

**MULTIPURPOSE TRADING AND AGENCIES LIMITED**

(CIN Number- L70101DL2002PLC115544)

Phone/ Fax: 011-26316162, 011-26919899

Website : [www.multipurposetrading.com](http://www.multipurposetrading.com) E-mail: [Info.mtalgroup@gmail.com](mailto:Info.mtalgroup@gmail.com)

---

**NOTICE**

**NOTICE IS HEREBY GIVEN THAT THE 38TH ANNUAL GENERAL MEETING OF THE MEMBERS OF MULTIPURPOSE TRADING AND AGENCIES LIMITED WILL BE HELD ON FRIDAY, THE 30TH DAY OF SEPTEMBER, 2016 AT 2:00 P.M. AT THE CORPORATE OFFICE OF THE COMPANY AT D-2, KALINDI COLONY, NEW DELHI-110065 TO TRANSACT THE FOLLOWING BUSINESS**

---

**ORDINARY BUSINESS:**

1. To consider and if thought fit to pass with or without modification(s) the following resolution as an **Ordinary Resolution:**

“**RESOLVED THAT** the Audited Balance Sheet & Statement of Profit and Loss Account and Cash Flow Statement for the financial year ended March 31, 2016 along with the Auditor’s Report and the Directors’ Report as circulated to the shareholders and laid before the meeting, be received, considered and adopted.”.

2. To appoint a Director in place of Ms. Kalpana Singh, (DIN: 03523911) who retires by rotation and being eligible for reappointment.

“**RESOLVED THAT** pursuant the provisions of Section 152 of the Companies Act, 2013 Ms. Kalpana Singh, (DIN: 03523911) who retires by rotation, and being eligible, offers himself for re-appointment, be and is hereby re-appointed as a director of the Company, liable to retire by rotation.

3. To appoint Auditors and fix their remuneration and in this regard 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 Sections 139 and 142 and other applicable provisions, if any, of the Companies Act, 2013, M/s Nidhi Bansal & Co., Chartered Accountants, be and is hereby ratified as the Statutory Auditor of the Company for the Financial Year 2016-2017, to hold office from the conclusion of this Annual General Meeting till the conclusion of the next Annual General Meeting of the Company to be held for the financial year 2016-2017

By Order of the Board

**For Multipurpose Trading and Agencies Ltd.**

Place: New Delhi

Date: 31.08.2016

sd/-

ASHISH SINGH  
(DIRECTOR)

DIN: 00066423

Add: B-1 Kalindi Colony, New Delhi-65

**MULTIPURPOSE TRADING AND AGENCIES LIMITED**

**(CIN Number- L70101DL2002PLC115544)**

Phone/ Fax: 011-26316162, 011-26919899

Website : [www.multipurposetrading.com](http://www.multipurposetrading.com) E-mail: [Info.mtalgroup@gmail.com](mailto:Info.mtalgroup@gmail.com)

---

**NOTES:**

1. The relevant explanatory statement pursuant to Section 102 of the Companies Act, 2013 in respect of item nos. 4 of the Notice set out above is annexed herewith.
2. A Member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of himself/herself and the proxy need not be a member of the company.
3. Proxy form in MGT-11 duly filled up and executed must be received at the Registered Office of the company not less than 48 hours before the time fixed for the meeting. Pursuant to Section 105 of the Companies Act, 2013, a person can act as a Proxy on behalf of not more than fifty members holding in aggregate, not more than ten percent of the total share Capital of Company may appoint a single person as Proxy, who shall not act as a Proxy for any other Member. The instrument of Proxy, in order to be effective, should be deposited at the Registered Office of the Company, duly completed and signed, not later than 48 hours (Sunday is included in computation of 48 hours) before the commencement of the Meeting. A Proxy Form is annexed to this report. Proxies submitted on behalf of limited companies, societies, etc., must be supported by an appropriate resolution/authority, as applicable.
4. Corporate members intending to send their authorized representatives to attend the Meeting are requested to send to the Company a certified copy of the Board Resolution authorizing their representative to attend and vote on their behalf at the Meeting.
5. Members are requested to:
  - a. Bring their copy of the Annual Report and Attendance Slip with them at the Annual General Meeting.
  - b. Quote their Regd. Folio Number/DP and Client ID Nos. in all their correspondence with the Company or its Registrar and Share Transfer Agent.
6. The Register of Members and Share Transfer Books shall be available for inspection by members.
7. The Register of Members and Share Transfer Books of the Company will remain closed from 29th September, 2016 (Tuesday) to 30th September, 2016 (Friday) (both days inclusive) for the purpose of Annual General Meeting.
8. Relevant documents referred to in the accompanying Notice and the Statement is open for inspection by the members at the Registered Office of the Company on all working days during business hours up to the date of the Annual General Meeting.
9. Members desirous of obtaining any information in respect of Accounts of the Company are requested to send their queries in writing to the Company at its Registered Office so as to reach at least seven days before the date of the meeting. Members are also requested to convert their physical holding to demat to avoid hassles involved with physical shares, such as possibility of loss, mutilation, and to ensure safe and speedy transaction in securities. Members are also requested to notify change of address, bank details, ECS mandates, e-mail id, if any, to their Depository Participants (DPs) in respect to their electronic share accounts and to the Registrar & Transfer Agent of the Company i.e. Skyline Financial Services Private Limited, New Delhi in respect of their physical share folios to avoid procedural delays.

**MULTIPURPOSE TRADING AND AGENCIES LIMITED**

**(CIN Number- L70101DL2002PLC115544)**

Phone/ Fax: 011-26316162, 011-26919899

Website : [www.multipurposetrading.com](http://www.multipurposetrading.com) E-mail: [Info.mtalgroup@gmail.com](mailto:Info.mtalgroup@gmail.com)

---

10. Pursuant to SEBI circular, it is mandatory to quote PAN for transfer/transmission of shares in physical form. Therefore, the transferee(s)/ legal heirs are required to furnish a copy of their PAN to the Registrars and Transfer agents, M/s Skyline Financial Services Pvt. Ltd, New Delhi.

11. The Notice of the AGM along with the Annual Report for the financial year 2015-16 are being sent by physical copies by the permitted mode.

**Important Communication to Members**

The Ministry of Corporate Affairs has taken a “Green Initiative in the Corporate Governance” by allowing paperless compliances by the companies and has issued circulars stating that service of notice / documents including Annual Report can be sent by e-mail to its members. To support this green initiative of the Government in full measure, members who have not registered their e-mail addresses, so far, are requested to register their e-mail addresses, in respect of electronic holdings with the Depository through their concerned Depository Participants. Members who hold shares in physical form are requested to register their e-mail addresses with the Company.

By Order of the Board  
For **Multipurpose Trading and Agencies Ltd.**

Place: New Delhi

Date: 31.08.2016

sd/-

Ashish Singh

(Director)

DIN: 00066423

Add: B-1 Kalindi Colony, New Delhi-65