

SVAM SOFTWARE LIMITED

REGD OFF: 224, G/F SWAYAM SEWA, CO-OPERATIVE HOUSING SOCIETY LTD.,
JHILMIL DELHI - 110032

Email: svamsoftwareltd@gmail.com, Website: www.svamsoftwareltd.in

CIN: L65100DL1992PLC047327

PH.: 011-40363174

Date: 10.02.2022

To,

Listing Compliance Department
BSE LIMITED
25th Floor P J Tower
Dalal Street
Mumbai-400001
Scrip Code: 523722

Dear Sir,

Subject: Notice of Extra-Ordinary General Meeting and Book Closure

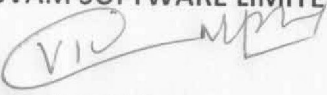
1. Extra-Ordinary General Meeting and Book Closure of the Members of **SVAM SOFTWARE LIMITED** will be held on **Monday, 07TH March, 2022 at 10:00 A.M.** at, "S-524, Vikas Marg, Shakarpur-Delhi-110092".
2. Register of members and share transfer books will be closed from **Tuesday 01st March, 2022 to Monday 07TH March, 2022 (both the days inclusive).**
3. The remote e-voting period begins on **Friday, 04th March, 2022 (9:00 A.M.)** and ends on **Sunday, 06th March, 2022 (5:00 P.M.)**

Copy of notice of Extra-Ordinary General Meeting is enclosed herewith.
This is for your information and record.

Thanking you.

Yours Sincerely

For **SVAM SOFTWARE LIMITED**


Virender Kumar Gupta
(Director)
DIN: 00869792

NOTICE

Notice is hereby given that the 1st (First) Extra-Ordinary General Meeting of the members of **SVAM SOFTWARE LIMITED** will be held on **Monday, 07TH March, 2022** at 10.00 A.M. at, “**S-524, Vikas Marg, Shakarpur, Delhi-110092**” to transact the following business:

SPECIAL BUSINESS:-

APPOINTMENT OF STATUTORY AUDITORS TO FILL CASUAL VACANCY:

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

1. “To appoint **M/S G A M S & ASSOCIATES LLP** (FRN N500094) as the Statutory Auditors of the Company for the financial year 2021-22 to fill the casual vacancy caused due to resignation of M/s Moon And Company, Chartered Accountants, (FRN/Membership No: 523034) and to hold office as statutory auditors of the company from the conclusion of ensuing Extra Ordinary General Meeting of the company to be held on **Monday, 07TH March, 2022** till the conclusion of next Annual General Meeting of the company to be held in the year 2022 at a remuneration as may be determined by the Board of Directors in consultation with the said Auditors.

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to do all acts and take all such steps as may be necessary, proper or expedient to give effect to this resolution.”

By the order of Board of directors
SVAM SOFTWARE LIMITED

Place: Delhi
Date: 10.02.2022

Sd/-
SUDHIR KUMAR AGARWAL
Director

NOTES:-

- A MEMBER ENTITLED TO ATTEND AND VOTE AT THE EXTRA-ORDINARY MEETING (THE MEETING / EGM) 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.
- THE INSTRUMENT APPOINTING A PROXY SHOULD, HOWEVER, BE DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN FORTYEIGHT HOURS BEFORE THE COMMENCEMENT OF THE MEETING. A PROXY FORM FOR THE MEETING IS ATTACHED TO THIS NOTICE.
- A PERSON CAN ACT AS PROXY ON BEHALF OF NOT EXCEEDING FIFTY (50) MEMBERS AND HOLDING IN AGGREGATE NOT MORE THAN TEN (10) PER CENT OF THE TOTAL SHARE CAPITAL OF THE COMPANY CARRYING VOTING RIGHTS. A MEMBER, HOLDING MORE THAN TEN (10) PER CENT 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 ANY OTHER MEMBER.
- Register of members and share transfer books will be closed from **from Tuesday 01st March, 2022 to Monday 07TH March, 2022 (both the days inclusive).**
- Members are requested to please notify immediately any change in their addresses to the company.
- Members/proxies should bring the attendance slip duly filled in for attending the meeting.
- Mr. Sandeep Kumar Singh (M. No. 511685) Chartered Accountants in whole time practice, has been appointed as Scrutinizer for the purpose of Postal Ballot Process.
- Shareholders seeking any information with regard to accounts are requested to write well in advance so as to reach the company at least 7 days prior to the Extra_ordinary general meeting to enable the management to keep the information ready at the EGM.
- The Member Are Requested To:-
 - a. Intimate changes if any in their address to the company or to the Registrar and Share transfer agent of the company, Skyline Financial Services (P) Ltd. At D-153A, Okhla Industrial Area, Phase-I, Delhi 110020, Ph-011-30857575.
 - b. Quote folio number in all their correspondence with the company.
 - c. Bring attendance slip at the venue for the EGM.
- Member holding shares in physical form are requested to lodge share transfer, transmission and intimate changes, if any, in their registered address, bank account and mandate details, residential status etc. Quoting their folio number(s) to company's share transfer agent.
- Corporate members intending to send their authorized representatives are requested to send a duly certified copy of the Board resolution authorizing the representatives to attend and vote at the general meeting.

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

ITEM NO. 1

M/s Moon And Company, Chartered Accountants, (FRN/Membership No: 523034) have tendered their resignation from the position of Statutory Auditors due to their other business occupancies and health issues, 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 ("Act"). Casual vacancy caused by the resignation of auditors can only be filled up by the Company in extra-ordinary general meeting. Board proposes that M/s. G A M S & Associates LLP, Chartered Accountants, be appointed as the Statutory Auditors of the Company to fill the casual vacancy caused by the resignation of M/s. Moon And Company, Chartered Accountants, (FRN/Membership No: 523034). M/s. G A M S & Associates LLP, Chartered Accountants, have conveyed their consent to be appointed as the Statutory Auditors of the Company along with a confirmation that, their appointment, if made by the members, would be within the limits prescribed under the Companies Act, 2013. Accordingly, Ordinary Resolution is submitted to the meeting for the consideration and approval of members. None of the Directors, Key Managerial Persons or their relatives, in any way, concerned or interested in the said resolution.

**By the order of Board of directors
SVAM SOFTWARE LIMITED**

**Place: Delhi
Date: 10.02.2022**

**Sd/-
SUDHIR KUMAR AGARWAL
Director**

VOTING THROUGH ELECTRONIC MEANS:

In terms of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (including any statutory modification or re-enactment thereof for the time being in force), listed companies are required to provide members with the facility to exercise their right to vote at the Extra-Ordinary General Meeting (EGM) through electronic means. The Company has availed the services of Central Depository Services Limited (CDSL) for providing the necessary e-voting platform to the members of the Company:

The Board of Directors has appointed Mr. Sandeep Kumar Singh (M. No. 511685) Chartered Accountant in whole time Practice as the Scrutinizer for conducting the e-voting process in accordance with law and in a fair and transparent manner. The Scrutinizer shall within a period not exceeding three (3) working days from the conclusion of 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 favor or against, if any, and submit it forthwith to the Managing Director and/or Chartered Accountant of the Company.

The instructions for members for e-voting are as under:

The remote e-voting period begins **Friday, 04th March, 2022 (9:00 A.M.) and ends on Sunday, 06th March, 2022 (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) 25th February, 2022** may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.

The Company has engaged Central Depository Services (India) Limited ("CDSL") to offer e-voting facility to all its Members to enable them to cast their vote electronically. This notice is being sent to all the Members, whose names appear in the Register of Members / Records of Depositories as on the close of working hours on 11th February, 2022 i.e. the cut-off date. Voting rights will be reckoned on the paid-up value of the shares registered in the name of the members as on the cut-off date. E-voting is optional for Members. The Notice of the Extra-ordinary General Meeting is sent electronically to all the shareholders who have registered their email addresses with the Company / Depositories and to the other shareholders by Speed Post / Registered Post / Courier.

- 1) The shareholders should log on to the e-voting website www.evotingindia.com during the voting period.
- 2) Click on "Shareholders" tab.
- 3) Now Enter your User ID
 - a. For CDSL: 16 digits beneficiary ID,
 - b. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- 4) Next enter the Image Verification as displayed and Click on Login.

- 5) If you are holding shares in De-mat form and had logged on to www.evotingindia.com and voted on an earlier voting of any company, then your existing password is to be used.
- 6) If you are holding shares in physical form or first time user in case holding shares in De-mat form, follow the steps given below:

If you are a first timer user, follow the steps given below and fill the appropriate boxes:

For Members holding share in Demat From	For Members holding shares in Demat Form and Physical Form
PAN	<p>Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (In Capital) (Applicable for both demat shareholders as well as physical shareholders)</p> <ul style="list-style-type: none"> 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. 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. E.g. If your name is Ramesh Chandra with sequence number 1 then enter RA00000001 in the PAN Field.
DOB#	Enter the Date of Birth (DOB) as recorded in your demat account or in the company records for the said demat account or folio in dd/mm/yyyy format.
Dividend Bank Details#	<p>Enter the Dividend Bank Details as recorded in your demat account or in the Company records for the said demat account or folio.</p> <ul style="list-style-type: none"> Please enter the DOB or Dividend Bank Details in order to login. In case both the details are not recorded with the depository or Company please enter the member id/folio number in the Dividend Bank details field.

- 7) After entering these details appropriately, click on "SUBMIT" tab.
- 8) Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in De-mat 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 De-mat 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.

- 9) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- 10) Click on the EVSN of the **Svam Software Limited** on which you choose to vote.
- 11) 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.
- 12) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- 13) 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.
- 14) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- 15) You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- 16) If De-mat 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.
- 17) 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. iPhone and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.
- 18) Non-Individual shareholders (i.e. other than Individuals, HUF, and NRI etc.) and Custodian are required to log on to www.evotingindia.com and register themselves as Corporate.
- 19) A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.

After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.

The list of accounts should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote. A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favor 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 www.evotingindia.com under help section or write an email to helpdesk.evoting@cdslindia.com.

- 20) Pursuant to Section 107 of the Act read with Rule 20 of the Companies (Management and Administration) Rules, 2014, there will not be voting by show of hands on any of the agenda items at the Meeting and poll will be conducted in lieu thereof.

****In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.**

Pursuant to abovesaid SEBI Circular, Login method for e-Voting and joining virtual meetings for Individual shareholders holding securities in Demat mode is given below:

Type of shareholders	Login Method
Individual Shareholders holding Securities in Dmat mode with CDSL	<ol style="list-style-type: none"> 1. Users, who have opted for CDSL Easi / Easiest facility, can hold securities in login through their existing user id and password. Option will Demat mode with CDSL be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are https://web.cdslindia.com/myeasi/home/login or visit www.cdslindia.com and click on Login icon and select New System My easi. 2. After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the e-voting is in progress as per the information provided by company. On clicking the e-voting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period. Additionally, there is also links provided to access the system of all e-Voting Service Providers i.e. CDSL/NSDL/KARVY/LINKINTIME, so that the user can visit the e-Voting service providers' website directly. 3. If the user is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasi/Registration/EasiRegistration 4. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from an e-Voting link available on www.cdslindia.com home page. The

	system will authenticate the user by sending OTP on registered Mobile& Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option here the e-voting is in progress and also able to directly access the system of all e-Voting Service Providers.
Individual Shareholders (holding securities in demat mode) login through their Depository Participants	You can also login using the login credentials of your demat account through your Depository Participant registered with CDSL for e-Voting facility. After Successful login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. CDSL:

Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at 022- 23058738 and 22-23058542-43.

GENERAL INSTRUCTIONS:

The remote e-voting period begins on **Saturday Friday, 04th March, 2022 (9:00 A.M.) and ends on Sunday, 06th March, 2022 (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) 25th February, 2021 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.

1. In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at www.evotingindia.co.in under help section or write an email to helpdesk.evoting@cdslindia.com.
2. The Notice of the Extra-Ordinary General Meeting are being sent to all the Members, whose names appear in the Register of Members as on cut-off date (record date) i.e.

11th February, 2022 through the mode prescribed under the Companies Act, 2013 and also by E-Mail, wherever registered. The Members may also download a copy of the Notice from the Website of the Company at www.svamsoftwareltd.in

3. The Members of the Company, holding Equity Shares either in physical form or in dematerialized (demat) form as on **25th February, 2021** and not casting their vote electronically, may only cast their vote at the Extra-Ordinary General Meeting. The voting rights of shareholders shall be in proportion to their shareholding of paid up share capital of the Company as on **25th February, 2021**.
4. Mr. Sandeep Kumar Singh (M. No. 511685) Chartered Accountant in Practice has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner. The Scrutinizer shall within a period not exceeding three (3) working days from the conclusion of 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, and submit it forthwith to the Managing Director and/or Chartered Accountant of the Company.

**By the order of Board of directors
SVAM SOFTWARE LIMITED**

**Place: Delhi
Date: 10.02.2022**

**Sd/-
SUDHIR KUMAR AGARWAL
Director**

SVAM SOFTWARE LIMITED

CIN:- L65100DL1992PLC047327

Regd. Office: 224, G/F Swayam Sewa, Co-Operative Housing Society Ltd., Jhilmil
Delhi 110032

Email ID:-svamsoftwareltd@gmail.com

Website:-www.svamsoftwareltd.in

ATTENDENCE SLIP

Please complete this Attendance Slip and hand it over at the Entrance of the Hall. Only Members or their Proxies are entitled to be present at the meeting.

Name and Address of the Member	Folio No.
	Client ID No.
	DP ID No.
	No. of Shares Held

I hereby record my Presence at the 01st (First) Extra-Ordinary General Meeting ("EGM") of the Svam Software Limited being held on **Monday, 07TH March, 2022** at 10.00 A.M. at "S-524, Vikas Marg, Shakarpur, Delhi 110092 at and at any adjournment thereof.

Signature of the Shareholder	Signature of the Proxy

Note:

1. Briefcase, Hand Bags etc. are not allowed inside the Meeting Hall.
2. Please note that no gifts will be distributed at the meeting.

SVAM SOFTWARE LIMITED

CIN:- L65100DL1992PLC047327

Regd. Office: 224, G/F Swayam Sewa, Co-Operative Housing Society Ltd., Jhilmil
Delhi 110032

Email ID:-svamsoftwareltd@gmail.com

Website:-www.svamsoftwareltd.in

Form No. MGT-11

Proxy form

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

CIN: L65100DL1992PLC047327

Name of the company: SVAM SOFTWARE LIMITED

Registered office: 224, G/F SWAYAM SEWA, CO-OPERATIVE HOUSING SOCIETY LTD., JHILMIL
DELHI 110032

Name of Member(s) :
Registered address :
E-mail Id :
Folio No/ Client Id:
DP ID :

I/We, being the member (s) of shares of the above named company, hereby appoint

1. Name :	Address :
E-mail Id :	Signature :

or failing him

1. Name :	Address :
E-mail Id :	Signature :

or failing him

1. Name :	Address :
E-mail Id :	Signature :

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the Extra-Ordinary General Meeting of the company, to be held **Monday, 07TH March, 2022** at 10.00 A.M. at "S-524, Vikas Marg, Shakarpur, Delhi 110092" and at any adjournment thereof in respect of such resolutions as are indicated below:

S. No.	RESOLUTIONS
SPECIAL BUSINESS	
1	APPOINTMENT OF STATUTORY AUDITOR TO FILL CASUAL VACANCY

Signed this day of..... 20.....

Affix Revenue Stamp

Signature of shareholder

Signature of Proxy holder(s)

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 hours before the commencement of the Meeting.

SVAM SOFTWARE LIMITED

CIN:- L65100DL1992PLC047327

Regd. Office: 224, G/F Swayam Sewa, Co-Operative Housing Society Ltd., Jhilmil
Delhi 110032

Email ID:-svamsoftwareltd@gmail.com

Website:-www.svamsoftwareltd.in

BALLOT FORM

- Name(s) of Shareholder(s) / Beneficial Owner
Including joint-holders, if any :
- Registered Address of the Sole /
First named Shareholder :
- Registered Folio No. / Client ID No. :
- No. of Shares held :
- I / we hereby exercise my / our vote in respect of the Resolution / s to be passed through
postal ballot for the business stated in the Notice of the Company by sending my / our assent
/ dissent to the said Resolution by placing Tick() 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	Appointment Of Statutory Auditors To Fill Casual Vacancy		

Place:

Date:

Signature of the Shareholder / Beneficial Owner