Avonmore Capital & Management Services Limited

Corporate Identity Number (CIN) : L67190DL1991PLC045857

Regd. Office : F-33/3, Phase-II, Okhla Industrial Area, New Delhi - 110 020 Tel : 011-26385056: Fax : 011-43500787:

www.evenmereeepitel.in.empil.id.delbi@elm

Website : www.avonmorecapital.in; email id : delhi@almondz.com

NOTICE

Notice is hereby given that the **25th** Annual General Meeting of the Members of **AVONMORE CAPITAL & MANAGEMENT SERVICES LIMITED** will be held on **Thursday the 28th day of September, 2017, at 12.00 P.M.** at M. P. C. U. Shah Auditorium, Shree Delhi Gujrati Samaj (Regd.), 2, Raj Niwas Marg, Civil Lines, Delhi – 110 054 to transact the following business:

ORDINARY BUSINESS:

- To consider and adopt the Audited Balance Sheet as at 31st March, 2017 and the Profit and Loss Account of the Company for the year ended on that date, together with Reports of Board of Directors and the Auditors thereon.
- 2. To appoint a Director in place of Ms. Ashu Gupta (DIN: 00007836), who retires by rotation at this Annual General Meeting in terms of Section 152 (6) of the Companies Act, 2013 and being eligible, offers herself for re-appointment.
- 3. To appoint M/s Mohan Gupta & Company, Chartered Accountants, New Delhi, Firm Registration No. 006519N, in place of retiring Auditor M/s H. K. Chhabra & Co., Chartered Accountants.

"RESOLVED THAT pursuant to the provisions of Sections 139, 141, 142 and other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force) and pursuant to the proposals of the Audit Committee of the Board and recommendation of the Board of Directors, M/s Mohan Gupta & Company, Chartered Accountants (Firm Registration No. 006519N), be and is hereby appointed as statutory auditors of the Company, in place of retiring auditors M/s H. K. Chhabra & Co., Chartered Accountants for a term of five (5) years i.e. from the conclusion of the 25th Annual General Meeting till the conclusion of 30th Annual General Meeting of the Company, subject to ratification of their appointment by the members at every Annual General Meeting held during their tenure of appointment, as applicable, at such remuneration and out of pocket expenses, as may be decided by the Board of Directors of the Company on the recommendation of the Audit Committee from time to time."

By Order of the Board of Directors For Avonmore Capital & Management Services Limited

New Delhi	Sagar Gupta
28 th August, 2017	Company Secretary

NOTES:

- The statements pursuant to Section 102(1) of the Companies Act, 2013 and Secretarial Standard on General Meetings (SS-2), wherever applicable, in respect of the business set out under Item Nos. 3 of the notice are annexed hereto.
- 2. A MEMBER ENTITLED TO ATTEND AND VOTE IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF / HERSELF ON A POLL ONLY AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY.

The instrument appointing the proxy, in writing, should, however, be deposited at the registered office of the company, not less than forty eight hours before the commencement of 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.

- Corporate members intending to send their authorised representative(s) to attend the Meeting are requested to send to the Company a certified true copy of the relevant Board Resolution together with the specimen signature(s) of the representative(s) authorised under the said Board Resolution to attend and vote on their behalf at the Meeting.
- The Register of Members and Transfer Books of the Company will be closed from Thursday, 21 September, 2017 to Thursday, 28 September, 2017, both days inclusive.
- 5. Register of Directors and Key Managerial Personnel and their shareholding, maintained under Section 170 of the Act and the Register of Contracts or Arrangements in which the Directors are interested, maintained under Section 189 of the Act will be available for inspection by the members at the AGM.
- In terms of Section 152 of the Act, Ms. Ashu Gupta, Director, retire by rotation at the Meeting and being eligible, offer herself for re-appointment.
- 7. Ms. Ashu Gupta is interested in the Ordinary Resolutions set out at Item No. 2, of the Notice with regard to her re-appointment.
- Additional information, pursuant to Regulation 36 (3) of SEBI (Listing Obligations and Disclosure Requirement) Regulations, 2015, in respect to director seeking appointment / re-appointment at the AGM, is furnished as annexure to the Notice.
- 9. Members holding shares in physical form are requested to advise any change of address immediately to the Company's Registrar and Share Transfer Agent namely Beetal Financial & Computer Services Pvt. Ltd. Members holding shares in electronic form must send the advice about change in address to their respective Depository Participant only and not to the Company or the Company's Registrar and Share Transfer Agent.
- 10. Members who hold shares in physical mode in multiple folios in identical names or joint holding in the same order of names are requested to send the share certificates to Beetal Financial & Computer Services Pvt. Ltd., for consolidation into a single folio.
- 11. 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 DP and holdings should be verified.
- 12. In terms of Section 101 and 136 of the Companies Act, 2013 read together with the Rules made thereunder, the Notice of the AGM along with the Annual Report 2016-17 is being sent by electronic mode to those Members whose e-mail addresses are registered with the Company/Depositories, unless any Member has requested for a physical copy of the same. For Members who have not registered their e-mail addresses, physical copies are being sent by the permitted mode. Members may note that this Notice and the Annual Report 2016-17 will also be available on the Company's website viz. www.avonmorecapital.in.
- 13. As a measure of austerity, copies of the Annual Report will not be distributed at the Annual General Meeting. Members are

therefore, requested to bring their copies of the Annual Report to the Meeting.

- 14. Members/Proxies should bring the Attendance Slip, duly filled in, for attending the Meeting. In case of joint holders attending the meeting, only such joint holder who is first in the order of names, will be entitled to vote.
- 15. All documents referred to in the accompanying Notice and Explanatory Statement shall be open for public inspection at the Registered Office of the Company on all working days, except Saturdays, between 11.00 a.m. to 1.00 p.m. upto and inclusive of the date of the Annual General Meeting.
- 16. The Securities 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 the PAN to their Depository Participant with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN details to the Company.
- 17. The Company is registered with the following depositaries for dematerialization of its Equity Shares:
 - National Securities Depositories Ltd. (NSDL) at Trade World, 4th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400013
 - Central Depository Services (India) Ltd. (CDSL), at Phiroze Jeejeebhoy Towers, 28th Floor, Dalal Street, Mumbai -400001

The Registration No. granted by NSDL & CDSL is ISIN-INE323B01016.

- To support the 'Green Initiative', the Members who have not registered their e-mail addresses are requested to register the same with RTA/Depositories.
- 19. In compliance with the provisions of section 108 of the Companies Act, 2013 (the Act), read with rule 20 of the Companies (Management and Administration) Rules, 2014 as amended (hereinafter called 'the Rules' for the purpose of this section of the Notice) and Regulation 44 of the SEBI (LODR) Regulations, 2015, the Members are provided with the facility to cast their vote electronically, through the e-voting services provided by CDSL, on all resolutions set forth in this Notice.
- 20. Members desiring any information / clarification on the Annual Accounts are requested to write to the Company at its Registered Office at least 15 days before the date of Annual General Meeting so that the same may be attended to, well in advance.
- 21. M/s. C. B. Mishra & Associates, Practicing Company Secretaries (Membership No. FCS 4006), has been appointed as the Scrutinizer to scrutinize the voting and remote e-voting process (including the Ballot Form received from the Members who do not have access to the e-voting process) in a fair and transparent manner.
- 22. The facility for voting, either through electronic voting system or ballot or polling paper shall also be made available at the meeting and Members attending the meeting who have not already cast their vote by remote e-voting or by ballot form shall be able to exercise their right at the meeting.
- 23. The Members who have cast their vote by remote e-voting or by ballot form prior to the meeting may also attend the meeting but shall not be entitled to cast their vote again.
- 24. Members can opt for only one mode of voting, i.e., either by Ballot Form or e-voting. In case Members cast their votes through both the modes, voting done by e-voting shall prevail and votes cast through Ballot Form shall be treated as invalid.

- In case a Member is desirous of obtaining a duplicate Ballot Form, he may send an e-mail to <u>complianceacms@almondz.com</u> by mentioning their Folio / DP ID and Client ID No. However, the duly completed Ballot Form should reach the Scrutinizer, M/s. C. B. Mishra & Associates not later than Wednesday, September 27, 2017 (5:00 p.m. IST). Ballot Form received after this date will be treated as invalid.
- 26. The results declared along with the Scrutinizer's Report shall be placed on the Company's website <u>www.avonmorecapital.in</u> and on the website of CDSL <u>https://www.evotingindia.co.in</u> within three days of the passing of the resolutions at the 25th AGM of the Company on September 28, 2017 and communicate to the Bombay Stock Exchange Limited where the shares of the Company are listed.

By Order of the Board of Directors For Avonmore Capital & Management Services Limited

lew Delhi Sagar Gu	
28 th August, 2017	Company Secretary

Explanatory Statement

(Pursuant to section 102 of the Companies Act, 2013)

As required by section 102 of the Companies Act, 2013 (Act), the following explanatory statement sets out all material facts relating to the business mentioned under Item Nos. 3 of the accompanying Notice:

Item No. 3:

Though not mandatory, this statement is provided for reference.

M/s Mohan Gupta & Company, Chartered Accountants, New Delhi, Registration No. **006519N**, has been proposed to be appointed as Statutory Auditor of the Company in place of retiring Auditor M/s H. K. Chhabra & Co., Chartered Accountants (Firm's Registration No. 010917N).

M/s H. K. Chhabra & Co., Chartered Accountants, (New Delhi), Registration No. 010917N is holding the office of Statutory Auditors of our Company for more than 15 years. In terms of their appointment made at the 23rd AGM held on 29 September 2015, they are holding office of the auditors up to the conclusion of the 25th AGM and hence, would retire at the conclusion of the forthcoming 25th AGM. As per second proviso to Section 139(2) of the Companies Act, 2013 ('the Act'), a transition period of three years from the commencement of the Act is provided to appoint a new auditor when the existing auditor's firm has completed two terms of five consecutive years. Accordingly, as per the said requirements of the Act, M/s. Mohan Gupta & Company, Chartered Accountants are proposed to be appointed as auditors for a period of 5 years, commencing from the conclusion of 25th AGM till the conclusion of the 30th AGM, subject to ratification by members every year, as may be applicable. M/s. Mohan Gupta & Company, Chartered Accountants, have consented to the said appointment and confirmed that their appointment, if made, would be within the limits specified under Section 141(3)(g) of the Act. They have further confirmed that they are not disqualified to be appointed as statutory auditors in terms of the provisions of the proviso to Section 139(1), Section 141(2) and Section 141(3) of the Act and the provisions of the Companies (Audit and Auditors) Rules, 2014.

None of the Directors/Key Managerial Personnel of the Company and their relatives are concerned or interested, financially or otherwise in the resolution set out at item No. 3 of the notice.

The Board recommends the resolution set forth in item No. 3 of this notice for approval of the members.

By Order of the Board of Directors For Avonmore Capital & Management Services Limited

New Delhi 28th August, 2017 Sagar Gupta Company Secretary

DETAILS OF DIRECTORS SEEKING APPOINTMENT/RE- APPOINTMENT AT THE ANNUAL GENERAL MEETING, PURSUANT TO REGULATION 36(3) OF THE SEBI (LODR) REGULATIONS, 2015.

Name of the Director	Ms. Ashu Gupta
Date of Birth	23/12/1969
Relationship with Directors	None
Expertise in specific functional area Immense knowledge and experience of over 2 decade: almost every facet of Corporate Secretarial, Legal Adv and Consulting Profession	
Qualification	B.Com, FCS, LLB
Board Membership of other Companies as on March 31, 2017*	NIL
Chairman/ Member of the Committee of the Board of Directors of the Company as on March 31, 2017	NIL
Chairman/Member of the Committee of Directors of other companies in which he/she is a director as on March 31, 2017	
a) Audit Committee	NIL
b) Stakeholders Relationship Committee	NIL
c) Nomination and Remuneration Committee	NIL
Number of shares held in the Company as on March 31, 2017**	NIL

Note:

*This does not include position in foreign companies, position as an advisory board member and position in companies under Section 8 of Companies Act, 2013 but included private limited companies.

**Includes shares held jointly with immediate family members.

The instructions for shareholders voting electronically are as under:

- (i) The voting period begins on September 25, 2017 at 10:00 A.M. and ends on September 27, 2017 at 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 September 22, 2017 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
- (iii) The shareholders should log on to the e-voting website www.evotingindia.com.
- (iv) Click on Shareholders.
- (v) 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.
- (vi) Next enter the Image Verification as displayed and Click on Login.
- (vii) If you are holding shares in demat form and had logged on to <u>www.evotingindia.com</u> and voted on an earlier voting of any company, then your existing password is to be used.
- (viii) If you are a first time user follow the steps given below:

	For Members holding shares in Demat Form and Physical Form
PAN	 Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) 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. Sequence no is printed on mailing address

	 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.
Dividend Bank Details OR Date of Birth (DOB)	 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. 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 (v).

- (ix) After entering these details appropriately, click on "SUBMIT" tab.
- (x) 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.
- (xi) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (xii) Click on the EVSN for the relevant <Company Name> on which you choose to vote.
- (xiii) 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.

- (xiv) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (xv) 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.
- (xvi) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xvii) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- (xviii) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xix) 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. Please follow the instructions as prompted by the mobile app while voting on your mobile.
- (xx) 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 <u>www.evotingindia.com</u> and register themselves as Corporates.
 - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to <u>helpdesk.evoting@cdslindia.com</u>.
 - 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 <u>helpdesk.evoting@cdslindia.com</u> 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.

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 <u>www.evotingindia.com</u>, under help section or write an email to <u>helpdesk.evoting@cdslindia.com</u>.

The instructions for shareholders voting physically are as under :

 A Shareholder desirous of exercising vote by physical Ballot should complete the Ballot Form in all respects and send it after signature to the Scrutinizer in the attached self-addressed envelope on which postage will be paid by the Company which shall be properly sealed with adhesive or adhesive tape. However, envelopes containing Ballot Form, if sent by courier, at the expense of the Member will also be accepted. Members are requested to convey their assent or dissent in this Ballot Form only. The assent or dissent received in any other form or manner shall be considered as invalid.

- 2. The self-addressed envelope bears the name of the Scrutinizer appointed by the Board of Directors of the Company and the address to which the same needs to be dispatched.
- 3. The Ballot Form should be signed by the Shareholder as per specimen signature registered with the Registrar / Depository. In case the Equity Shares are jointly held, this Form should be completed and signed (as per specimen signature registered with Registrar / Depository) by the first named Member and in his / her absence, by the next named Member. Holders of Power of Attorney (POA) on behalf of the Members may vote on the Ballot mentioning the registration number of the POA or enclosing an attested copy of the POA. Unsigned Ballot Forms will be rejected.
- 4. Duly completed Ballot Form should reach the Scrutinizer not later than 5.00 pm on September 27, 2017. Ballot Form received after that date will be strictly treated as if reply from such Member has not been received. The Members are requested to send the duly completed Ballot Form well before the last date providing sufficient time for the postal transit.
- 5. In case of Equity Shares held by companies, trusts, societies, etc., the duly completed Ballot Form should be accompanied by a certified copy of Board Resolution /authority and preferably with attested specimen signature(s) of the duly authorized signatories giving requisite authorities to the person voting on the Ballot Form.
- 6. Shareholders are requested not to send any paper (other than the Resolution / authority as mentioned under instruction above) along with the Ballot Form in the enclosed self- addressed postage pre-paid envelope as all such envelopes will be sent to the Scrutinizer and if any extraneous paper is found in such envelope, the same would not be considered and would be destroyed by the Scrutinizer.
- There will be only one Ballot Form for every folio / client ID irrespective of the number of the joint Members. On receipt of the duplicate Ballot Form, the original will be rejected.
- A Member may request for a duplicate Ballot Form, if so required or can download the Ballot Form from the Company's website www.avonmorecapital.in and the duly completed Ballot Form should reach the Scrutinizer not later than the last date for voting mentioned above.
- The votes should be cast either in favour of or against by putting the tick (✓) mark in the column provided for assent or dissent. Ballot Form bearing (✓) in both the columns will render the Form invalid.
- 10. Incomplete, unsigned or improperly or incorrectly filled Ballot Form shall be rejected.

PROXY FORM

AVONMORE CAPITAL & MANAGEMENT SERVICES LIMITED

Corporate Identity Number (CIN): L67190DL1991PLC045857 Regd.Office: F-33/3, Phase-II, Okhla Industrial Area, New Delhi - 110 020

Tel: 011-26385056; Fax: 011-43500787

Website: www.avonmorecapital.in; email id: delhi@almondz.com

	Name of the Member(s) :			
	Address of the Member :			
	E-mail ID :			
	Client ID No. / Regd. Folio No.* :			
	DP ID No. :			
*A	pplicable for investors holding shares in physical form.			
Ι/	I / We being a Member / Members ofshares of the above named Company hereby appoint			
1.	Name	Address		
	E-mail ID	Signatureor failing him/her		
2.	Name	Address		
	E-mail ID	Signatureor failing him/her		
3.	Name	Address		
	E-mail ID	Signatureor failing him/her		

as my / our proxy to attend and vote (on a poll) for me / us and on my / our behalf at the 25th Annual General Meeting of the Company, to be held on Thursday, the 28th day of September, 2017 at 12.00 Noon at M. P. C. U. Shah Auditorium, Shree Delhi Gujarati Samaj (Regd.), 2, Raj Niwas Marg, Civil Lines, Delhi – 110 054 and at any adjournment thereof in respect of such resolutions as are indicated below :

Item No.	Resolution	For	Against
1.	Adoption of Financial Statements and other Reports of the Company		
2.	Appointment of Ms. Ashu Gupta as a Director liable to retire by rotation		
3.	Appointment of M/s Mohan Gupta & Company as Statutory Auditors of the Company		

Signed this day of 2017.

EAR HERE-

Signature of Shareholder

Signature of Proxy

NOTE: (i) this form of proxy in order to be effective should be duly completed and deposited at Registered office of the Company, not less than 48 hours before the commencement of the Meeting.

(ii) Please complete all details including all details of Member(s) in above box before submission

AVONMORE CAPITAL & MANAGEMENT SERVICES LIMITED

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Tel: 011-26385056; Fax: 011-43500787

Website: www.avonmorecapital.in; email id: delhi@almondz.com

ATTENDANCE SLIP

I hereby record my presence at the 25th ANNUAL GENERAL MEETING of the Company held on Thursday, the 28th day of September, 2017 at 12.00 Noon at M. P. C. U. Shah Auditorium, Shree Delhi Gujarati Samaj (Regd.), 2, Raj Niwas Marg, Civil Lines, Delhi – 110 054

Name of the Member / Proxy (in block letters)				
Please () in the Appropriate Box Member Proxy				
CLIENT ID No.	No. of Shares			
DP ID No.	Regd. Folio No.*	(Signature of the Member / Proxy)		

* Applicable for investor holding shares in physical form.

Affix a Re. 1/-

Revenue Stamp

AVONMORE CAPITAL & MANAGEMENT SERVICES LIMITED

Corporate Identity Number (CIN): L67190DL1991PLC045857 Regd.Office: F-33/3, Phase-II, Okhla Industrial Area, New Delhi - 110 020 Tel: 011-26385056; Fax: 011-43500787 Website: <u>www.avonmorecapital.in;</u> email id: delhi@almondz.com

		BALLOT FORM
1.	Name (s) of Shareholder(s) / Beneficial Owner including joint-holders, if any	:
2.	Registered Address of the Sole / First named Shareholder	:
3.	Registered Folio No. / Client ID No.	:

- 4. No. of Shares held
- 5. I / we hereby exercise my / our vote in respect of the Resolution / s through Ballot for the business stated in the Notice of the Company by sending my / our assent / dissent to the said Resolution/s by placing Tick (\checkmark) mark at the appropriate box below :

:

S. No.	Resolution Type	Particulars	I / We assent to the Resolution/s	I / We dissent to the Resolution/s
1.	Ordinary Resolution	Adoption of Financial Statements and other Reports of the Company		
2.	Ordinary Resolution	Appointment of Ms. Ashu Gupta as a Director liable to retire by rotation		
3.	Ordinary Resolution	Appointment of M/s Mohan Gupta & Company as Statutory Auditors of the Company		

Place : Date :

Signature of the Shareholder / Beneficial Owner



