director		No. of Shares Held
	1.	Mr. Sita Ram Gupta (DIN: 07620362)		3,31,100
	Note: Ms. Sonika Gupta (DIN: 01527904) holds 11,31,900 Equity Shares of the Company; however the Category of Ms. Sonika Gupta (DIN: 01527904) Director of the Company is proposed to be changed (as set out in Item No. 01 of this Notice) from Promoter/Non-Executive to Promoter/Executive at the forthcoming EGM; therefore her details have not been quoted in the above table.			

All documents concerning the Item No. 01 to 05 are available for inspection at the Registered Office of the Company from 11:00 AM to 01:00 PM on all working days till the date of the forthcoming Extraordinary General Meeting of members.

Place: Bhopal
Dated: 24/04/2018



By the order of the Board

Ashish Soni
(PAN: HCOPS6623A)

Company Secretary & Compliance Officer

CIN: L74999MP2007PLC019623
SUREVIN BPO SERVICES LIMITED

40 Mandakini Housing Society, Behind Reliance Fresh, Kolar Road Bhopal (M.P.) 462036

ATTENDANCE SLIP
(To be presented at the entrance)

Extra Ordinary General Meeting on Monday, 21st May, 2018 at 12:00 P.M.
at 40 Mandakini Housing Society, Behind Reliance Fresh, Kolar Road Bhopal (M.P.) 462036

Folio No..... DP ID No. Client ID No.
Name of the Member: Signature:
Name of the Proxyholder: Signature:

I hereby record my presence at the Extra Ordinary General Meeting of the Company held on Monday, 21st May, 2018 at 12:00 P.M. at 40 Mandakini Housing Society, Behind Reliance Fresh, Kolar Road Bhopal (M.P.) 462036.

1. Only members/Proxyholder can attend the Meeting.
2. Members are requested to produce the above attendance slip, duly signed in accordance with their specimen signatures registered with the Company, for admission to the meeting.
3. Members are informed that no duplicate attendance slips will be issued at the hall.

CIN: L74999MP2007PLC019623
SUREVIN BPO SERVICES LIMITED

40 Mandakini Housing Society, Behind Reliance Fresh, Kolar Road Bhopal (M.P.) 462036

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: L74999MP2007PLC019623

Name of the Company: SUREVIN BPO SERVICES LIMITED

Registered office: 40, MANDAKINI HOUSING SOCIETY, BEHIND RELIANCE FRESH, KOLAR ROAD, BHOPAL (MP) - 462036

Name of the Member(s):
Registered address:
E-mail Id:
Folio No/ Clint Id:
DP ID:

I/ We being the member of, holding.....shares, hereby appoint

1. Name:
Address:
E-mail Id:
Signature:, or failing him

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 Extra Ordinary General Meeting of members of the Company, to be held on Monday, 21st May, 2018 at 12:00 P.M.at the registered office of the Company at 40 Mandakini Housing Society, Behind Reliance Fresh, Kolar Road Bhopal (MP)- 462036 and at any adjournment thereof in respect of such resolutions as are indicated below:

Resolution No.

1. Change in the Category of Ms. Sonika Gupta (DIN: 01527904), Director of the Company.
2. Appointment of Ms. Sonika Gupta (DIN: 01527904) as the Chairperson of the Company.
3. Ratification of the Remuneration already paid to Ms. Sonika Gupta (DIN: 01527904), Director of the Company.
4. Payment of Minimum Remuneration to Mr. Abhishek Gupta (DIN: 01260263), Managing Director of the Company, in the event of inadequacy or absence of profits.
5. Payment of Minimum Remuneration to Ms. Sonika Gupta (DIN: 01527904), Director of the Company, in the event of inadequacy or absence of profits.

Signed this day of..... 2018

Signature of Shareholder

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.

Route Map of Venue of Extra-ordinary General Meeting (Registered Office)

