

## **ALANKIT LIMITED**

Registered office: 205-208, Anarkali Complex,  
Jhandewalan Extn., New Delhi-110055  
E-mail: investor@alankit.com, Tel No.: 011-42541234  
CIN: L74900DL1989PLC036860

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### **NOTICE**

**NOTICE IS HEREBY GIVEN THAT THE 29<sup>th</sup> ANNUAL GENERAL MEETING OF THE MEMBERS OF ALANKIT LIMITED WILL BE HELD ON FRIDAY THE 28<sup>th</sup> DAY OF SEPTEMBER, 2018 AT 10:00 A.M. AT MOHAN VILAS, MAIN G.T. KARNAL ROAD, DELHI-110036 TO TRANSACT THE FOLLOWING BUSINESS:**

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#### **ORDINARY BUSINESS**

1. To receive, consider and adopt:
  - a. the Audited financial statements of the Company as on 31<sup>st</sup> March, 2018 together with the Reports of the Board of Directors and Auditors thereon; and
  - b. the Audited consolidated financial statements, taken together with the financial statements of the subsidiary companies for the financial year ended March 31, 2018.
2. To appoint a Director in place of Mrs. Preeti Chadha (DIN: 06901521) who retires by rotation and being eligible, offers herself for re-appointment.

#### **SPECIAL BUSINESS**

3. To appoint Statutory Auditor to fill Casual Vacancy:

To consider and, if thought fit, to pass with or without modification(s) the following resolutions as **Ordinary Resolution**:

**“RESOLVED THAT** pursuant to the provisions of Section 139(8) of the Companies Act, 2013 read with the Companies (Audit and Auditors) Rules, 2014 and other applicable provisions, if any, (including any statutory modification(s), clarifications, exemptions or re-enactments thereof for the time being in force) M/s. B.K. Shroff & Co, Chartered Accountants, New Delhi (Firms Registration No. 302166E), be and are hereby appointed as Statutory Auditors of the Company to fill the casual vacancy caused by the resignation of M/s. Maheshwari Rajiv & Co, Chartered Accountants, (Firm Registration No: 007115N).

**“RESOLVED FURTHER THAT** M/s. B.K. Shroff & Co, Chartered Accountants, New Delhi (Firms Registration No. 302166E), be and are hereby appointed as Statutory Auditors of the Company to hold the office from 31<sup>st</sup> July, 2018, until the conclusion of this Annual General Meeting (29th) of the Company, at such remuneration plus applicable taxes, and out of pocket expenses, as may be determined and recommended by the Audit Committee in consultation with the Auditors and duly approved by the Board of Directors of the Company.”
4. To appoint Statutory Auditor:

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

**“RESOLVED THAT** pursuant to Section 139 of the Companies Act, 2013 read with the Companies (Audit and Auditors) Rules, 2014 and other applicable provisions, if any, (including any statutory modification(s), clarifications, exemptions or re-enactments thereof for the time being in force) M/s. B.K. Shroff & Co, Chartered Accountants, New Delhi (Firms Registration No. 302166E), be and are hereby appointed as Statutory Auditors of the Company to hold office for a period of one year, from the conclusion of the 29th Annual General Meeting till the conclusion of the 30th Annual General Meeting of the Company to be held in the year 2019 at such remuneration plus applicable taxes and out of pocket expenses, as may be determined and recommended by the Audit Committee in consultation with the Auditors and duly approved by the Board of Directors of the Company.”

5. To appoint Mr. Ashok Shantilal Bhuta as an Independent Director of the Company:

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

**“RESOLVED THAT** pursuant to the provisions of Section 149 and 152 read with Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 and Companies (Appointment and Qualifications of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force), Mr. Ashok Shantilal Bhuta (DIN: 05336015) who was appointed as an Additional Director of the Company, in the Capacity of Independent Non- Executive Director with effect from May 30, 2018, and whose term expires at this AGM, and who has submitted a declaration that he meets the criteria for independence as provided in section 149(6) of the Act and who is eligible for appointment, be and is hereby appointed as an Independent Director of the Company to hold office for a period of 1 year with effect from May 30, 2018, and whose office is not liable to determine by retirement by rotation.

6. Alteration of Objects Clause in the Memorandum of Association of the Company.

To consider and if thought fit, to pass with or without modification(s) the following resolutions as **Special Resolution**:

**“RESOLVED THAT** pursuant to the provisions of Section 13 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 the Rules framed thereunder, as amended from time to time, and subject to the approval of the Registrar of Companies, NCT of Delhi (“ROC”) and/or of any other statutory or regulatory authority, as may be necessary, Clause III (Objects Clause) of the Memorandum of Association of the Company, be and is hereby altered by inserting the following sub-clauses under Part - A of Clause III, after the existing sub-clause 12 and the remaining sub-clauses be re-numbered accordingly:

“13. To carry on Financial inclusion activities as articulated in Financial Inclusion Plan of RBI and Comprehensive Financial Inclusion Programme of Government ; including, inter alia, to act as Business Correspondent, to appoint Master Franchise for deployment of Customer Service Points for Banks/Financial entities, basic banking transactions, Financial/Digital Literacy, KYC, participation in Government sponsored Schemes leading to Financial Inclusion/Social Security and other activities as directed by RBI/ Government and other Regulatory Authorities in this regard from time to time.”

“14. To carry on the business of providing outsourcing services for all processes, sub Processes, transactions, activities and all other work performed by business in various industries within India and across the world. This includes those process or sub processes that are enabled by information technology. It also includes data, voice or video collection and processing, Business processes based services, call centre services including in bound and out bound calling services of all kinds, technical support, helpline services, managed data centre, managed technical centre, training centre, web support back office, business or financial analysis, and storage, accounting, pay roll, inventory management, customer relationship management, enterprises resources planning and to develop software, provide consultancy, software solution and services that are normally offered by the outsourcing business and information technology services providers, the software development houses and application services providers.”

**“RESOLVED FURTHER THAT** the Board including its Committee(s) thereof and/or any Director of the Company, the Chief Financial Officer and the Company Secretary, be and are hereby severally authorized to file, sign, verify and execute all such e-forms, papers or documents, as may be required and do all such acts, deeds, matters and things as may be necessary and incidental for giving effect to this Resolution.”

7. To re-appoint Mr. Pravin Kumar Bansal as a Whole-Time Director.

To consider and if thought fit, to pass with or without modification(s) the following resolutions as **Special Resolution**:

**“RESOLVED THAT** pursuant to Sections 197 and 203 read with other applicable provisions and Schedule V to the Companies Act, 2013 and the provisions of Articles of Association of the Company, Mr. Pravin Kumar Bansal be and is hereby appointed as Whole Time Director to be designated as Executive Director of the Company for a period of one year with effect from 1<sup>st</sup> November, 2018 on the terms and conditions including remuneration as given below:

- a) Gross Salary: Rs. 2,00,000/- per month;
- b) He shall also be entitled to other perquisites and increment as may be decided by the Board of Directors from time to time;
- c) He shall also be entitled to reimbursement of expenses incurred by him for the purpose of business of the Company;
- d) He shall not be paid any sitting fee for attending the meetings of Board of Directors or Committees thereof.

**RESOLVED FURTHER THAT** Mr. Pravin Kumar Bansal in the capacity of Whole Time Director to be designated as Executive Director will be entrusted with the powers, authorities, functions, duties, responsibilities etc. as decided by the Board of Directors of the Company from time to time.

**RESOLVED FURTHER THAT** in case of inadequacy of profits, he shall be entitled for the minimum remuneration in accordance with the prescribed limits in Schedule V of the Companies Act, 2013 as amended from time to time.

**RESOLVED FURTHER THAT** the Board of Directors be and is hereby authorized to alter, vary or amend the terms and conditions of the said appointment, including authority to determine the amount of salary and performance bonus as also the type and amount of perquisites and other benefits in such manner as may be agreed to by and between the Board and Mr. Pravin Kumar Bansal. The appointment of Mr. Pravin Kumar Bansal is not liable to retire by rotation.

**RESOLVED FURTHER THAT** the Board of Directors be and is hereby severally authorized to do all such acts, deeds & things as may be necessary, proper and expedient for the purpose to give effect to this resolution (including filing of form to Registrar) and for the matters connected therein or incidental thereto.”

**BY ORDER OF THE BOARD OF DIRECTORS  
FOR ALANKIT LIMITED**

**PREETI CHADHA  
WHOLE TIME DIRECTOR & COMPANY SECRETARY**

**DATE: 14.08.2018  
PLACE: NEW DELHI**

**NOTES:**

1. The Explanatory Statement, pursuant to Section 102 of the Companies Act, 2013 (the "Act"), in respect of the Special Business to be transacted at the 29<sup>th</sup> Annual General Meeting is annexed herewith.
2. The Register of Members and the Share Transfer books of the Company will remain closed from the 22.09.2018 to 28.09.2018 (both days inclusive) for the purpose of Annual General Meeting.
3. Brief Profiles and other information of Directors proposed to be appointed/re-appointed are annexed.

**A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND ON POLL, TO VOTE INSTEAD OF HIMSELF/HERSELF. A PROXY NEED NOT BE A MEMBER OF THE COMPANY. THE INSTRUMENT APPOINTING THE 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. MEMBERS/PROXIES SHOULD FILL THE ATTENDANCE SLIP FOR ATTENDING THE MEETING.**

A person can act as proxy on behalf of members not exceeding fifty (50) in number and holding in aggregate not more than ten percent of the total share capital of the Company carrying voting rights. However, 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 proxy for another person or member.

4. Corporate members intending to send their Authorised Representatives to attend and vote at the meeting are requested to ensure that the Authorised Representative carries a duly certified true copy of the board resolution, power of attorney or such other valid authorization, authorizing him/her to attend and vote at the Meeting and any one of the photo identity proofs (viz. Driving License, PAN Card, Election Card, Passport or any other valid proof).
5. The route map for the venue of the meeting has been provided in the attendance slip.
6. The Company has a dedicated E-mail address [investor@alankit.com](mailto:investor@alankit.com) for members to mail their queries or lodge complaints, if any. We will endeavor to reply to your queries at the earliest. The Company's website [www.alankit.in](http://www.alankit.in) has a dedicated section on Investors.
7. To Support the **Green Initiative**, Members who are yet to register/ update their email addresses with the Company or with the Depository Participants are requested to register/ update the same for receiving the Notices, Annual Reports and other documents through electronic mode.
8. Notice of the AGM (along with Attendance Slip, Proxy Form and Route Map) and the Annual Report for the Financial Year 2017-18 are being sent electronically to the members whose E-mail IDs are registered with the Company/ Depository Participant(s) unless any member has requested for a physical copy of the same. For members who have requested for physical copy or who have not registered their email address, physical copies of the Notice and Annual Report are being sent through permitted mode.
9. Members may also note that the Notice of the 29th Annual General Meeting and the Annual Report for F.Y. 2017-18 will also be available on the Company's website [www.alankit.in](http://www.alankit.in) for their download. The physical copies of the aforesaid documents will also be available at the Company's Registered Office in New Delhi for inspection during normal business hours on working days. For any communication, the shareholders may also send requests to the Company's investor email id: [investor@alankit.in](mailto:investor@alankit.in).
10. Members are informed that in case of joint holders attending the meeting, the member whose name appears as the first holder in the order of names as per the Register of members of the Company will be entitled to vote.
11. All share and dividend related correspondence may be sent to RTA at the following address:

**ALANKIT ASSIGNMENTS LIMITED**

3E/7, Jhnadewalan Extension, New Delhi-110055, Phone- +91-11-42541234, +91-11-42541959 E-mail:

[rta@alankit.com](mailto:rta@alankit.com)

In all the correspondence, please quote your DP ID & Client ID or Folio Number.

12. Members holding shares in dematerialized form are requested to intimate all changes pertaining to their bank account details, National Electronic Clearing Services (NECS), nominations, power of attorney, change of name, change of address, PIN code etc., only to their Depository Participants (DPs) and not to the Registrar and Share Transfer Agent (RTA) or the Company.
13. Members holding shares in electronic mode are requested to submit their PAN to their respective DPs with whom they are maintaining their demat accounts whereas members holding shares in physical mode are required to submit their PAN to the Company/RTA, as mandated by Securities and Exchange Board of India (SEBI) for every participant in securities market.

#### **14. VOTING OPTIONS**

##### **VOTING THROUGH ELECTRONIC MEANS**

In compliance with provisions of Section 108 and other applicable provisions of the Companies Act, 2013 and rules made there under and Regulation 44 of the Listing Regulations, the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at the 29<sup>th</sup> Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM ("remote e-voting") will be provided by National Securities Depository Limited (NSDL).

The facility of voting through ballot paper shall be made available at the AGM and the members attending the meeting who have not casted their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper.

The members who have casted their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again. However, in case the members cast their votes through both the modes, then voting done through e-voting shall prevail and voting done by Ballot Paper at meeting will be treated as invalid.

The instructions for shareholders voting electronically are as under:

- A. In case a Member receives an email from NSDL [for members whose email IDs are registered with the Company/Depository Participants(s)]:
  - (i) Open email and open PDF file viz; "Alankit e voting.pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password/PIN for e-voting. Please note that the password is an initial password.
  - (ii) Launch internet browser by typing the following URL: <https://www.evoting.nsdl.com>
  - (iii) Click on Shareholder - Login
  - (iv) Put user ID and password as initial password/PIN noted in step (i) above. Click Login.
  - (v) Password change menu appears. Change the password/PIN with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
  - (vi) Home page of remote e-voting opens. Click on remote e-Voting: Active Voting Cycles.
  - (vii) Select "REVEN" of Alankit Limited.
  - (viii) Now you are ready for remote e-voting as Cast Vote page opens.
  - (ix) Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.
  - (x) Upon confirmation, the message "Vote cast successfully" will be displayed
  - (xi) Once you have voted on the resolution, you will not be allowed to modify your vote
  - (xii) 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. together with attested specimen

signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to [nckhanna12@gmail.com](mailto:nckhanna12@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)

- B. In case a Member receives physical copy of the Notice of AGM [for members whose email IDs are not registered with the Company/ Depository Participants(s) or requesting physical copy]:
- (i) Initial password is provided as below/at the bottom of the Attendance Slip for the AGM:**REVEN** (Remote E Voting Event Number) **USER ID PASSWORD/PIN**
  - (ii) Please follow all steps from Sl. No. (ii) to Sl. No. (xii) Above, to cast vote.
- C. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and remote e-voting user manual for Shareholders available at the Downloads section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
- D. If you are already registered with NSDL for remote e-voting then you can use your existing user ID and password/PIN for casting your vote.
- E. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
- F. The e-voting period commences on **25.09.2018 (10:00 a.m.)and ends on 27.09.2018 (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 i.e. 21.09.2018 may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.
- G. 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 i.e. 21.09.2018.
- H. Mr. N.C. Khanna, Practicing Company Secretary (M.no- 4268 and Certificate of Practice number 5143)has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
- I. The Chairman shall, at the AGM, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of ballot paper for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.
- J. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositors as on the cut-off date only shall be entitled to avail the facility of remote e-voting. A person who is not a member as on the cut-off date, should treat this notice for information purpose only.
- K. The Scrutinizer shall within a period not exceeding three days from the conclusion of the e voting period unblock the votes in the presence of at least two (2) witnesses not in the employment of the Company and make a Scrutinizer's Report of the votes cast in favour or against, if any, forthwith to the Chairman of the Company.
- L. The Results declared along with the report of the Scrutinizer shall be placed on the website of the Company i.e. [www.alankit.in](http://www.alankit.in) and on the website of NSDL e-voting immediately after the declaration of result by the Chairman or a person authorized by him in writing. The results shall also be immediately forwarded to the BSE Limited and National Stock Exchange of India Limited. The results shall be displayed at the Registered Office at 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi-110055.
15. All documents referred to in the accompanying Notice and the Explanatory Statement shall be open for inspection at the Registered Office of the Company during normal business hours on all working days up to and including the date of the Annual General Meeting of the Company.
16. This notice has been updated with the instructions for voting through electronic means as per the Amended Rules 2015.

## **EXPLANATORY STATEMENT IN RESPECT OF THE SPECIAL BUSINESS PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013 (“ACT”)**

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

The Members of the Company at its 27<sup>th</sup> AGM held on Monday, 08th August, 2016 had appointed M/s. Maheshwari Rajiv & Co., Chartered Accountants, (Firm Registration No: 007115NR) as the Statutory Auditors of the Company to hold office from the conclusion of 27<sup>th</sup> AGM till the conclusion 32<sup>nd</sup> Annual General Meeting of the Company respectively subject to ratification of the appointment by the Members at every AGM held after the 27<sup>th</sup> AGM of the Company.

M/s. Maheshwari Rajiv & Co., Chartered Accountants, (Firm Registration No: 007115NR) vide their letter dated 21<sup>st</sup> July, 2018 have resigned from the position of Statutory Auditors of the Company, resulting into a casual vacancy in the office of Statutory Auditors of the Company as envisaged by section 139(8) of the Companies Act, 2013.

The Board of Directors at its meeting held on 31<sup>st</sup> July, 2018 as per the recommendation of the Audit Committee, and pursuant to the provisions of Section 139(8) of the Companies Act, 2013, have appointed M/s. B. K. Shroff & Co., Chartered Accountants, New Delhi (Firms Registration No. 302166E), to hold office as the Statutory Auditors of the Company till the conclusion of 29th AGM and to fill the casual vacancy caused by the resignation of M/s. Maheshwari Rajiv & Co., (Firm Registration No: 007115NR) subject to the approval by the members at the 29th Annual General Meeting of the Company, at such remuneration plus applicable taxes, and out of pocket expenses, as may be determined and recommended by the Audit Committee in consultation with the Auditors and duly approved by the Board of Directors of the Company.

The Company has received consent letter and eligibility certificate from M/s. B. K. Shroff & Co., Chartered Accountants, (Firms Registration No. 302166E), to act as Statutory Auditors of the Company along with a confirmation that, their appointment, if made, would be within the limits prescribed under the Companies Act, 2013. Accordingly, consent of the Members is sought for passing an Ordinary Resolution as set out in Item No. 3 of the Notice for appointment and payment of remuneration to the Statutory Auditors.

None of the Directors, Key Managerial Personnel and their relatives are in any way, concerned or interested, financially or otherwise, in the aforesaid Ordinary Resolution.

The Board recommends an Ordinary Resolution set out in the Notice for approval by the Members.

### **ITEM NO. 4**

The Board of Directors at its meeting held on 31<sup>st</sup> July, 2018, as per the recommendation of the Audit Committee and pursuant to Section 139 and other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Audit and Auditors) Rules, 2014 and other applicable provisions if any, recommended the appointment of M/s. B. K. Shroff & Co., Chartered Accountants, New Delhi (Firms Registration No. 302166E), as Statutory Auditors of the Company to hold office for a period of one year, from the conclusion of the 29th AGM, till the conclusion of the 30th AGM of the Company to be held in the year 2019, at such remuneration plus applicable taxes, and out of pocket expenses, as may be determined and recommended by the Audit Committee in consultation with the Auditors and duly approved by the Board of Directors of the Company.

The Company has received consent letter and eligibility certificate from M/s. B. K. Shroff & Co, Chartered Accountants, (Firms Registration No. 302166E) to act as Statutory Auditors of the Company along with a confirmation that, their appointment, if made, would be within the limits prescribed under the Companies Act, 2013.

Accordingly, consent of the Members is sought for passing an Ordinary Resolution as set out in Item No. 4 of the Notice for appointment and payment of remuneration to the Statutory Auditors.

None of the Directors, Key Managerial Personnel and their relatives are in any way, concerned or interested, financially or otherwise, in the aforesaid Ordinary Resolution.

The Board recommends an Ordinary Resolution set out in the Notice for approval by the Members.

**Item No. 5**

Pursuant to the recommendation of Nomination and Remuneration Committee and Audit Committee, the Board of Directors of the Company vide resolution passed on 30.05.2018 approved appointment of Mr. Ashok Shantilal Bhuta as Additional Director in the capacity of Independent Non- Executive Director on the Board of the Company with immediate effect in accordance with the provision of Section 149 and 152 read with Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 and Companies (Appointment and Qualifications of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force. Mr. Ashok Shantilal Bhuta have given a declaration of Independence pursuant to Section 149(6) and 149(7) of the Companies Act, 2013 read with Rule 5 of Companies (Appointment and Qualification of Directors) Rules, 2014 along with their affirmance to the Code of Independent Directors as prescribed under Schedule IV of the Companies Act, 2013.

A brief profile and other details required as per Regulation 36(3) of SEBI Listing Regulations and Secretarial Standards-2 of Institute of Company Secretaries of India is given separately in this notice.

Mr. Ashok Shantilal Bhuta does not hold by himself or for any other person on a beneficial basis, any shares in the Company.

Approval of the members is required by way of Ordinary Resolution for appointment.

None of the Directors or Key Managerial Personnel and / or their relatives, are in any way, financial or otherwise, interested or concerned in this resolution.

**Item No. 6**

In order to provide last mile banking and to carry out activities as articulated in Financial Inclusion Plan of RBI, and to provide outsourcing services for all processes, call centers including in-bound and out-bound and other support services which will enhance Company's viability & sustainability in future, compare to our competitor's, the objects of the Company should be changed to reflect the true nature of business. Accordingly, it is proposed to insert new object in the main object clause of the Memorandum of Association of the Company. The proposed change of object clause requires the approval of shareholders through Special Resolution pursuant to the provisions of Section 13 of the Companies Act, 2013.

The Board of Directors recommend passing of the Special Resolution as contained in the Notice.

A copy of the Memorandum and Articles of Association of the Company together with the proposed alterations is available for inspection by the Members of the Company at the Registered Office and Corporate Office during normal business hours i.e. between 9:00 a.m. to 6:00 p.m. on all working days upto the date of the Meeting.

None of the Directors or Key Managerial Personnel and / or their relatives, are in any way, financial or otherwise, interested or concerned in this resolution.

**Item No. 7**

The Board of Directors of the Company at its meeting held on 30<sup>th</sup> May, 2018 has, subject to approval of members, re-appointed Mr. Pravin Kumar Bansal as a Whole-Time Director, designated as Executive Director, for a further period of 1(one) year from the expiry of his present term, that is 31<sup>st</sup> October, 2018, on terms and conditions including remuneration as recommended by the Nomination and Remuneration Committee of the Board and approved by the Board.

It is proposed to seek members' approval for the re-appointment and remuneration payable to Mr. Pravin Kumar Bansal, designated as Executive Director of the Company, in terms of applicable provisions of the act.

A brief profile and other details required as per Regulation 36(3) of SEBI Listing Regulations and Secretarial Standards-2 of Institute of Company Secretaries of India is given separately in this notice.



Mr. Pravin Kumar Bansal does not hold by himself or for any other person on a beneficial basis, any shares in the Company.

The Board of Directors recommend passing of the Special Resolution as contained in the Notice.

None of the Directors or Key Managerial Personnel and / or their relatives, are in any way, financial or otherwise, interested or concerned in this resolution.

**DETAILS OF DIRECTORS SEEKING APPOINTMENT/ RE-APPOINTMENT AS REQUIRED UNDER REGULATION 36 (3) OF THE LISTING REGULATIONS AND SECRETARIAL STANDARDS-2 ON GENERAL MEETING:**

Name of Director	Preeti Chadha	Ashok Shantilal Bhuta	Pravin Kumar Bansal
Designation	Whole-Time Director	Independent Director	Whole-Time Director
DIN	06901521	05336015	07970962
Date of appointment	28.11.2016	30.05.2018	01.11.2017
Item No.	2	5	7
Date of Birth	03.06.1988	14.01.1951	15.09.1954
Brief Resume	More than 5 years of experience in secretarial, Finance and handling compliances.	Mr. Ashok Shantilal Bhuta has rich experience spanning into nearly four decades and is engaged in practice in the field of accountancy and providing consultancy services related to corporate law matters, direct and indirect taxes, corporate governance, statutory and internal audit of numerous business houses and other entities.	Prior to taking charge as Executive Director, Mr Pravin Kumar Bansal was posted as President with the DHFL, Mumbai, overseeing overall expansion of the Company under Builder Finance Sector. Mr. Bansal has held various positions in the banking sector including holding position as a General Manager deputed at the Corporate Office of Union Bank of India as well as several key positions in other public and private sector.
Expertise in specific functional areas	More than 5 years of experience in secretarial, Finance and handling compliances.	A Fellow member of the Institute of Chartered Accountants of India, since 1981 and having rich experience spanning into nearly four decades.	In a career span of over three and half decades, Mr. Bansal has vast experience in Banking Sector, Insurance and Mutual Funds Sector.
Qualifications	M.com, Fellow Member of Institute of Company secretaries of India	B.Com, Fellow member of the Institute of Chartered Accountants of India	B.Com and Post graduate degree in Economics.
Remuneration last drawn during f.y. 2017-18	Rs. 4,38,366	NIL	Rs. 7,67,340

Number of Meetings of Board attending during the year	4	Not Applicable	1
Directorships held in other Indian Public Limited Companies	NIL	Alankit Assignments Limited Alankit Finsec Limited	Alankit Assignments Ltd.
Relationship with any other Director inter-se and KMPs of the Company	None	None	None
Committee position held in other Indian Companies	NIL	NIL	NIL
No. of equity shares held in the Company	NIL	NIL	NIL

**BY ORDER OF THE BOARD OF DIRECTORS  
FOR ALANKIT LIMITED**

**DATE : 14.8.2018  
PLACE : NEW DELHI**

**PREETI CHADHA  
WHOLE TIME DIRECTOR & COMPANY SECRETARY**

**ALANKIT LIMITED**

CIN: L74900DL1989PLC036860

Regd. Office: 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi 110055

ATTENDANCE SLIP  
29<sup>TH</sup> ANNUAL GENERAL MEETING

DP Id\*  
Client Id\*

Folio No.  
No. of Shares:

I hereby record my presence at the **29<sup>th</sup> ANNUAL GENERAL MEETING** of the Company held on Friday, the 28th September, 2018 at Mohan Vilaas, Main GT Karnal Road, Delhi-110033 at 10.00 a.m.

Name:  
Address:

Member's Folio/DP ID- Client ID no.

Member's/Proxy's name in Block Letters

Member's/Proxy's Signature

**Note:**

1. Please complete the folio/DP ID-Client ID NO. and name, sign this Attendance Slip and hand it over at the Attendance Verification Counter at the Entrance of the Meeting Hall.
2. Electronic copy of the Annual Report for 2018 and notice of the Annual General Meeting along with Attendance Slip and Proxy Form is being sent to all the members whose email address is registered with the Company/Depository Participant unless any member has requested for a hard copy of the same. Members receiving electronic copy and attending the AGM can print copy of the Attendance Slip.
3. Physical copy of the Annual Report for 2018 and Notice of the Annual General Meeting along with copy of Attendance Slip and Proxy Form is sent in the permitted mode(s) to all members whose email is not registered or have requested for a hard copy.

**ALANKIT LIMITED**

CIN: L74900DL1989PLC036860

Regd. Office : 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi - 110055

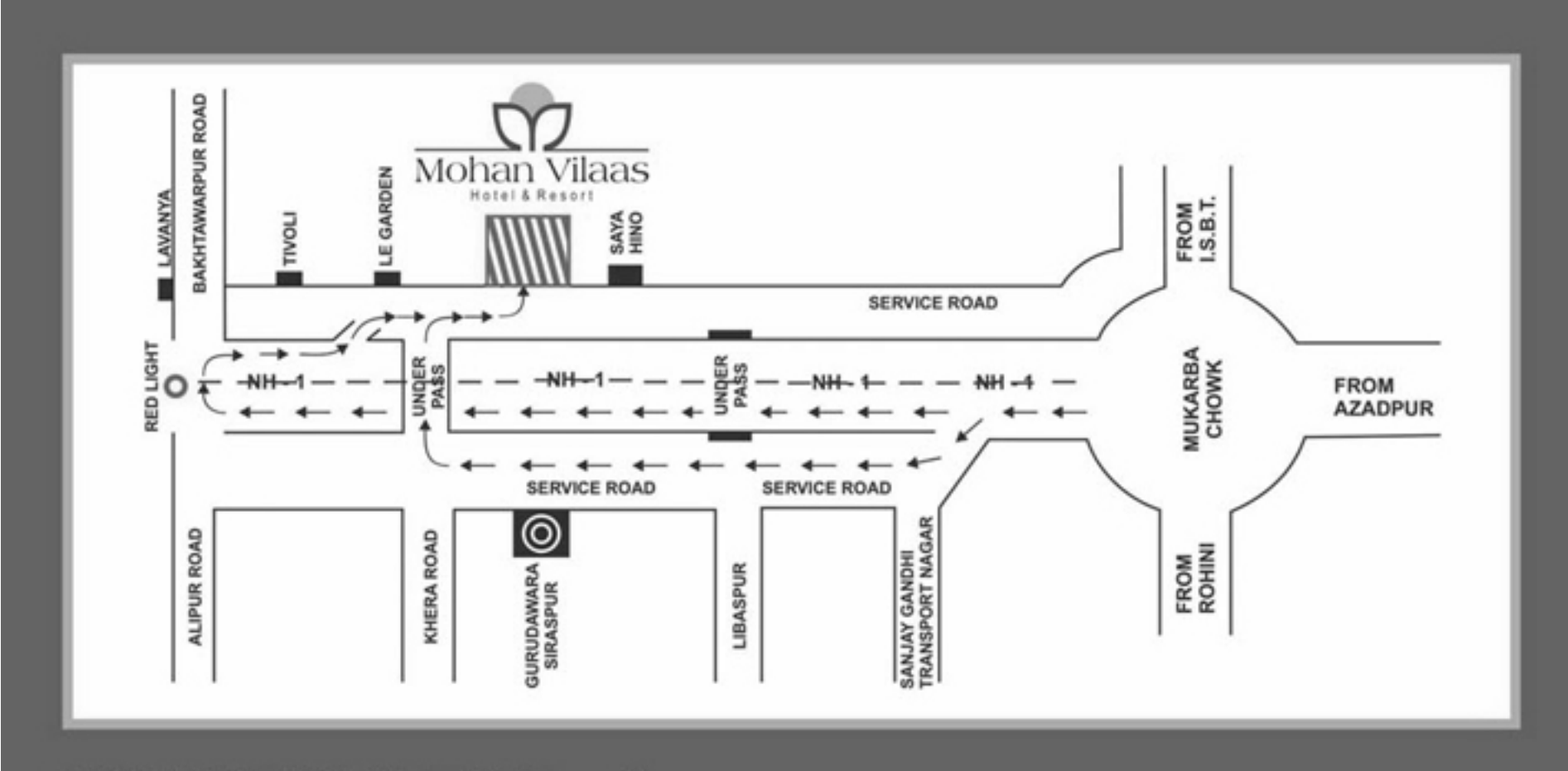
E-VOTING PARTICULARS

**ELECTRONIC VOTING PARTICULARS**

<b>EVEN (E-Voting Event Number)</b>	<b>USER ID</b>	<b>PASSWORD/PIN</b>

Note: Please read instructions given at Note no. 14 of the Notice of the 29<sup>th</sup> Annual General Meeting carefully before voting electronically.

Location Map of the Venue of the 29<sup>th</sup> Annual General Meeting



**ALANKIT LIMITED**

CIN: L74900DL1989PLC036860

Regd. Office: 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi 110055

**PROXY FORM**

Name of the member(s):

e-mail Id:

Registered Address:

Folio No/\*Client Id:

DP Id:

I/We ..... being the member(s) of **Alankit Limited**, hereby appoint Mr./Ms \_\_\_\_\_ of \_\_\_\_\_ or failing him/her Mr./Ms. \_\_\_\_\_ of \_\_\_\_\_ having e-mail id \_\_\_\_\_ and whose signature(s) are appended below as my/our Proxy to attend and vote (on poll) for me/us on my/our behalf at the **29<sup>th</sup> ANNUAL GENERAL MEETING** of the Company, to be held on Friday, the 28<sup>th</sup> day of September, 2018, at Mohan Vilas, Main G.T. Karnal Road, Delhi-110036 at 10:00 a.m. and at any adjournment thereof in respect of such resolutions as are indicated below:

\* I wish my above Proxy to vote in the manner as indicated in the box below:

Resolution No.	Optional*	
	For	Against
<b>Ordinary Business</b>		
1. Adoption of Standalone and Consolidated Financial Statements for the year ended 31 <sup>st</sup> March, 2018 together with the report of the Board of Directors and Auditors thereon.		
2. Re-appointment of Mrs. Preeti Chadha as Director, who retires by rotation and being eligible offers herself for re-appointment		
<b>Special Business</b>		
3. To appoint Statutory Auditor to fill Casual Vacancy		
4. To appoint Statutory Auditor, M/s B.K. Shroff & Co. from conclusion of 29 <sup>th</sup> AGM till the conclusion of 30 <sup>th</sup> AGM		
5. To appoint Mr. Ashok Shantilal Bhuta as an Independent Director of the Company.		
6. Alteration of Objects Clause in the Memorandum of Association of the Company		
7. To re-appoint Mr. Pravin Kumar Bansal as a Whole-Time Director		

Signature of Shareholder :

Signature of Proxy Holder :

Date :

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 hrs before the commencement of the Meeting.
- Proxy need not be a member of the Company.
- For the resolutions, Explanatory Statement and Notes, please refer to the Notice.
- It is optional to put a 'X' in the appropriate column against the Resolutions indicated. If you leave the column blank, your proxy will be entitled to vote in the manner as he/she thinks fit.
- In the case of joint holders, the signature of any one holder will be sufficient, but names of all the joint holders should be stated.
- Please complete all details including details of the member(s) in above box before submission.

