

## **Notice of Annual General Meeting**

**NOTICE** is hereby given that the 27<sup>th</sup> Annual General Meeting of the Members of **M/s Sanco Industries Limited** will be held on Thursday, 28<sup>th</sup> September, 2017 at 03:30 A.M. at D-161, First Floor, Surajmal Vihar, Delhi-110092 to transact the following businesses:

### **ORDINARY BUSINESS**

#### **ITEM NO. 1**

To receive, consider and adopt the audited Balance Sheet of the Company as at 31<sup>st</sup> March 2017, the Profit and Loss Account for the year ended on that date and the reports of the Board of Directors and Auditors thereon.

#### **ITEM NO. 2**

To appoint Directors in place of Mr. Sanjay Gupta and Mr. Sidhant Gupta, who retires from office by rotation, and being eligible, offers themselves for re-appointment.

#### **ITEM NO. 3**

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 and all other applicable provisions of the Companies Act, 2013 (the “Act”) read with Rule 3(7) of the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force), the Company hereby ratifies the appointment M/s V.J.M & Associates, Chartered Accountants (Firm Registration No. 027535N), as the Statutory Auditors of the Company to hold office from the conclusion of this meeting until the conclusion of the next Annual General Meeting on such remuneration as may be determined by the Board of Directors.”

### **SPECIAL BUSINESS:**

#### **ITEM NO. 4**

To consider and, if thought fit, to give your assent or dissent to the following resolution proposed to be passed as Special Resolution for appointment of Mr. Anurag Gupta (DIN-01307898) as a Whole Time Director:-

**“RESOLVED THAT** pursuant to the provisions of Sections 196, 197, 203 read with Schedule V and other applicable provisions if any, of the Companies Act, 2013, the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, (including any

statutory modification(s) or re-enactment(s) thereof for the time being in force), and the Articles of Association of the Company consent of members of the company be and are hereby accorded to the appointment of Mr. Anurag Gupta as a Whole-Time Director of the Company by the Board of Directors, designated as Whole Time Director, for a period of 3 years w.e.f. 16 January 2017 to 15 January, 2020 upon the following terms and conditions:-

Total Salary the Total CTC of Mr. Anurag Gupta will be in the range of 6 Lacs Per Annum. The above CTC will be bifurcated as per the standard salary structure of the company. Over and above the above-mentioned CTC, he will also entitle the perquisites as per Company policies, as amended time to time.

**RESOLVED FURTHER THAT** in the event of loss or inadequacy of profit in any financial year of the Company during the term of office of Mr. Anurag Gupta as a Whole Time Director, the remuneration payable to him shall be paid to him as minimum remuneration provided that the total remuneration by way of salary, ex-gratia, perquisites and other allowances shall not exceed the limits prescribed from time to time of Schedule V of the Companies Act, 2013.”

#### **ITEM NO.5**

To consider and, if thought fit, to give your assent or dissent to the following resolution proposed to be passed as an Ordinary Resolution for Appointment of Mr. Surender Kumar Gupta (DIN-07613952) as an Independent Director:-

“RESOLVED THAT pursuant to the provisions of Sections 149, 152 and other applicable provisions, if any, of the Companies Act, 2013, and the rules made there under, including any amendment, modification, variation or re-enactment thereof read with Schedule IV to the Companies Act, 2013, for the time being in force, Mr. Surender Kumar Gupta, Director of the Company, in respect of whom the Company has received a notice in writing from a Member proposing his candidature for the office of Independent Director, be and is hereby appointed as an Independent Director of the Company, to hold office as such for a period of 5(five) years, with effect from 29 September, 2016 to 28 September, 2021 AND THAT he shall not be liable to retire by rotation.”

#### **ITEM NO.6**

To consider and, if thought fit, to give your assent or dissent to the following resolution proposed to be passed as an Ordinary Resolution for Appointment of Ms. Sonu Kumari (DIN-07911978) as an Independent Director:-

“RESOLVED THAT pursuant to the provisions of Sections 149, 152 and other applicable provisions, if any, of the Companies Act, 2013, and the rules made there under, including any amendment, modification, variation or re-enactment thereof read with Schedule IV to the Companies Act, 2013, for the time being in force, Ms. Sonu Kumari, Director of the Company, in respect of whom the Company has received a notice in writing from a Member proposing his

candidature for the office of Independent Director, be and is hereby appointed as an Independent Director of the Company, to hold office as such for a period of 5(five) years, with effect from 12 August, 2017 to 11 August, 2022 AND THAT he shall not be liable to retire by rotation.”

#### **ITEM NO. 7**

To consider and, if thought fit, to give your assent or dissent to the following resolution proposed to be passed as Special Resolution for Related Party Transactions:-

**RESOLVED THAT** pursuant to the provisions of Section 188 and all other applicable provisions if any, of the Companies Act, 2013 (the Act) read with the Companies (Meetings of Board and its Powers) Rules, 2014 and subject to such approvals, consents, sanctions and permissions as may be necessary, consent of the members of the company be accorded to the Board of Directors of the company to enter into contracts and/or agreements with related parties as defined under the Act with respect to sale, purchase or supply of goods or materials, leasing of property of any kind, availing or rendering of any services, appointment of agent for purchase or sale of goods, materials, services or property or appointment of such related party to any office or place of profit in the company, or its subsidiary or associate company or any other transactions of whatever nature with related parties up to the maximum Rs 25 Crs. per annum for the year 2017-18 and further years.”

**“FURTHER RESOLVED THAT** the Board of Directors of the company, be and is hereby authorised to determine the actual sums to be involved in the proposed transactions and the terms & conditions related thereto and all other matters arising out of or incidental to the proposed transactions and generally to do all acts deeds and things that may be necessary proper, desirable or expedient and to execute all documents, agreements and writings as may be necessary, proper, desirable or expedient to give effect to this resolution”.

Directors of

For and on Behalf of the Board of

**SANCO INDUSTRIES LTD.**

Date: 1<sup>st</sup> September, 2017  
Place: New Delhi

Sd/-  
(Sanjay Gupta)  
Managing Director

#### **Notes:**

- 1. MEMBERS ENTITLED TO ATTEND AND VOTE ARE ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF/HERSELF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY. PROXIES IN ORDER TO BE EFFECTIVE MUST BE RECEIVED**

**AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN FORTY-EIGHT HOURS BEFORE THE MEETING.**

**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 MEMBER.**

A Proxy Form is attached to the Annual Report.

2. During the period beginning 24 hours before the time fixed for the commencement of the meeting and ending with the conclusion of the meeting, a member would be entitled to inspect the proxies lodged at any time during the business hours of the Company, provided that not less than three days of notice in writing is given to the Company.
3. Corporate Members intending to send their authorised representative to attend the meeting are requested to send a certified true copy of the Board Resolution authorising their representative to attend and vote on their behalf at the meeting.
4. Members who hold shares in dematerialised form are requested to write their client ID and DP ID numbers and those who hold shares in physical form are requested to write their Folio Number on the Attendance Slip for attending the Meeting.
5. A Statement pursuant to Section 102(1) of the Companies Act, 2013 relating to Special Business to be transacted at the meeting is annexed hereto. Brief resume and other particulars of Directors who are proposed to be appointed/ re-appointed, as required under Listing Agreement.
6. M/s Beetal Financial Computer Services Pvt. Ltd., 99, Beetal House, Madangir, New Delhi - 110062, is Registrar and Share Transfer Agent of the Company for electronic mode and transfer of shares held in physical form.
7. Members are requested to intimate to M/s Beetal Financial Computer Services Pvt. Ltd., 99, Beetal House, Madangir, New Delhi – 110062, regarding change, if any, of their address for mailing purposes.
8. Members desiring information / clarification on the accounts are requested to write to the Company at its Registered Office at least seven days before the date of the Annual general Meeting so that the same may be responded well in advance.

9. Members are requested to intimate their email address in order to reduce the consumption of paper for copies of Balance Sheet and Auditors Report, to the members of the company. As required under Companies Act, 2013, Balance Sheet and Auditors report have now been allowed to be served through electronic mode as per the new initiatives of Ministry of corporate affairs for corporate governance.
10. As a measure of economy, copies of Annual Reports will not be distributed at the Annual General Meeting. Members are requested to bring their copy of the Annual Report at the meeting.
11. All documents referred to in the accompanying notice are open for inspection at the registered office of the Company during the office hours on all the working days except Saturdays and holidays, between 11:00 a.m. to 1:00 p.m., up to the date of Annual General Meeting.

**The instructions for shareholders voting electronically are as under:**

- (i) The voting period begins on 25/09/2017 at 9:00 AM and ends on 27/09/2017 at 5:00 PM. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of <25/08/2017> may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
- (iii) Click on Shareholders.
- (iv) Now Enter your User ID
  - a. For CDSL: 16 digits beneficiary ID,
  - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - c. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- (v) Next enter the Image Verification as displayed and Click on Login.
- (vi) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any company, then your existing password is to be used.

(vii) If you are a first time user follow the steps given below:

	<b>For Members holding shares in Demat Form and Physical Form</b>
PAN	<p>Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)</p> <ul style="list-style-type: none"><li>• Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN field.</li><li>• In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field.</li></ul>
Dividend Bank Details <b>OR</b> Date of Birth (DOB)	<p>Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login.</p> <ul style="list-style-type: none"><li>• If both the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (iv).</li></ul>

(viii) After entering these details appropriately, click on "SUBMIT" tab.

(ix) Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

(x) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.

- (xi) Click on the EVSN for the relevant <Company Name> on which you choose to vote.
- (xii) On the voting page, you will see “RESOLUTION DESCRIPTION” and against the same the option “YES/NO” for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xiii) Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- (xiv) After selecting the resolution you have decided to vote on, click on “SUBMIT”. A confirmation box will be displayed. If you wish to confirm your vote, click on “OK”, else to change your vote, click on “CANCEL” and accordingly modify your vote.
- (xv) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- (xvi) You can also take a print of the votes cast by clicking on “Click here to print” option on the Voting page.
- (xvii) If a demat account holder has forgotten the changed password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xviii) **Shareholders can also cast their vote using CDSL’s mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.**
- (xix) **Note for Non – Individual Shareholders and Custodians**
  - Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves as Corporates.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).

- After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
  - The list of accounts linked in the login should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
  - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- (xx) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com), under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).

For and on Behalf of the Board of Directors of  
**SANCO INDUSTRIES LTD.**

Date: 1<sup>st</sup> September, 2017  
Place: New Delhi

Sd/-  
(Sanjay Gupta)  
Managing Director



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

### **(Annexed to the Notice for the ANNUAL GENERAL MEETING ("AGM"))**

#### **ITEM NO. 4**

Mr. Anurag Gupta appointed as an Additional Directors by the Board of Director w.e.f. January 16, 2017 in accordance with the provisions of Section 161(1) of the Companies Act, 2013.

Pursuant to Section 161(1) of the Companies Act, 2013 the above director holds office up to the date of the ensuing Annual General Meeting. The Board feels that presence of Mr. Anurag Gupta on the Board is desirable and would be beneficial to the company and hence recommend resolution No. 4 for adoption.

None of the Directors, except Mr. Anurag Gupta is concerned or interested in this resolution.

The Board recommends resolutions under Item No. 4 to be passed as ordinary resolution.

#### **ITEM NO. 5**

Mr. Surender Kumar Gupta appointed as an Additional Directors by the Board of Director w.e.f. September 29, 2016 in accordance with the provisions of Section 161(1) of the Companies Act, 2013.

Pursuant to Section 161(1) of the Companies Act, 2013 the above director holds office up to the date of the ensuing Annual General Meeting. The Board feels that presence of Mr. Surender Kumar Gupta on the Board is desirable and would be beneficial to the company and hence recommend resolution No. 5 for adoption.

None of the Directors, except Mr. Surender Kumar Gupta is concerned or interested in this resolution.

The Board recommends resolutions under Item No. 5 to be passed as ordinary resolution.

#### **ITEM NO. 6**

Mrs. Sonu Kumari appointed as an Additional Directors by the Board of Director w.e.f. August 12, 2017 in accordance with the provisions of Section 161(1) of the Companies Act, 2013.

Pursuant to Section 161(1) of the Companies Act, 2013 the above director holds office up to the date of the ensuing Annual General Meeting. The Board feels that presence of Mrs. Sonu Kumari on the Board is desirable and would be beneficial to the company and hence recommend resolution No. 6 for adoption.

None of the Directors, except Mrs. Sonu Kumari is concerned or interested in this resolution.

The Board recommends resolutions under Item No. 6 to be passed as ordinary resolution.

**ITEM NO. 7**

**RELATED PARTY TRANSACTION**

In light of provisions of Section 188(1) of the Companies Act, 2013 and rules made thereunder, the Audit committee and Board of Directors of the Company have approved the transactions along with the annual limits that your company may enter with its related parties for the financial year 2017-18 and for further years.

All disclosures prescribed to be given under the provisions of the Companies Act, 2013 and the Companies (Meetings of Board and its Powers) Rules, 2014 are provided in the table appended below for the perusal of the members.

**Name of the Related Party:** Sanjita Polymet Ltd.

**Nature of relationship:** Wholly Owned Subsidiary

**Nature of the transactions:** sale, purchase or supply of goods or materials

**Maximum Expected Value of the transactions per annum:** Rs. 25 Crs.

a) **Name of the related party and Nature of Relationship:** Sanjita Polymet Ltd. is the Wholly Owned Subsidiary of the company incorporated at Hong Kong.

b) **Nature, duration of the contract and particulars of the contract or arrangement :**  
**Nature of work:** sale, purchase or supply of goods or materials

**Duration:** 12 months and as and when renewed

A copy of the draft agreement with said related party setting out the terms and conditions will be available for inspection without any fee to members at the Company's registered office during the normal business hours on working days as and when company will entered in any such contract or agreement.

Your Directors recommend the resolution for your approval.

Except Mr. Sidhant Gupta, none of the Directors, Key Managerial Persons of the Company and their relatives is/are concerned or interested in the resolution.

For and on Behalf of the Board of Directors of  
**SANCO INDUSTRIES LTD.**

Date: 1<sup>st</sup> September, 2017  
Place: New Delhi

Sd/-  
(Sanjay Gupta)  
Managing Director

## Attendance Slip

**27<sup>th</sup> ANNUAL GENERAL MEETING - 28.09.2017**

REGISTERED FOLIO NO./DP ID NO. /CLIENT ID NO.

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Numbers of Shares held

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I certify that I am a member/proxy for the members of the Company.

I hereby record my presence at the 27<sup>th</sup> Annual General Meeting of the Company at 03:30 P.M. at "D-161, Surajmal Vihar, Delhi-110092 as on Thursday, 28<sup>th</sup> September, 2017.

Signature of Member/Proxy

.....

Name of Member/Proxy

(In BLOCK letters)

Note:

1. Please complete the folio /DP Id -Client ID and name, sign this Attendance Slip and hand it over at the Attendance Verification Counter at the ENTRANCE OF MEETING HALL.

**PROXY FORM**

**27<sup>th</sup> ANNUAL GENERAL MEETING – 28.09.2017**

1. Name of Member:
2. Registered Address:
3. E-mail Id:
4. Folio/DP ID Client ID No.

I/we being the member(s) of the .....shares of above named company hereby appoint:

1. Name.....Address:.....

Email Id.....Signature.....or failing him:

2. Name.....Address:.....

Email Id.....Signature.....or failing him:

as my proxy to attend and vote (on a poll) for me/our behalf at the 26<sup>th</sup> Annual General Meeting of the Company to be held on Thursday, 28<sup>th</sup> September, 2017 at 03:30 P.M. at “D-161, Surajmal Vihar, Delhi-110092 as on Thursday, 28<sup>th</sup> September, 2017.

and at any adjournment thereof in respect of such resolutions as are indicated below:

Resolution No.	Resolution	Optional	
		For	Against
1	Adoption of Balance Sheet, Statement of Profit and Loss, Report of the Board of Directors and Auditors for the period ended on March 31 <sup>st</sup> , 2017		
2	Re-appointment of Mr. Sanjay Gupta and Mr. Sidhant Gupta who retires from office by rotation, and being eligible, offers them for re-appointment.		
3	To Ratify the appointment of M/s V.J.M. & Associates. Chartered Accountant, as Auditors and fixing their remuneration.		
4	Regularization Mr. Anurag Gupta.		
5.	Regularization Mr. Surender Kumar Gupta		
6.	Regularization Ms. Sonu Kumari		
7.	Related party transaction		

Signed this.....day of .....2017

Signature of Shareholder.....

Signature of Proxy Holder (s).....

Affix revenue  
stamp of not less  
than Rs. 0.15

Notes:

1. This form, in order to be effective, should be duly stamped, completed. Signed and deposited at the registered office of the Company, not less than 48 hours before the Meeting.
2. It is optional to indicate your preference. If you leave the for or against column blank against any or all resolution, your proxy will be entitled to vote in the manner as he/she may deem appropriate.