

COLAMA COMMERCIAL CO LTD

CIN: L51109WB1983PLC035719

REGISTERED OFFICE: Bikaner Building, Mezzanine Floor, Room NO – 4, 8/1, Lal Bazar Street, Kolkata – 700001

PHONE: +91 93310 32756; E-MAIL: colamacommercial@gmail.com

WEBSITE: www.colamacommercial.in

NOTICE OF 35TH ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the 35th Annual General Meeting (AGM) of the Members of Colama Commercial Co Ltd will be held at the Registered Office of the Company at Bikaner Building, Mezzanine Floor, Room No – 4, 8/1, Lal Bazar Street, Kolkata - 700001 on Thursday, September 26, 2019, at 11.00a.m. to transact the following business:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Financial Statements of the Company for the financial year ended March 31, 2019, and the Reports of the Board of Directors and Auditors thereon.
2. To re-appoint Mr. Bharat Kumar Shah (DIN: 00548560), who retires by rotation and, being eligible, offers himself for re-appointment.
3. **Appointment of M/s. Agarwal Gupta Nokari & Rustagi Associates., Chartered Accountants, as Statutory Auditors for a term of 5 years in place of retiring auditors M/s. S.Ramanand Aiyar & Co., Chartered Accountants.**

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, 142 and other applicable provisions of the Companies Act, 2013, and the corresponding Rules made thereunder, as amended from time to time, M/s. Agarwal Gupta Nokari & Rustagi Associates, Chartered Accountants (Firm Regn. No. –310041E), Kolkata, be and are hereby appointed as Statutory Auditors of the Company, in place of retiring auditors M/s. S.Ramanand Aiyar & Co., Chartered Accountants (Firm Regn. No.: 000990N) Kolkata, to hold office from the conclusion of this Annual General Meeting till the conclusion of the Annual General Meeting of the Company to be held in the year 2024, at such remuneration to be decided by the Board in consultation with the Auditors.”

SPECIAL BUSINESS:

4. **To appoint Mrs. Santosh Choradia (DIN: 08471379) as an 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 the provisions of Section 152, 160 read with Schedule IV and all other applicable provisions of the Companies Act, 2013, the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force) and based on the recommendation of the Nomination and Remuneration Committee, Mrs. Santosh Choradia (DIN - 08471379), who was appointed as an Additional Director (Independent) of the Company by the Board of Directors with effect from June 6, 2019 in terms of Section 161 of the Companies Act, 2013, and who is entitled to hold office up to the date of ensuing Annual General Meeting, and in respect of whom the Company has received notice under Section 160 of the Companies Act, 2013, from a member proposing her candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company for a term of 5 years to hold office as such from June 6, 2019 to June 5, 2024, and that she shall not be liable to retire by rotation.

RESOLVED FURTHER THAT the Board of Directors of the Company be and are hereby authorized to take all actions and steps as necessary or desirable to give effect to this resolution in conformity with the Provisions of the Act.”

5. **Appointment of Mr. Rajesh Prajapati (DIN- 08251452) as Whole-time Director of the Company**

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

“RESOLVED THAT pursuant to the provisions of Section 196, 197, 203 and other applicable provisions, if any, of the Companies Act, 2013 (“Act”) read with Schedule V to the Act and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 (including any statutory modification(s) thereof for the time being in force), the consent of the Members of the Company be and are hereby accorded to the appointment of Mr. Rajesh Prajapati (DIN- 08251452) as Whole-time Director of the Company for a period of five years effective

from June 6, 2019 and ending of June 5, 2024, and that no remuneration shall be payable to Mr. Rajesh Prajapati during his tenure/term as Whole Time Director of the Company, unless otherwise decided by the Board from time to time.

RESOLVED FURTHER THAT the terms and conditions, including remuneration, as aforesaid, may be modified, varied or altered in such manner as may be agreed to between the Board of Directors (which expression shall also include the Nomination and Remuneration Committee of the Board) and Mr. Rajesh Prajapati.

RESOLVED FURTHER THAT the Board be and is hereby authorized to take all such steps as may be necessary, proper and expedient and to do any acts, deeds, matters and things to give effect to this resolution.”

Notes:

1. Explanatory Statements pursuant to Section 102 of the Companies Act, 2013, relating to the Businesses to be transacted at the Meeting is annexed hereto.
2. A Member entitled to attend and vote at the AGM may appoint a proxy to attend and vote on his behalf. A proxy need not be a Member of the Company.

Proxies, in order to be effective, must be received at the Registered Office of the Company at Bikaner Building, Mezzanine Floor, Room No – 4, 8/1, Lal Bazar Street, Kolkata – 700001 not less than forty-eight hours before the commencement of the AGM.

A person can act as a proxy on behalf of members not exceeding 50 and holding in the aggregate not more than 10% of the total share capital of the Company carrying voting rights. A member holding more than 10% of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.

During the period beginning 24 hours before the time fixed for the commencement of the meeting and ending with the conclusion of the meeting, a member would be entitled to inspect the proxies lodged with the Company, at any time during the business hours of the Company, provided that not less than three days of notice in writing is given to the Company.

3. Corporate members intending to send their authorized representatives to attend the AGM 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 AGM.
4. Members are requested to bring their copies of Annual Report to the Meeting. In order to enable us to register your attendance at the venue of the Annual General Meeting, members are requested to please bring their folio number/demat account number/DP ID-Client ID to enable us to provide a duly filled attendance slip for your signature and participation at the meeting.
5. 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.
6. The Register of Directors and Key Managerial Personnel and their shareholding, maintained under Section 170 of the Companies Act, 2013, will be available for inspection by the members at the AGM.
7. The Register of Contracts or Arrangements in which Directors are interested, maintained under Section 189 of the Companies Act, 2013, will be available for inspection by the members at the AGM.
8. The Register of Members of the Company will remain closed from **Friday, September 20, 2019 to Thursday, September 26, 2019 (both days inclusive)** for the purpose of Annual General Meeting.
9. In case any member is desirous to receive communication from the Company in electronic form, they may register their email address with Company or with their depository participant or send their consent at the Registered Office of the Company along with their folio no. and valid email address for registration.
10. The Company is offering voting facility through electronic means (remote e-voting) to the members to cast their votes electronically on the Resolutions proposed at this AGM and for which purpose the Company has engaged the services of Central Depository Services (India) Limited (CDSL). The facility for voting through ballot paper will also be made available at the AGM and members attending the AGM, who have not already cast their votes by remote e-voting, shall be able to exercise their right at the AGM through ballot paper. Members who have cast their votes by remote e-voting prior to the AGM may attend the AGM but shall not be entitled to cast their votes again. The instructions for e-voting are annexed to the Notice. The detailed instructions for e-voting are given as an attachment to this notice.

11. Voting rights will be reckoned on the paid-up value of shares registered in the name of the Members as on **September 19, 2019 (cut-off date)**. Only those Members whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories as on the cut-off date will be entitled to cast their votes by remote e-voting.
12. Additional Information pursuant to Regulation 36 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), on Director seeking re-appointment at this AGM is furnished herewith annexure to the Notice. The director has furnished consent for his re-appointment as required under the Companies Act, 2013 and the Rules thereunder.
13. The Annual Report 2018-19, the Notice of the 35th AGM and instructions for e-voting, along with the Attendance slip and Proxy form, are being sent by electronic mode to all members whose email addresses are registered with the Company / Depository Participant(s), unless a member has requested for a physical copy of the documents. For members who have not registered their email addresses, physical copies of the documents are being sent by the permitted mode.
14. Members may note that the Notice of the AGM and the Company's Annual Report 2018-19 will be available on the Company's website, www.colamacommercial.in. Members who require communication in physical form in addition to e-communication, or have any other queries, may write to us at: colamacommercial@gmail.com.
15. Pursuant to Section 72 of the Companies Act, 2013, members are entitled to make a nomination in respect of shares held by them. Members desirous of making a nomination are requested to send their requests in Form No. SH-13, to the Registrar and Transfer Agent of the Company. Further, members desirous of cancelling/varying nomination are requested to send their requests in Form No. SH- 14, to the Registrar and Transfer Agent of the Company. These forms will be made available on request by the Registrar and Transfer Agent /Company.
16. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their depository participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN to the Company or its Registrar and Share Transfer Agent, M/s. Maheshwari Datamatics Private Limited.
17. All documents referred to in the Notice will be available for inspection at the Company's Registered Office during normal business hours on working days up to the date of the AGM.
18. Members whose shareholding is in electronic mode are requested to direct change of address notifications and updates of savings bank account details to their respective Depository Participant(s).
19. As a measure to save our natural resources, we request shareholders to update their email address with their Depository Participants / Registrar and Share Transfer Agent to enable the Company to send communications electronically.
20. As per Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), as amended, securities of listed companies can be transferred only in dematerialized form with effect from April 1, 2019, except in case of request received for transmission or transposition of securities. In view of this and to eliminate all risks associated with physical shares and for ease of portfolio management, members holding shares in physical form are requested to consider converting their holdings to dematerialized form. Members can contact the Company or Company's Registrars and Transfer Agents, M/s. Maheshwari Datamatics Private Limited for assistance in this regard.
21. Pursuant to the provisions of the Secretarial Standard-2 issued by the Institute of Company Secretaries of India (ICSI), a map of the AGM venue along with the landmark is enclosed in the "ANNEXURE" to this Notice for quick reference of the members.

Regd. Office

Bikaner Building, Mezzanine Floor, Room No – 4
8/1, Lal Bazar Street, Kolkata - 700001
August 13, 2019

By order of the Board

Sd/-
(Vinod R Shah)
Director & CFO
(DIN- 00511172)

EXPLANATORY STATEMENT PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013

As required by Section 102 of the Companies Act, 2013 (“Act”), the following explanatory statement sets out all material facts relating to the business mentioned under Item Nos. 3 and 4 of the accompanying Notice.

Item No. 3

Mrs. Santosh Choradia (Din: 08471379) has been appointed as an Additional Directors (Independent - Women) of the Company w.e.f. June 6, 2019.

Pursuant to the provisions of Section 161 of the Companies Act, 2013, Mrs. Santosh Choradia (Din: 08471379) will hold office up to the date of the ensuing AGM. The Company has received a notice in writing under Section 160 of the Companies Act, 2013, from members proposing the candidature of Mrs. Santosh Choradia (Din: 08471379) for the office of Independent Directors.

The Company has received from Mrs. Santosh Choradia (i) consent in writing to act as director in Form DIR 2 pursuant to Rule 8 of Companies (Appointment & Qualification of Directors) Rules, 2014, (ii) intimation in Form DIR 8 in terms of Companies (Appointment & Qualification of Directors) Rules, 2014, to the effect that she is not disqualified under sub-section (2) of Section 164 of the Companies Act, 2013 and (iii) a declaration to the effect that she meets the criteria of independence as provided in sub-section (6) of Section 149 of the Companies Act, 2013. The directorship held by the proposed appointee is within the limits prescribed under the Act and Regulation 25 of the Listing Regulations.

Mrs. Santosh Choradia, aged 34 years, is a commerce graduate. She is having more than 4 years of experience in the field of administration and logistics. In the opinion of the Board of Directors, Mrs. Santosh Choradia who is proposed to be appointed as an Independent Director for a term of 5 years, fulfills the conditions specified in the Act and Rules made thereunder.

The Board considers that Mrs. Santosh Choradia’s association as an Independent Director would be of immense benefit to the Company and it is desirable to avail her services as an Independent Director.

A copy of the draft letter of reappointment, setting out the terms and conditions of appointment of Mrs. Santosh Choradia, is available for inspection, without any fee, by the members at the Company’s registered office during business hours on all working days up to the date of the AGM.

Based on the recommendation of the Nomination and Remuneration Committee, the Board recommends the resolution set forth at item no. 3 for approval of the members.

The resolution seeking approval of members for the appointment of Mrs. Santosh Choradia (Din: 08471379) as an Independent Director of the Company is included in the Notice of AGM. She shall not be liable to retire by rotation.

None of the Directors, Key Managerial Personnel of the Company or their relatives, are in any way, concerned or interested, financially or otherwise, in resolutions set out respectively at Item No. 3 of the Notice.

The Board recommends the resolutions set forth in the Item No. 3 of the Notice for approval of the members.

Item No. 4

Mr. Rajesh Prajapati (DIN- 08251452), aged 45 years is a Commerce Graduate. He is having more than 8 years of experience in field of management, taxation and finance.

Mr. Rajesh Prajapati has been appointed as a Whole-time Director (WTD) of the Company effective June 6, 2019 to hold the Office of as such for a period of 5 years ending on June 5, 2024. Mr. Rajesh Prajapati shall not be entitled to any remuneration during his tenure as WTD & CFO.

Mr. Rajesh Prajapati does not hold any equity shares in the Company.

The Board of Directors of your Company is of the opinion that it is in the interest of the Company to appoint Mr. Rajesh Prajapati as WTD of the Company.

The terms and conditions of Mr. Rajesh Prajapati appointment as WTD as stated in the resolution in form of a memorandum will be available for inspection by the members of the Company at the Registered Office of the Company on all working days, except Saturdays, between 11.00 a.m. and 3.00 p.m. up to the date of the Annual General Meeting.

None of the Directors, Key Managerial Personnel of the Company or their relatives, is in any way, concerned or interested, financially or otherwise, in resolutions set out respectively at Item Nos. 4 of the Notice.

Save and except as stated above, none of the other Directors/Key Managerial Personnel of the Company/their relatives are, in any way, concerned or interested, financially or otherwise, in this resolution.

DETAILS OF DIRECTORS SEEKING APPOINTMENT/RE-APPOINTMENT AT THE ANNUAL GENERAL MEETING

[Pursuant to Regulation 36 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Clause 1.2.5 of Secretarial Standard -2 on General Meetings]

Name of the Director	Mr. Bharat Kumar Shah	Mrs. Santosh Choradia	Mr. Rajesh Prajapati
DIN	00548560	08471379	08251452
Date of Birth	25/08/1958	10/04/1986	10/04/1976
Age	61 years	34 years	45 Years
Date of Appointment	31/12/1992	06/06/2019	30/01/2019
Qualification	Graduate	Commerce Graduate	Commerce Graduate
Experience and Expertise	Mr. Shah is having more than 35 years of experience in the field of Finance and Stock Market.	Mrs. Choradia is having more than 4 Years of experience in the field of Administration and logistic.	Mr. Prajapati is having more than 8 years of experience in field of management, taxation and finance.
Number of Meetings of the Board attended during the financial year (2017-18)	Attended 4 out of 5	Not Applicable	Attended 1 out of 5
List of Directorship/ Membership /Chairmanship of Committees of other Board (Excluding Colama Commercial Co Ltd)	Nil	Nil	Nil
Shareholding in the Company	10,000 shares	-	-
Relationship with other Directors, Manager and other Key Managerial Personnel of the Company	None	None	None
Terms and Conditions of appointment or re-appointment along with details of remuneration, if any to be paid and the remuneration last drawn	Being liable to retire by rotation and shall not be entitled to any remuneration except sitting fee, if any.	As per the resolution at Item no. 3 of the Notice convening this Meeting read with explanatory statement thereto, Mrs. Santosh Choradia, is proposed to be appointed as an Independent Director (Women), for a term of 5 years and shall not be entitled to any remuneration except sitting fee, if any.	As per the resolution at Item no. 4 of the Notice convening this Meeting read with explanatory statement thereto, Mr. Rajesh Prajapati, is proposed to be appointed as a Whole Time Director, for a term of 5 years and shall not be entitled to any remuneration.
Justification for choosing the appointees for appointment as Independent Directors	Not Applicable	Considering her experience in administration and logistic, it is in the interest of the Company to appointment her as an Independent Director.	Not Applicable

INSTRUCTIONS FOR E-VOTING

Dear Member,

In compliance with Regulation 44, SEBI Listing Obligations and Disclosure Requirements, 2015 and Section 108 of the Companies Act, 2013, read with the applicable rules, the Company is pleased to provide e-voting facility to all its Members, to enable to cast their vote electronically instead of dispatching the physical postal ballot form by post. The Company has engaged the services of CDSL for the purpose of providing e-voting facility to all its members.

The procedure with respect to **remote e-voting** is provided below:

- (i) The voting period begins on **September 23, 2019 (9.00 A.M.)** and ends on **September 25, 2019 (5.00 P.M.)**. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of **September 19, 2019**, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
- (iii) The shareholders should log on to the e-voting website www.evotingindia.com.
- (iv) Click on Shareholders.
- (v) Now Enter your User ID
 - a. For CDSL: 16 digits beneficiary ID,
 - b. For NSDL: 8 Character DP ID followed by 8 Digits ClientID,
 - c. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- (vi) Next enter the Image Verification as displayed and Click on Login.
- (vii) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any company, then your existing password is to be used.
- (viii) If you are a first time user follow the steps given below:

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

- (ix) After entering these details appropriately, click on "SUBMIT" tab.
- (x) Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (xi) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (xii) Click on the EVSN for **COLAMA COMMERCIAL CO LTD** on which you choose to vote.
- (xiii) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xiv) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (xv) After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.

- (xvi) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- (xvii) You can also take a print of the votes cast by clicking on “Click here to print” option on the Voting page.
- (xviii) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xix) Shareholders can also cast their vote using CDSL’s mobile app m-Voting available for android based mobile. The m-voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively on or after June 30, 2016. Please follow the instructions as prompted by the mobile app while voting on your mobile.
- (xx) **Note for Non – Individual Shareholders and Custodians**
 - Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to www.evotingindia.com and register themselves as Corporates.
 - 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 linked in the login 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 favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- (xxi) 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.

GENERAL INSTRUCTIONS

- a) The e-voting period begins from **September 23, 2019 from 9.00 A.M. and ends on September 25, 2019 at 5.00 P.M.** During this period, shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off/entitlement date of **September 19, 2019** may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter. Once the vote on a resolution is cast by the shareholder by electronic means, the shareholder shall not be allowed to change it subsequently or cast his vote by any other means.
- b) Members of the Company holding shares either in physical form or in dematerialized form as on the cut-off/entitlement date of **September 19, 2019** may cast their vote electronically.
- c) Md Shahnawaz, a Practising Company Secretary (C.P. No. 15076 and Membership No.21427) of M Shahnawaz & Associates, has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
- d) The Scrutinizer shall within a period not exceeding three (3) working 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.
- e) Results shall be declared on or after the 35th Annual General Meeting of the Company. This Notice as well as the Results declared along with the Scrutinizer’s Report shall be placed on the Company’s website and on the website of CDSL within two (2) days of passing of the resolutions at the 35th Annual General Meeting of the Company and shall be communicated to the Stock Exchange(s).

Regd. Office

Bikaner Building, Mezzanine Floor, Room No – 4
8/1, Lal Bazar Street, Kolkata - 700001
August 13, 2019

By order of the Board

Sd/-
(Vinod R Shah)
Director & CFO
(DIN- 00511172)

COLAMA COMMERCIAL CO LTD

CIN: L51109WB1983PLC035719

REGISTERED OFFICE: Bikaner Building, Mezzanine Floor, Room NO – 4, 8/1, Lal Bazar Street, Kolkata - 700001

PHONE: +91 93310 32756; **E-MAIL:** colamacommercial@gmail.com

WEBSITE: www.colamacommercial.in

ATTENDANCE SLIP

Folio / DP ID & Client Id No.	
Name	
Address	
Joint Holder's Name	
No. of Shares	

I hereby record my presence at the 35th Annual General Meeting of the Company being held on **Thursday, September 26, 2019 at 11.00 A.M.** at the Registered Office of the Company at Bikaner Building, Mezzanine Floor, Room No – 4, 8/1, Lal Bazar Street, Kolkata – 700001.

Signature of the Shareholder/Proxy Present

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1. Shareholder / Proxy holder wishing to attend the meeting must bring the Attendance Slip to the meeting and handover the same at the entrance duly signed.
2. Shareholder / Proxy holder desiring to attend the meeting may bring his / her copy of the Annual Report for reference at the meeting.

Note: PLEASE CUT HERE AND BRING THE ABOVE ATTENDANCE SLIP TO THE MEETING.

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REGISTERED OFFICE: Bikaner Building, Mezzanine Floor, Room No – 4, 8/1, Lal Bazar Street, Kolkata – 700001

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WEBSITE: www.colamacommercial.in

PROXY FORM

[Pursuant to Section 105(6) of the Companies Act, 2013 and

Rule 19(3) of the Companies (Management and Administration) Rules, 2014]

FOLIO/DP ID AND CLIENT ID:	
NAME OF THE MEMBER:	
REGISTERED ADDRESS:	
ADDRESS:	E MAILID:

I/ We, being the member(s) of Colama Commercial Co Ltd. Holding _____ shares of the Company, hereby appoint

Name:- _____ Address:- _____

Email Id:- _____ Signature:- _____

or failing him/her

Name:- _____ Address:- _____

Email Id:- _____ Signature:- _____

or failing him/ her

Name:- _____ Address:- _____

Email Id:- _____ Signature:- _____

as my/ our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 35th Annual General Meeting to be held on **Thursday, September 26, 2019 at 11.00 A.M.** at Bikaner Building, Mezzanine Floor, Room No – 4, 8/1, Lal Bazar Street, Kolkata – 700001., and at any adjournment thereof in respect of resolutions as are indicated below:

Resolution Nos.	Description of Resolution	Vote (Please mention no. of shares)		
		For	Against	Absent
Ordinary Business				
1.	Approval of the Audited Financial Statements of the Company for the financial year ended March 31, 2019, and the Reports of the Board of Directors and Auditors thereon.			
2.	Re-appointment of Mr. Bharat Kumar Shah (DIN: 00548560), who retires by rotation and, being eligible, offers himself for re-appointment.			
3.	Appointment of M/s. Agarwal Gupta Nokari & Rustagi Associates., Chartered Accountants, as Statutory Auditors for a term of 5 years in place of retiring auditors M/s. S. Ramanand Aiyar & Co., Chartered Accountants.			
Special Business				
4.	Appointment of Mrs. Santosh Choradia (DIN: 08471379) as an Independent Director (Women) of the Company			
5.	Appointment of Mr. Rajesh Prajapati (DIN- 08251452) as Whole-time Director of the Company.			
Signed this _____ day of _____, 2019; Member’s Folio./ DP ID/Client Id No. _____ Signature of Shareholder: _____; Signature of the Proxy: _____				Affix Revenue Stamp

Notes:

- Proxy need not to be a member of the Company
- The proxy form in order to be effective should be duly signed by the Member across the Revenue Stamp and should reach at the registered office of the Company, not less than 48 hours before the commencement of the Meeting.
- Corporate Members intending to send their authorized representative(s) to attend the meeting are requested to send a certified copy of the Board resolution authorizing their representatives to attend the meeting and vote on their behalf at the meeting.
- It is optional to indicate your preference. If you leave the for, against and abstain column blank against any or all resolutions, your proxy will be entitled to vote in the manner as he/she may think appropriate.

COLAMA COMMERCIAL CO LTD

CIN: L51109WB1983PLC035719

REGISTERED OFFICE: Bikaner Building, Mezzanine Floor, Room NO – 4, 8/1,
Lal Bazar Street, Kolkata – 700001

PHONE: +91 93310 32756; E-MAIL: colamacommercial@gmail.com

WEBSITE: www.colamacommercial.in

Form No. MGT-12

Polling Paper

[Pursuant to section 109(5) of the Companies Act, 2013 and rule 21(1) of the Companies (Management and Administration) Rules, 2014]

Name of the Company:	COLAMA COMMERCIAL CO LTD
Registered office:	Bikaner Building, Mezzanine Floor, Room No – 4, 8/1, Lal Bazar Street, Kolkata – 700001
CIN:	L51109WB1983PLC035719

BALLOT PAPER (35th AGM, September 26, 2019)

S. No.	Particulars	Details
1.	Name of the First Named Shareholder (In block letters)	
2.	Postal address	
3.	Registered folio No. / *Client ID No. (*Applicable to investors holding shares in dematerialized form)	
4.	Class of Share	Equity Share

I hereby exercise my vote in respect of Ordinary/ Special resolution enumerated below by recording my assent or dissent to the said resolution in the following manner:

S. No.	Resolutions	No. of shares held	I assent to the resolution	I dissent to the resolution	Absent
1.	Approval of the Audited Financial Statements of the Company for the financial year ended March 31, 2019, and the Reports of the Board of Directors and Auditors thereon.				
2.	Re-appoint Mr. Bharat Kumar Shah (DIN: 00548560), who retires by rotation and, being eligible, offers himself for re-appointment.				
3.	Appointment of M/s. Agarwal Gupta Nokari & Rustagi Associates., Chartered Accountants, as Statutory Auditors for a term of 5 years in place of retiring auditors M/s. S. Ramanand Aiyar & Co., Chartered Accountants.				
4.	Appointment of Mrs. Santosh Choradia (DIN: 08471379) as an Independent Director (Women) of the Company				
5.	Appointment of Mr. Rajesh Prajapati (DIN: 08251452) as Whole-time Director of the Company				

Place:

Date :

(Signature of the shareholder)

* As per Company's records

Route map for the location of the venue of the 35th Annual General Meeting of the Company pursuant to the provisions of the Secretarial Standard-2 issued by the Institute of Company Secretaries of India (ICSI)

