#### MARYADA COMMERCIAL ENTERPRISES AND INVESTMENT COMPANY LIMITED CIN: L65993DL1982PLC013738 Regd. Off.: 106, (1ST FLOOR), MADHUBAN TOWER, A-1, V.S. BLOCK, SHAKARPUR CROSSING, NEW DELHI – 110092

## NOTICE TO THE 38<sup>TH</sup> ANNUAL GENERAL MEETING

**Notice** is hereby given that the 38<sup>th</sup> Annual General Meeting of the Members of the Company will be held on **Monday**, **28<sup>th</sup> September**, **2020** at 04:30 P.M through Video Conferencing / Other Audio Visual Means (VC / OAVM) to transact the following business:

## **Ordinary Business**

### Item no. 1: Adoption of Financial Statements

To receive, consider and adopt the audited financial statements of the Company for the year ended 31<sup>st</sup> March, 2020, including the audited balance sheet as at 31<sup>st</sup> March 2020 and Statement of Profit and Loss Account for the year ended on that date together with the Reports of the Auditors and Directors' thereon.

### Special business

## Item no. 2: Appointment of Mr. Sati Nath Das as Independent Director of the Company

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

"**RESOLVED THAT** pursuant to Sections 149, 150, 152 read with Schedule IV and other applicable provisions of the Companies Act, 2013 (hereinafter referred to as "the Act") and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or enactment(s) thereof for the time being in force), Mr. Sati Nath Das (DIN: 03114586), who was appointed as an Additional Director in the capacity of Independent Director of the Company by the Board of Directors effective from 30<sup>th</sup> July, 2020 and who holds office till the date of the Annual General Meeting in terms of Section 161 of the Companies Act, 2013, and in respect of whom the Company has received a notice in writing from a member under Section 160 of the Companies Act, 2013 signifying his intention to propose Mr. Sati Nath Das (DIN: 03114586), as a candidate for the office of Director of the Company, be and is hereby appointed as an Independent Director of the Company for a period of 5 (Five) years with effect from 30-07-2020, and the term shall not be subject to retirement by rotation;

**RESOLVED FURTHER THAT** Mr. Kuldip Sharma and Mrs. Ritu Sobti, Directors of the Company be and are hereby severally authorized, empowered, instructed and directed to digitally sign all the necessary forms and documents to be filed with the office of the Registrar of Companies and also to do all such other acts, things, deeds, matters as may be required or necessary for the purpose of giving effect to above resolution.

For and on Behalf of the Board For Maryada Commercial Enterprises and Investment Company Limited

Date: 31<sup>st</sup> August, 2020

Place: New Delhi

Sd/-Kuldip Sharma Director DIN: 06746475

NOTES:

- a. In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs ("MCA") has vide its circular dated May 05, 2020 read with circulars dated April 8, 2020 and April 13, 2020 (collectively referred to as "MCA Circulars") permitted the holding of the Annual General Meeting ("AGM") through VC / OAVM, without the physical presence of the Members at a common venue. In compliance with the provisions of the Companies Act, 2013 ("Act"), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and MCA Circulars, the AGM of the Company is being held through VC / OAVM.
- **b.** At 35<sup>th</sup> AGM, M/s Rajesh Suresh Jain & Associates, Chartered Accountants were appointed as Statutory Auditors of the Company for a term of 5 years until the conclusion of 40<sup>th</sup> AGM of the Company.

The ratification of their appointment, pursuant to Section 139 of the Companies Act, 2013, is not required, in terms of Notification No. S.O. 188 (E) dated May 07, 2018, issued by the Ministry of Corporate Affairs and accordingly, the item has not been included in the Ordinary Business of the AGM Notice.

- c. Since this AGM is being held pursuant to the Circular issued by Ministry of Corporate Affairs having circular no. 20/2020 dated May 05, 2020 read along with MCA circular dated April 08, 2020, and April 13, 2020 and SEBI circular dated May 12, 2020 this AGM is being held through VC / OAVM, where physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for this AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.
- **d.** Corporate Members intending to send their authorized representatives to attend the meeting pursuant to Section 113 of the Companies Act, 2013 are requested to send to the Company a certified copy of the Board Resolution authorizing their representative to attend the AGM through VC / OAVM on its behalf and to vote through remote e-voting.
- e. Members holding shares in physical form, in identical order of names, in more than one folio are requested to send to the Company or M/s. Skyline Financial Services Private Limited, the details of such folios together with the share certificates for consolidating their holdings in one folio. A consolidated share certificate will be issued to such Members after making requisite changes.
- f. In case of joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote.
- **g.** Book Closure: The Register of Members and Share Transfer Books of the Company will remain Close from Tuesday, 22<sup>nd</sup> of September, 2020 to Monday, 28<sup>th</sup> of September, 2020 for the purpose of the Annual General Meeting.
- h. All the documents, transfers, dematerialization requests and other communications in relation thereto should be addressed direct to the Company's Registrar and Transfer Agent, M/s. Skyline Financial Services Private Limited at D-153A, 1st Floor, Okhla Industrial Area, Phase – I, New Delhi - 110 020.
- i. In compliance with the aforesaid MCA Circulars and SEBI Circular dated May 12, 2020, Notice of the AGM along with the Annual Report 2019-20 is being sent only through electronic mode to those Members whose email addresses are registered with the Company/Depositories. Members may note that the Notice and Annual Report 2019-20 will also be available on the Company's website <u>www.maryadainvestment.in</u>, websites of the Stock Exchanges i.e. Metropolitan Stock Exchange of India Limited at www.msei.in , and on the website of CDSL www.evotingindia.com.
- j. The Securities and Exchange Board of India (SEBI) has mandated the submission of the Permanent Account Number (PAN) by every participant in the securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their Depository Participant(s). Members holding shares in physical form shall submit their PAN details to the Company at its Registered Office or to the Registrar and Transfer Agents.
- k. An Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 in respect of the special businesses specified under Item No. 2 is annexed hereto.

- I. All documents referred to in the Notice and accompanying Explanatory Statement, as well as the Annual Report, are open for inspection at the Registered Office of the Company on all working days during normal business hours up to the date of the Meeting.
- m. Members attending the AGM through VC / OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.
- n. Members who have not registered their e-mail address so far are requested to register their e-mail address for receiving all communication(s) including Annual Report, Notices and Circulars etc. from the Company electronically. Members holding shares in physical form are requested to notify any change of address, bank mandates, if any, to the Registrar and Transfer Agent M/s. SKYINE FINANCIAL SERVICES PVT LTD., D-153/A, 1st floor, Phase I, Okhla Industrial Area, New Delhi, Delhi 110020, Ph:- 011 26812683, E-mail:- <u>admin@skylinerta.com</u>, website: <u>www.skylinerta.com</u> and / or the Company Secretary or to their respective depository participants if the shares are held in electronic form.
- o. Members are entitled to nominate a person to whom his/her shares in the Company shall vest in the event of his/her demise, by filling up Form No. SH-13. The members are requested to avail of this facility. The duly filled in and signed Nomination Form No. SH-13 should be sent to the Registrar and Transfer Agents, M/s. Skyline Financial Services Private Limited at the address mentioned in point No. (n).
- p. The Securities and Exchange Board of India vide its Circular No. SEBI/LAD-NRO/GN/2018/24 dated June 08, 2018 and BSE Circular Ref. No. LIST/COMP/15/2018-19 dated July 05, 2018 and NSE Circular Ref. No. NSE/CML/2018/26 dated July 09, 2018, as modified by the Securities and Exchange Board of India vide its Circular No. SEBI/LAD-NRO/GN/2018/49 dated November 30, 2018 has amended Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, which mandated that transfer of securities with effect from April 01, 2019 would be in dematerialized form only. Members holding shares in physical form are requested to take necessary steps with their respective Depository Participants to dematerialize their physical shares.
- q. Members desiring any information on the accounts at the AGM are requested to write to the Company at least 7 days in advance, so as to enable the Company to keep the information ready.
- r. The recorded transcript of the forthcoming AGM on September 28, 2020, shall also be made available on the website of the Company in the investor relation section, as soon as possible after the meeting is over.
- s. Since the AGM will be held through VC / OAVM, the Route Map is not annexed in this Notice.

### t. Process and manner for Members opting for e-voting are as under:

- a. In compliance with the provisions of Section 108 of the Act, read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time, and Regulation 44 of the SEBI Listing Regulations, and the Circulars issued by the Ministry of Corporate Affairs dated April 08, 2020, April 13, 2020 and May 05, 2020, the Company is providing facility of remote e-voting to its Members in respect of the business to be transacted at the AGM. For this purpose, the Company has entered into an agreement with CDSL for facilitating voting through electronic means, as the authorized agency. The facility of casting votes by a member using remote e-voting system as well as e-voting on the day of the AGM will be provided by CDSL on all the resolutions set forth in this Notice. The instructions for e-voting are given herein below.
- b. The Members who have cast their vote by remote e-voting prior to the AGM may also attend/ participate in the AGM through VC / OAVM but shall not be entitled to cast their vote again.
- c. The remote e-voting period commences on Friday, 25<sup>th</sup> September, 2020 (9:00 a.m. IST) and ends on Sunday, 27<sup>th</sup> September, 2020 (5:00 p.m. IST). Members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date, i.e. Monday, 21<sup>st</sup> September, 2020, may cast their vote by remote e-voting. The remote e-voting module shall

be disabled by CDSL for voting thereafter. Once the vote on a resolution is cast by the Member, the Member shall not be allowed to change it subsequently. Those Members, who will be present in the AGM through VC / OAVM facility and have not cast their vote on the Resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through e-voting system during the AGM.

- d. The Board of Directors has appointed Ravi Shankar & Associates, Practicing Company Secretaries as the Scrutinizer to scrutinize the voting during the AGM and remote e-voting process in a fair and transparent manner.
- e. The voting rights of Members shall be in proportion to their shares in the paid-up equity share capital of the Company as on the cut-off date.
- f. Any person, who acquires shares of the Company and becomes a Member of the Company after sending of the Notice and holding shares as of the cut-off date, may obtain the login ID and password by sending a request at <u>www.evotingindia.com</u>. However, if he/she is already registered with CDSL for remote e-voting then he/she can use his/her existing User ID and password for casting the vote.

## g. The process and manner for remote e-voting are as under:

- i. The shareholders should log on to the e-voting website <u>www.evotingindia.com</u> during the voting period.
- ii. Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
- iii. Click on Shareholders Tab.
- iv. Now Enter your User ID
  - For CDSL: 16 digits beneficiary ID
  - For NSDL: 8 Character DP ID followed by 8 Digits Client ID
  - Members holding shares in Physical Form should enter Folio Number registered with the Company.

OR

Alternatively, if you are registered for CDSL's EASI/EASIEST e-services, you can log-in at https://www.cdslindia.com from Login - Myeasi using your login credentials. Once you successfully log-in to CDSL's EASI/EASIEST e-services, click on e-Voting option and proceed directly to cast your vote electronically.

- v. Next enter the Image Verification as displayed and Click on Login.
- vi. If you are holding shares in demat form and had logged on to <u>"www.evotingindia.com"</u> and voted on an earlier voting of any company, then your existing password is to be used.
- vii. If you are a first time user then, follow the steps given below:

	For Shareholders 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)			

	Shareholders who have not updated their PAN with the				
	Company/Depository Participant are requested to use the sequence				
	number sent by Company/RTA or contact Company/RTA.				
Dividend	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as				
Bank	recorded in your demat account or in the company records in order to login.				
Details	• If both the details are not recorded with the depository or company				
OR Date of	please enter the member id / folio number in the Dividend Bank details				
Birth (DOB)	field as mentioned in instruction (v).				

- viii. After entering these details appropriately, click on "SUBMIT" tab.
- ix. 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.
- x. For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- xi. Click on the EVSN for MARYADA COMMERCIAL ENTERPRISES AND INVESTMENT COMPANY LIMITED.
- xii. 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.
- xiii. Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- xiv. 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.
- xv. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- xvi. You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- xvii. If Demat account holder has forgotten the previous password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- xviii. Shareholders can also cast their vote using CDSL's mobile app "**m-Voting**". The m-Voting app can be downloaded from respective Store. Please follow the instructions as prompted by the mobile app while Remote Voting on your mobile.
- xix. Note for Non-individual Shareholders & Custodians:
  - Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to www.evotingindia.com and register themselves in the "**Corporates**" module.

- 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.
- Alternatively Non Individual shareholders are required to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer and to the Company at the email address viz; <a href="mailto:ravi123.deo@gmail.com">ravi123.deo@gmail.com</a> (designated email address by company), if they have voted from individual tab & not uploaded same in the CDSL e-voting system for the scrutinizer to verify the same.
- xx. If you have any queries or issues regarding attending AGM & e-Voting from the e-Voting System, 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 or contact Mr. Nitin Kunder (022-23058738) or Mr. Mehboob Lakhani (022-23058543) or Mr. Rakesh Dalvi (022-23058542).
- xxi. All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Manager, (CDSL, ) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to helpdesk.evoting@cdslindia.com or call on 022-23058542/43.

# u. INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE AGM THROUGH VC / OAVM ARE AS UNDER:

- Shareholder will be provided with a facility to attend the EGM/AGM through VC/OAVM through the CDSL e-Voting system. Shareholders may access the same at https://www.evotingindia.com under shareholder's/members login by using the remote e-voting credentials. The link for VC/OAVM will be available in shareholder/members login where the EVSN of Company will be displayed.
- 2. The Members can join the EGM/AGM in the VC/OAVM mode 15 minutes before and after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The facility of participation at the EGM/AGM through VC/OAVM will be made available to at least 1000 members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the EGM/AGM without restriction on account of first come first served basis.
- 3. The M/s MAS Services Limited having its office at T-34, 2nd Floor, Okhla Industrial Area, Phase II New Delhi 110020 will be providing VC/OAVM Services.
- 4. Shareholders are encouraged to join the Meeting through Laptops / IPads for better experience.

- 5. Further shareholders will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
- Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
- 7. Other Instructions:
- The Scrutinizer shall, immediately after the conclusion of voting at the AGM, first count the votes cast during the AGM, thereafter unblock the votes cast through remote e-voting and make, not later than 48 hours of conclusion of the AGM, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman or a person authorised by him in writing, who shall countersign the same.
- The result declared along with the Scrutinizer's Report shall be placed on the Company's website <u>www.maryadainvestment.in</u> and on the website of CDSL <u>www.evotingindia.com</u> immediately. The Company shall simultaneously forward the results to Metropolitan Stock Exchange of India Limited where the shares of the Company are listed.

For and on Behalf of the Board For Maryada Commercial Enterprises and Investment Company Limited

Date: 31<sup>st</sup> August, 2020

Place: New Delhi

Sd/-Kuldip Sharma Director DIN: 06746475

## Explanatory statement pursuant to section 102 of the Companies Act, 2013 annexed to the notice

#### Item no 2

Mr. Sati Nath Das (DIN: 03114586) were appointed as Additional (Independent) Directors of the Company w.e.f. 30/07/2020. In terms of Section 161 of the Companies Act 2013, he holds office up to the date of this AGM but are eligible for the appointment as Director. He has given a declaration to the Board that he meets the criteria of independence as provided under Section 149(6) of the Act.

It is proposed to appoint Mr. Sati Nath Das (DIN: 03114586) as independent director under section 149 of the Act and Regulation 25 of the Listing Regulations to hold office for 5 (Five) consecutive years for a term up to the conclusion of 43th Annual General Meeting of the company in the calendar year 2025.

The company has also received declaration from Mr. Sati Nath Das that they meet with the criteria of independence as prescribed under sub section (6) of section 149 of the Companies Act.

In the opinion of the Board, Mr. Sati Nath Das fulfil the conditions for appointment as independent directors as specified in the Act and the Listing Regulations.

Brief resume of Mr. Sati Nath Das, nature of their expertise in specific functional areas and names of Companies in which they hold directorships and memberships / chairmanships of Board committees, shareholding as stipulated in annexed herewith.

None of the directors or Key managerial personnel or their relative is deemed to be concerned or interested in the resolution except Mr. Sati Nath Das themselves in their respective resolution.

For and on Behalf of the Board or Maryada Commercial Enterprises nd Investment Company Limited

Date: 31<sup>st</sup> August, 2020

Place: New Delhi

Sd/-Kuldip Sharma Director DIN: 06746475

## PURSUANT TO REGULATION 36 OF THE SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENT) REGULATIONS, 2015 AND SECRETARIAL STANDARD - 2 ISSUED BY THE INSTITUTE OF COMPANY SECRETARIES OF INDIA (ICSI), INFORMATION ABOUT THE DIRECTOR PROPOSED TO BE RE- APPOINTED/ APPOINTED UNDER ITEM NO.02 IS FURNISHED AS BELOW:

## ITEM NO. 02:

Name of Director	Mr. Sati Nath Das				
Date of Birth	09.10.1965				
Date of First Appointment	30.07.2020				
No. of Equity Shares held (face value of ₹ 2 each)	NIL				
	He is expert in handling the accounts and Finance in the Company.				
Relationship with other Director(s)	None				
Name of Listed Companies in which he holds Directorship	Maryada Commercial Enterprises and Investment Company Limited (w.e.f. 30.07.2020)				
Name of Committees of Listed Companies Not Applicable					
Number of Meetings of the Board attended during the FY 2019-20	Not Applicable				

#### REMINDER

#### Dear Shareholders,

### Unit: Maryada Commercial Enterprises and Investment Company Limited

Sub :- 1. Request for submission of your Copy of PAN Card, Bank details & Email ID 2. Dematerialization of EquityShares

Dear Shareholder(s),

Pursuant to Circular No.: SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20<sup>th</sup> April, 2018, issued by the Securities Exchange Board of India ("SEBI"), the Company is required to obtain the copy of PAN Card and Bank details from all the shareholders holding shares in physical form and BSE Circular No LIST/COMP/15/2018-19 dated 5<sup>th</sup> July, 2018 for dematerialization of shares held in physical form.

Accordingly, you are requested to kindly submit the following documents for updation in our records:

- (i) Enclosed format duly filled in and signed by the shareholders;
- (ii) Self-attested copy of your PAN Card (all the Shareholders in case of joint holding) and;
- (iii) Original cancelled cheque leaf with your name printed on it or a copy of Bank Passbook/Statement bearing your name, duly attested by the Bank.

Further, to support "Green Initiative", you are requested to provide your E-mail ID for service of documents through electronic mode. Please ignore, if the E-mail has already been updated.

Further, SEBI vide Notification No. SEBI/LAD-NRO/GN/2018/24 dated 08<sup>th</sup> June, 2018 has come out with SEBI (Listing Obligations and Disclosure Requirements) (Fourth Amendment) Regulations, 2018 ("The New Regulations") to further amend the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. The New Regulations shall come into force on the 180<sup>th</sup> day from the date of its publication in the official gazette i.e. 08<sup>th</sup> June, 2018 (Effective Date of implementation is December 5, 2018). The New Regulations have inter alia amended the Regulation 40 of SEBI (LODR) Regulations, 2015 and as per amended Regulation 40, the requests for effecting transfer of securities shall not be processed unless the securities are held in the dematerialized form with a depository except in the cases of transmission or transposition of securities. In view of above amended Regulation, you are requested to open a de-mat account with a Depository Participant (DP) and deposit your physical shares with such DP and get your shares de-materialized at the earliest to avoid any kind of inconvenience.

Kindly send the aforesaid details along with the enclosures to the Company's Registrar & Share Transfer Agent (RTA), SKYLINE FINANCIAL SERVICES PRIVATE LIMITED at D-153A, 1<sup>st</sup> Floor, Okhla Industrial Area, Phase-I, New Delhi – 110 020. Ph. No.: 011-40450193-97, 011-26812682-83.

Thanking you,

For and on Behalf of the Board For Maryada Commercial Enterprises and Investment Company Limited

Date: 31<sup>st</sup> August, 2020

Place: New Delhi

Sd/-Kuldip Sharma Director DIN: 06746475

Date:

#### To, Skyline Financial Services Private Limited D-153 A, 1<sup>st</sup> Floor, Okhla Industrial Area, Phase-I, New Delhi-110020

## Unit: Maryada Commercial Enterprises and Investment Company Limited

Dear Sir,

I/we hereby request you to update my/our below mentioned details in your records with respect to the shareholding in Maryada Commercial Enterprises and Investment Company Limited.

Name of Shareholder(s)			
Folio No.(s)			
PAN	First Holder	Second Holder	Third Holder
Bank Name & Branch			
Address			
Bank A/c. No.			
IFSC Code			
MICR Code			
Email ID			
DP ID/Client ID			

I/we hereby declare that the particulars given hereinabove are correct and complete.

	First Holder	Second Holder	Third Holder
Signature of Shareholder(s) -			

Encl.: 1. Self- attested copy of PAN card of all the Shareholders in case of joint holding. 2. Original cancelled cheque / Bank Passbook/Statement attested by the Bank.