

# Reliable

## Data Services Ltd.

May 25, 2018

To,  
The Manager,  
Listing Department  
The National Stock Exchange of India Ltd  
Exchange Plaza, BKC, Bandra (E)  
Mumbai- 400051.

Dear Sir,

Symbol: RELIABLE

**Subject:-Covering Letter for the disclosure of Notice of 17<sup>th</sup> Annual General Meeting.**

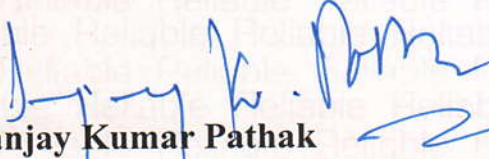
With reference to the captioned subject Please find enclosed herewith a disclosure of Notice of 17<sup>th</sup> Annual General Meeting for the year ended March 31, 2018, of Reliable Data Services Ltd.

Kindly take the above on record and do the needful.

Thanking you,

Yours faithfully,

For on behalf of Board  
RELIABLE DATA SERVICE LIMITED

  
**Sanjay Kumar Pathak**  
(Chairman cum Managing Director)



Corporate Office :  
C-69 & 70, Sector - 2,  
Near Metro Station Sector - 15,  
Gautam Budh Nagar,  
Noida, U.P. - 201301  
Ph. : 0120-4089177, 4089100

CIN No. U72900DL2001PLC110145  
E-mail : reliable.ho@reliablegroupindia.com  
Website : www.rdspl.com

Regd. Office :  
GF - 22, Hans Bhawan,  
1, Bahadur Shah Zafar Marg,  
I.T.O., New Delhi-110002  
Ph. : 011-23378813  
Fax : 011-23378812



### NOTICE OF CALLING 17<sup>TH</sup> AGM

Notice is hereby given that the 17<sup>th</sup> Annual General Meeting (AGM) of the Members of Reliable Data Services Limited will be held at Pride Plaza Hotel Aerocity, IGI Airport New Delhi, 110037, India as on 15<sup>th</sup> June, 2018 on Friday, at 12.00 noon to transact the following Business:-

#### **ORDINARY BUSINESS:-**

1. To receive, consider and adopt the Audited Financial Statements (including audited consolidated financial Statements) for the financial year ended March 31, 2018 and the Report of the Directors and Auditors thereon.
2. To declare Dividend on Equity Shares of Re 0.50/- Per Equity Share each of the Company for the Financial Year ended March, 31, 2018.
3. To appoint Director in place of **Mr. Sandeep Kumar Jha (DIN: 01982698)**, who retires by rotation at this Annual General Meeting and being eligible has offered himself for re-appointment.
4. To ratify the appointment of M/s. B. Manna & Co. as Statutory Auditors.

**“RESOLVED THAT M/s B. MANNA & ASSOCIATES,** Chartered Accountants KOLKATA having Firm Registration No. 0325326E were appointed as Statutory Auditors for the period of 5 years in the 13<sup>th</sup> Annual General Meeting held as per the provision of section 139 & other applicable provisions, if any, of Companies Act, 2013 subject to the ratification of Auditors by the members at every Annual General Meeting held thereafter till 18<sup>th</sup> Annual general Meeting. The ratification of Auditor and payment of remuneration are to be confirmed and approved in ensuing Annual General Meeting. The Company has received a certificate from the above auditors to the effect that if their appointment is ratified in this AGM it would be in accordance with the provisions of section 141 of the Companies Act 2013.”

For and on the behalf of the Board  
Reliable Data Services Limited



*Niharika Gupta*  
Niharika Gupta  
Company Secretary

Date: 07.05.2018

Place: Delhi



**Notes:-**

- 1. A member entitled to attend and vote in the meeting and also entitled to appoint a proxy to attend and vote instead of himself/herself and the proxy need not be a member. Proxies in order to be effective must be received of proxy form by the Company not less than 48 hours before the commencement of the meeting. Members/ Proxies should bring their attendance slip duly filled in order to attend the meeting. A person can act as proxy on behalf of members' not exceeding fifty (50) and holding in the aggregate not more than ten (10) percent of the total share capital of the Company. 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.*
- 2. The Explanatory Statement pursuant to section 102 of the Companies Act, 2013 is annexed hereunder and forms part of the Notice.*
- 3. Brief resume of Directors including those proposed to be re-appointed, nature of their expertise in specific functional areas, names of companies in which they hold directorships and memberships/ chairmanship of Board Committees, shareholding and relationships between directors inter-se as stipulated under SEBI (LODR) Regulation 2015 are provided in the Corporate Governance Report forming part of the Annual Report.*
- 4. 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.*
- 5. The Register of Members and Share Transfer Book of the Company shall remain closed from **Friday, June 08<sup>th</sup>, 2018 to Friday, June 15<sup>th</sup>, 2018** (both days inclusive).*
- 6. The dividend on Equity Shares, if declared at the Meeting, will be credited / dispatched to those members whose names shall appear on the Company's Register of Members on Friday, **08<sup>th</sup> June, 2018**; in respect of the shares held in dematerialized form, the dividend will be paid to members whose names are furnished by Central Depository Services (India) Limited & National securities depository Limited (NSDL) as beneficial owners on that date.*
- 7. Members are requested to bring their copies of the Annual Report with them, since separate copies will not be distributed at the venue of the Annual General Meeting.*
- 8. The shareholders are hereby informed that all the correspondence in connection with the shares is addressed to the Registrar & Share Transfer Agent M/s Skyline Financial Services Private Limited, D-153A, 1st Floor, Okhla Industrial Area Phase-I, New Delhi – 110020.*
- 9. Members/Proxies should bring the Attendance Slip sent herewith duly filled in for attending the Meeting.*



10. Members are requested to send their queries, if any, at least seven days in advance of the meeting.
11. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in Securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their Depository Participant with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN to the Company/ Share Transfer Agent.
12. Members holding shares in single name and physical form are advised to make nomination in respect of their shareholding in the Company.
13. Members holding shares in electronic form are hereby informed that bank particulars registered against their respective depository accounts will be used by the Company for payment of dividend.
- The Company or its Registrars cannot act on any request received directly from the Members holding shares in electronic form for any change of bank particulars or bank mandates. Such changes are to be advised only to the Depository Participant of the Members. Members holding shares in physical form and desirous of either registering bank particulars or changing bank particulars already registered against their respective folios for payment of dividend are requested to write to the Company.
14. To prevent fraudulent transactions, members are advised to exercise due diligence and notify the Company of any change in address or demise of any member as soon as possible. Members are also advised not to leave their demat account(s) dormant for long. Periodic statement of holdings should be obtained from the Concerned Depository Participant and holdings should be verified.
15. Electronic copy of the Annual Report is being sent to all the members whose email IDs are registered with the Company/ Depository Participant(s) for communication purposes unless any member has requested for a hard copy of the same. For members who have not registered their email address, physical copies of the Annual Report is being sent in the permitted mode.
16. Electronic copy of the Notice of the 17<sup>th</sup> Annual General Meeting of the Company inter alia indicating the process and manner of E-voting along with Attendance Slip and Proxy Form is being sent to all the members whose email IDs are registered with the Company/ Depository Participant(s) for communication purposes unless any member has requested for a hard copy of the same. For members who have not registered their email address, physical copies of the Notice of the 17<sup>th</sup> Annual General Meeting of the Company inter alia indicating the process and manner of E-voting along with Attendance Slip and Proxy Form is being sent in the permitted mode.
17. Members may also note that the Notice of the 17<sup>th</sup> Annual General Meeting and the Annual Report for 2017-18 will also be available on the Company's website at [www.rdspl.com](http://www.rdspl.com). The physical copies of the aforesaid documents will also be available at the Company's Registered Office for inspection during normal



business hours (11.00 A.M. to 5.00 P.M.) on all working days except Saturdays and Sundays, up to and including the date of the Annual General Meeting of the Company. Even after registering for e-communication, members are entitled to receive such communication in physical form, upon making a request for the same, by post free of cost. For any communication, the shareholders may also send requests to the Company's investor email id: **cs@rdspl.com**.

**18.** Pursuant to Section 108 of Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended and Regulation 44 of SEBI LODR, 2015, the Company is pleased to provide the facility to members to exercise their right to vote on the resolutions proposed to be passed in the AGM by electronic means. The members whose names appear in the Register of Members/ List of Beneficial owners as on Friday 08<sup>th</sup> June, 2018 i.e. the date prior to the commencement of Book Closure, being the cut-off date, are entitled to vote on the Resolutions set forth in this Notice. Members may cast their votes on electronic voting systems from any place other than the venue of the meeting (remote e-voting). The remote e-voting will commence at 9:00 a.m. on Tuesday, 12<sup>th</sup> June, 2018 and will end at 5:00 p.m. on Thursday, 14<sup>th</sup> June, 2018. In addition, the facility of voting through electronic voting system shall also be made available at the AGM and the members attending the AGM who have not cast their vote by remote e-voting shall be eligible to vote at the AGM. The Members desiring to vote through remote e-voting are requested to refer to the detailed procedure given hereinafter.

**19. E-voting- The instructions for shareholders voting electronically are as under:**

- (i) The voting period begins on 12<sup>th</sup> June 2018, 9:00 a.m. and ends on 14<sup>th</sup> June 2018, 5:00 p.m. 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 08<sup>th</sup> June 2018, may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter.
- (ii) The shareholders should <https://www.evoting.nsdl.com>.
- (iii) Cast your vote electronically on NSDL e-Voting system.
- (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 <https://www.evoting.nsdl.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:

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID  For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID  For example if your Beneficiary ID is 12***** then your user ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company  For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

(viii) Your password details are given below

- If you are already registered for e-Voting, then you can use your existing password to login and cast your vote
- If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password
- How to retrieve your 'initial password'?

If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your



mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'

(ix) If your email ID is not registered, your 'initial password' is communicated to you on your postal address

(x) If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:

1. Click on **"Forgot User Details/Password?"** (If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
2. **Physical User Reset Password?** (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
3. If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) mentioning your demat account number/folio number, your PAN, your name and your registered address
4. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
5. Now, you will have to click on "Login" button
6. After you click on the "Login" button, Home page of e-Voting will open.

**Details on Step 2 is given below**

### **How to cast your vote electronically on NSDL e-Voting system?**

1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
2. After click on Active Voting Cycles, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle is in active status.
3. Select "EVEN" of company for which you wish to cast your vote.
4. Now you are ready for e-Voting as the Voting page opens.
5. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/ modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
6. Upon confirmation, the message "Vote cast successfully" will be displayed.
7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.



8. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

**General Guidelines for shareholders**

- 1 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. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to [nehaembraassociates@gmail.com](mailto:nehaembraassociates@gmail.com) Please mention the e-mail ID of Scrutinizer> with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).
- 2 It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/ Password?" or "Physical User Reset Password?" option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) to reset the password.
- 3 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 download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on toll free no.: 1800-222-990 or send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)

- (xi) After entering these details appropriately, click on "SUBMIT" tab.
- (xii) 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 NSDL/CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (xiii) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (xiv) Click on the EVSN for the relevant Reliable Data Services Limited on which you choose to vote.
- (xv) 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.



- (xvi) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (xvii) 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.
- (xviii) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xix) You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- (xx) If Demat account holder has forgotten the same password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xxi) **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** and register themselves as Corporates.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to **evoting@nsdl.co.in**.
  - 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 should be mailed to **helpdesk.evoting@nsdl.co.in** 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.
- (xxii) 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 **evoting@nsdl.co.in**, under help section or write an email to **helpdesk.www.evoting.nsdl.com**.

**Other Instructions:—**

- The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the company as on the cut-off date (record date) of 8<sup>th</sup> June, 2018.
- Ms. Neha Mehra, Proprietor M/s Neha Mehra & Associates, Company Secretaries (Membership No. FCS: 26134, CP No. 12856) has been appointed as the Scrutinizer to scrutinize the E-voting process in a fair and transparent manner.



- *The Scrutinizer shall, immediately after the conclusion of voting at the AGM, first count the votes cast at the AGM and thereafter unblock the votes cast through Remote E-voting in the presence of at least two witnesses not in the employment of the Company. The Scrutinizer shall make, not later than forty eight (48) hours of conclusion of the AGM, a consolidated scrutinizer's report, of the total votes cast in favour or against, if any to the Chairman of AGM or any other person authorized by him in writing who shall countersign the same and declare the result of the voting. The results declared along with Scrutinizer's Report shall be placed on the Company's website [www.rdspl.com](http://www.rdspl.com) and on the website of CDSL immediately after the result is declared.*

For and on the behalf of the Board

Reliable Data Services Limited



A handwritten signature in blue ink, appearing to read "Niharika Gupta".

Niharika Gupta  
Company Secretary

Date: 07.05.2018

Place: Delhi

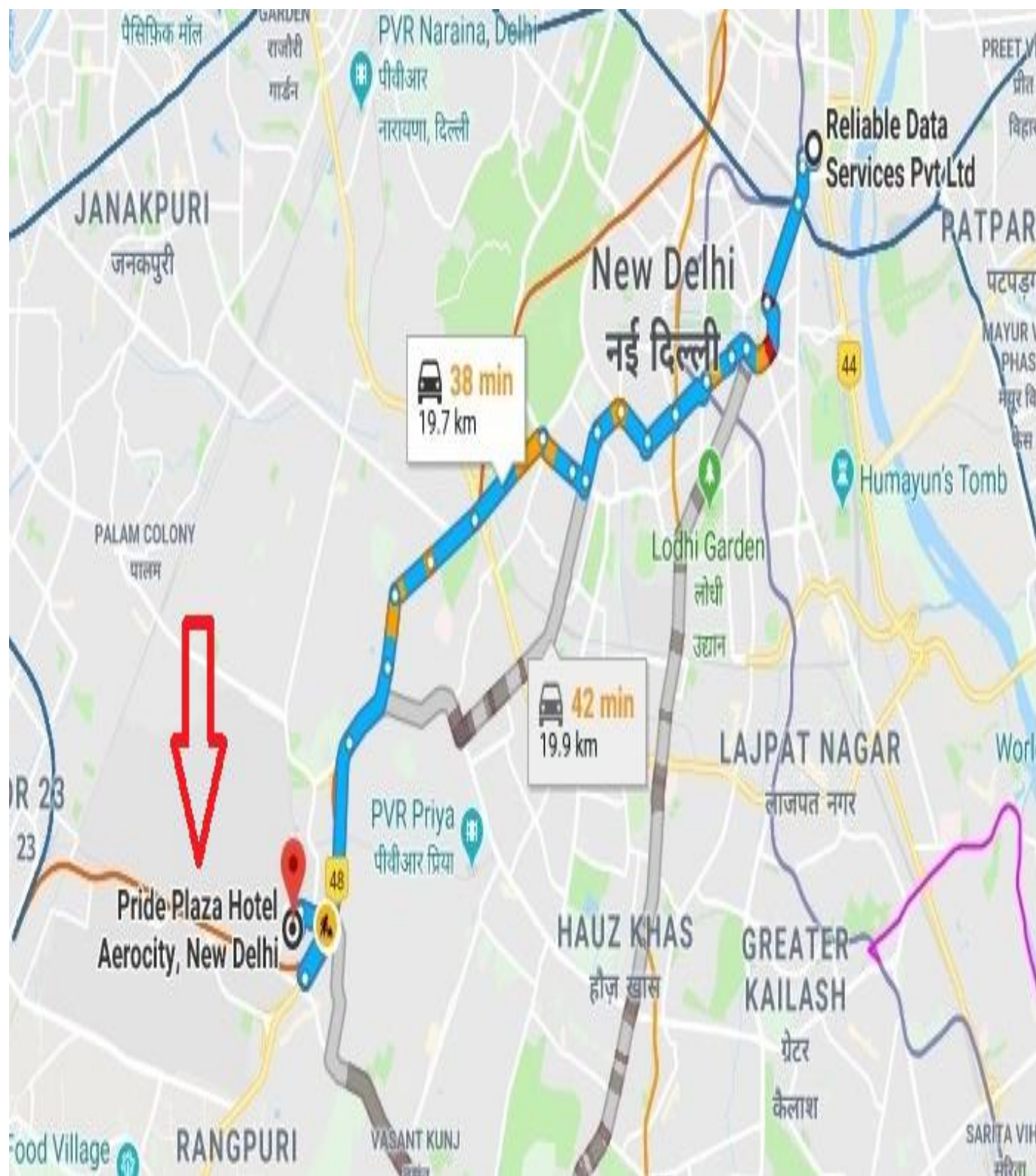


**Details of Directors seeking re-appointment at the forthcoming Annual General Meeting:-**

<b>Name of Director</b>	<b>Mr. Sandeep Kumar Jha</b>
<b>Date of Birth</b>	August 09 <sup>th</sup> , 1971
<b>Expertise in specific functional areas</b>	Experience over 15 Years in the field of Marketing Management.
<b>Date of appointment</b>	March 22 <sup>nd</sup> , 2001
<b>No. of Equity Share held in the Company</b>	1124970 Equity Shares
<b>disclosure of relationships between directors inter-se</b>	No relation
<b>Qualification</b>	Graduate, Pursuing MBA
<b>List of outside Directorship held in Public Company</b>	1. Reliable Agri Projects Private Limited 2. Authentic Developers Private Limited 3. Authentic Healthcare Services Private Limited.
<b>Chairman/Member of the Committee of the Board of Directors of the Company</b>	Member of Treasury Committee
<b>Chairman/Member of the Committee of the Board of Directors of other Companies</b>	Nil



## MAP





**RELIABLE DATA SERVICE LIMITED**

**CIN: U72900DL2001PLC110145**

**Registered Office:** GF-22, Hans Bhawan, 1, Bahadur Shah Zafar Marg, Ito New Delhi-110002 India

**Email:** reliable.ho@reliablegroupindia.com

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**PROXY FORM MGT-11**

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

<b>Name of the member(s)</b>	
<b>Registered address</b>	
<b>E-mail ID</b>	
<b>Folio No/Client ID</b>	
<b>DP ID</b>	

I/We, being the member(s) of .....Shares of the Reliable Data Services Limited, hereby appoint:

1. Name:.....Address: .....  
E-mail ID: .....  
Signature: ....., or failing him.
2. 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 17<sup>th</sup> Annual General Meeting of the Company, to be held on the Friday, June 15<sup>th</sup>, 2018 at 12.00 Noon at the Pride Plaza Hotel Aerocity, IGI Airport New Delhi-110037 India and at any adjournment thereof in respect of such resolutions as are indicated in the box below.



<b>S.No</b>	<b>RESOLUTIONS</b>		
<b>Ordinary Business</b>		<b>For</b>	<b>Against</b>
1	Adoption of Financial Statements for the year ended March 31, 2018.		
2	Approval of final dividend for the year ended March 31, 2018.		
3	Re-appointment of Mr. Sandeep Kumar Jha (DIN: 01982698), Whole Time Director who retires by rotation.		
4	Ratification of Statutory Auditors and fixing their remuneration.		



**RELIABLE DATA SERVICE LIMITED**

**CIN: U72900DL2001PLC110145**

**Registered Office:** GF-22, Hans Bhawan, 1, Bahadur Shah Zafar Marg, Ito New Delhi-110002 India

**Email:** reliable.ho@reliablegroupindia.com

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**ATTENDANCE SLIP**

**17<sup>th</sup> Annual General Meeting on Friday, June 15, 2018 at 12.00 Noon at the Pride Plaza Hotel Aerocity, IGI Airport, New Delhi-110037;**

<b>DP/ID NO</b>		<b>Folio No.</b>	
<b>Client Id</b>		<b>No. of shares held</b>	

Mr./Mrs./Miss,

I certify that I am registered shareholder/proxy for the registered shareholder of the company. I hereby record my presence at the 17th Annual General Meeting of the Company held on Friday, June 15, 2018 at 12.00 Noon at Pride Plaza Hotel Aerocity, IGI Airport, New Delhi-110037

<b>Proxy's Name in Block letters</b>	
<b>Member's/Proxy's Signature</b>	

**NOTES:-**

1. If it is intended to appoint a proxy, the Form should be completed and deposited at the registered office of the Company at least 48 hours before the Meeting.
2. Shareholders/proxy holders are requested to bring the attendance slips with them when they come to Meeting and handover at the entrance after affixing their signature on them.
3. Shareholders are requested to bring their copy of the Annual Report along with them to the Annual General Meeting, as copies of the Report will not be distributed again at the Meeting, in view of the increasing cost of Annual Report.
4. Appointing a proxy does not prevent a member from attending the meeting in person if he wishes.