



MAYURBHANJ TRADES & AGENCIES LIMITED

CIN : L24117WB1979PLC032322

7, WATERLOO STREET
2ND FLOOR
KOLKATA - 700 069

September 6, 2023

To,
Metropolitan Stock Exchange of India Ltd.
Building A, Unit 205A, 2nd Floor,
Piramal Agastya Corporate Park,
Lal Bahadur Shastri Road,
Kurla West,
Mumbai – 400070, India

To,
The Calcutta Stock Exchange Limited
7, Lyons Range,
Kolkata- 700 001

Scrip Symbol: **MAYURBHANJ**

Scrip Code: **023121**

Dear Sir/Madam,

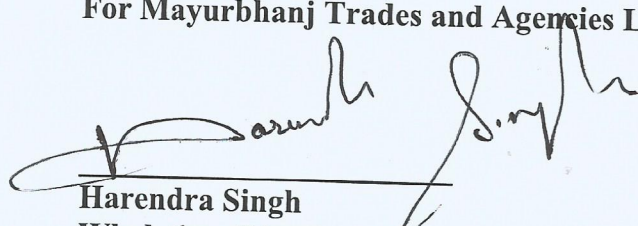
Sub: Notice of the 44th Annual General Meeting

With reference to the above subject, we are enclosing herewith the Notice of the 44th Annual General Meeting (AGM) of the Company.

We request you to kindly take the above on records.

Thanking you,

Yours faithfully,
For Mayurbhanj Trades and Agencies Limited


Harendra Singh
Wholetime Director
DIN: 06870959

Encl. as above

MAYURBHANJ TRADES & AGENCIES LIMITED

CIN: L24117WB1979PLC032322

REGISTERED OFFICE: 7, WATERLOO STREET, 2ND FLOOR, KOLKATA - 700069

PHONE: + 91-33-2248 0602; E-MAIL: info.mayurbhanj@gmail.com

WEBSITE: WWW.MAYURBHANJTRADES.IN

NOTICE OF 44th ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the 44th Annual General Meeting (AGM) of the Members of Mayurbhanj Trades and Agencies Limited will be held at the Registered Office of the Company at 7, Waterloo Street, 2nd Floor, Kolkata – 700069 on Friday, September 29, 2023 at 12.30 P.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, 2023, and the Reports of the Board of Directors and Auditors thereon.
2. To re-appoint Mrs. Sushmita Sharma (DIN: 00596256) who retires by rotation and, being eligible, offers herself for re-appointment.

SPECIAL BUSINESS:

3. **Re-appointment of Mr. Harendra Singh (DIN- 06870959) as Whole-Time Director and Chief Financial Officer (CFO) 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 Sections 196, 197, 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 is hereby accorded to the reappointment of Mr. Harendra Singh (holding DIN 06870959) as Whole-Time Director & CFO of the Company for a period of 3 years with effect from July 14, 2023 up to July 13, 2026, liable to retire by rotation, on the following terms and conditions:

- 1) Remuneration – No remuneration shall be payable to Mr. Harendra Singh during his tenure/term as Whole-time Director & CFO of the Company.
- 2) Notice Period - Before the expiry of the current term of three years, the appointment may be terminated by either party giving to the other 3 months’ notice in writing, or such shorter period as may be agreed upon or upon Mr. Harendra Singh cease to be a Director of the Company.
- 3) Mr. Harendra Singh shall perform his duty and exercise powers as Whole-time Director & CFO of the Company under control and supervision of the Board of Directors and subject to the provisions of the Companies Act, 2013, including any statutory modification(s) or re-enactment thereof for the time being in force, such other duties and exercise such other powers as are additionally entrusted to him by the Board of Directors.

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. Harendra Singh.

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorised to do all such acts, deeds, matters and things as may be necessary, proper, expedient or desirable to give effect to this resolution.”

Registered Office:
7, Waterloo Street,
2nd Floor
Kolkata– 700069

By order of the Board
For Mayurbhanj Trades And Agencies Ltd
Sd/-

May 26, 2023

(Harendra Singh)
Whole-time Director & CFO
(DIN- 06870959)

Notes:

1. The Statement pursuant to Section 102 of the Companies Act, 2013, which sets out details relating to special business 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 7, Waterloo Street, 2nd Floor, Kolkata - 700069 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. Pursuant to Section 113 of the Companies Act, 2013, corporate members are requested to send a certified copy of the Board Resolution/Authorization together with specimen signature authorizing their representative, intending to attend and vote 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 terms of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Amendment Rules, 2015, the Resolutions proposed at this AGM will be transacted through remote e-voting (facility to cast vote from a place other than the venue of the AGM) and for which purpose the Company has engaged the services of Central Depository Services (India) Limited (CDSL). The Board of Directors of the Company has appointed CS Md. Shahnawaz (COP No. 15076), Practicing Company Secretary as the Scrutinizer for this purpose. The detailed instructions for e-voting are given as a separate attachment to this notice. The e-voting period begins on **Tuesday, September 26, 2023 at 9.00 AM and ends on Thursday, September 28, 2023 at 5.00 PM**. The Members who have cast 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
6. Voting rights will be reckoned on the paid-up value of shares registered in the name of the Members as on **September 22, 2023 (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.
7. 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
8. 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.
9. 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.
10. The Register of Members of the Company will remain closed from **Saturday, September 23, 2023 to Friday, September 29, 2023 (both days inclusive)** for the purpose of Annual General Meeting.
11. 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.
12. The Annual Report 2022-23, the Notice of the 44th AGM and instructions for e-voting, are being sent by

electronic mode to all members whose email addresses are registered with the Company / Depository Participant(s). Members may please note that this Notice and Annual Report 2022-23 will also be available on the Company's website at www.mayurbhanjtrades.in and websites of the Stock Exchange i.e., MSEI at www.msei.in.

13. 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.
14. 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. C. B. Management Services Private Limited.
15. Members seeking any information with regard to the accounts or any matter to be placed at the AGM are requested to write to the Company on or before September 22, 2023, through email on info.mayurbhanj@gmail.com. The same will be replied by the Company suitably.
16. 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).
17. 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. 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.
18. 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 alongwith the landmark is enclosed in the "ANNEXURE" to this Notice for quick reference of the members.

Registered Office:

7, Waterloo Street,
2nd Floor
Kolkata- 700069

By order of the Board
For Mayurbhanj Trades And Agencies Ltd
Sd/-

May 26, 2023

(Harendra Singh)
Whole-time Director & CFO
(DIN- 06870959)

Statement Annexed to the Notice in respect of the Special Business pursuant to Section 102 of the Companies Act, 2013 (“Act”)

Item No. 3

The Board of Directors of the Company, based on the recommendation of the Nomination and Remunerations Committee, at their meeting held on May 26, 2023, had approved the reappointment of Mr. Harendra Singh (DIN: 06870959) as the Whole-time Director & CFO, for another term of three years effective from July 14, 2023 up to July 13, 2026 subject to the approval of shareholders.

Mr. Harendra Singh shall not be entitled to any remuneration during his tenure as Whole-time Director & CFO.

The Board of Directors of your Company is of the opinion that it is in the interest of the Company to reappoint Mr. Harendra Singh as the Whole-time Director & CFO as of the Company to manage the day-to-day affairs of the Company and provide strategic direction to the future growth.

Mr. Harendra Singh, aged 41 years is a Commerce Graduate. He is having more than 10 years of experience in field of management, taxation and finance.

Mr. Harendra Singh also holds directorship in the following companies:

1. Misra Brick Fields Private Limited
2. Likewish Vinimay Private Limited
3. S.K. Misra Realty Private Limited
4. Megacity Estate Management Private Limited
5. SKM Mercantile Private Limited

Further, Mr. Harendra Singh does not have any shareholding of the Company.

Copy of the resolutions passed by the Board of Directors on May 26, 2023 with regard to Mr. Harendra Singh's appointment and the terms and conditions of his appointment as Whole-time Director & CFO as stated in the resolution in form of a memorandum will be available for inspection by the members of the Company by the members on request. Members seeking to inspect such documents can send an email to info.mayurbhanj@gmail.com.

Information as required under Section II of Part II of Schedule V of the Companies Act, 2013 is given hereinafter.

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

The Board of Directors, accordingly, recommends the resolution set out at item No. 3 of the accompanying Notice for the approval of the Members as a Special Resolution.

Registered Office:

7, Waterloo Street,
2nd Floor
Kolkata- 700069

May 26, 2023

By order of the Board

For Mayurbhanj Trades And Agencies Ltd
Sd/-

(Harendra Singh)
Whole-time Director & CFO
(DIN- 06870959)

DETAILS OF DIRECTORS SEEKING 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	Mrs. Sushmita Sharma	Mr. Harendra Singh
DIN	00596256	06870959
Date of Birth	28/12/1977	09/02/1982
Age	46 years	41 Years
Date of Appointment	31/03/2015	14/07/2020
Qualification	Post Graduate	Commerce Graduate
Experience and Expertise	Mrs. Sharma is having more than 16 years of experience in the field of marketing and management	Mr. Singh is responsible for the management of the Company. He is having more than 10 years of experience in the field of marketing, accounting, management and administration
Number of Meetings of the Board attended during the financial year (2022-23)	Attended 4 out of 4	Attended 4 out of 4
List of Directorship/ Membership /Chairmanship of Committees of other Board (Excluding Mayurbhanj Trades and Agencies Ltd)	1. S R Movers Private Limited 2. Charnock Health Enterprises Private Limited	1. LikewishVinimay Private Limited 2. Misra Brick Fields Private Limited 3. S.K. Misra Realty Private Limited 4. Megacity Estate Management Private Limited 5. SKM Mercantile Private Limited
Shareholding in the Company	8,300 shares	Nil
Relationship with other Directors, Manager and other Key Managerial Personnel of the Company	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	She will be a non-executive non-independent director on the Board. She will not be entitled to any remuneration.	As stated in the resolution no. 3 of the AGM Notice
Justification for choosing the appointees for appointment as Independent Directors	Not Applicable	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.

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

- The voting period begins on **Tuesday, September 26, 2023 (9.00 A.M.)** and ends on **Thursday, September 28, 2023 (5.00 P.M.)**. During this period shareholder of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of **Friday, September 22, 2023**, may cast their vote electronically. The e- voting module shall be disabled by CDSL for voting thereafter.
- Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
- 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 above said SEBI Circular, Login method for e-Voting and joining virtual meetings for Individual shareholders holding securities in Demat mode CDSL/NSDL is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in Demat mode with CDSL	<ol style="list-style-type: none"> 1) Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will 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 evoting is in progress as per the information provided by company. On clicking the evoting 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 or joining virtual meeting & voting during the meeting. 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 a e-Voting link available on www.cdslindia.com home page or click on https://evoting.cdslindia.com/Evoting/EvotingLogin. 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 where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.
Individual Shareholders holding securities in demat mode with NSDL	<ol style="list-style-type: none"> 1) If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: https://eservices.nsdl.com either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name and you will be re-directed to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. 2) If the user is not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select "Register Online for IDeAS" "Portal" or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp 3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to

	enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. 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
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 NSDL/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 NSDL/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 and NSDL

Login type	Helpdesk details
Individual Shareholders holding securities in Demat mode with 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.
Individual Shareholders holding securities in Demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30

(iv) Login method for e-Voting for **Physical shareholders and shareholders other than individual holding in Demat Form**

- The shareholders should log on to the e-voting website www.evotingindia.com.
- Click on "Shareholders" module.
- Now Enter your UserID
 - 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.
- Next enter the Image Verification as displayed and Click on Login.
- 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.
- If you are a first time user follow the steps given below:

	For Physical shareholders and other than individual shareholders holding shares in Demat
PAN	<p>Enter your 10-digit alpha-numeric *PAN issued by Income Tax Department (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. 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).
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- (v) After entering these details appropriately, click on “SUBMIT” tab.
- (vi) 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.
- (vii) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (viii) Click on the EVSN for **MAYURBHANJ TRADES & AGENCIES LIMITED** on which you choose to vote.
- (ix) 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.
- (x) Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- (xi) 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.
- (xii) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- (xiii) You can also take a print of the votes cast by clicking on “Click here to print” option on the Voting page.
- (xiv) 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.
- (xv) **Additional Facility for Non – Individual Shareholders and Custodians –For Remote Voting only.**
 - 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 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.
 - 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; info.mayurbhanj@gmail.com, if they have voted from individual tab & not uploaded same in the CDSL e-voting system for the scrutinizer to verify the same.

PROCESS FOR THOSE SHAREHOLDERS WHOSE EMAIL/MOBILE NO. ARE NOT REGISTERED WITH THE COMPANY/DEPOSITORIES.

- For Physical shareholders - please provide necessary details like Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to Company/RTA email id.
- For Demat shareholders -, Please update your email id & mobile no. with your respective Depository Participant (DP)
- For Individual Demat shareholders – Please update your email id & mobile no. with your respective Depository Participant (DP) which is mandatory while e-Voting & joining virtual meetings through Depository.
- If you have any queries or issues regarding attending AGM & e-Voting from the CDSL e-Voting System, you can write an email to helpdesk.evoting@cdslindia.com or contact at 022-23058738 and 022-23058542/43.

5. All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Sr. Manager, (CDSL) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futorex, 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.

GENERAL INSTRUCTIONS

- a) The voting period begins from Tuesday, September 26, 2023 from 9.00 A.M., and ends on Thursday, September 28, 2023 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 22, 2023 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 22, 2023** may cast their vote electronically.
- c) **CS Md. Shahnawaz, a Practicing 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 two (2) 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 44th 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 44th Annual General Meeting of the Company and shall be communicated to the Stock Exchange(s).

Registered Office:

7, Waterloo Street,
2nd Floor
Kolkata- 700069

By order of the Board

For Mayurbhanj Trades And Agencies Ltd
Sd/-

May 26, 2023

(Harendra Singh)
Whole-time Director & CFO
(DIN- 06870959)

MAYURBHANJ TRADES & AGENCIES LIMITED

CIN: L24117WB1979PLC032322

REGISTERED OFFICE: 7, WATERLOO STREET, 2ND FLOOR, KOLKATA - 700069

PHONE: +91-33-2248 0602; E-MAIL: Info.Mayurbhanj@Gmail.Com

WEBSITE: WWW.MAYURBHANJTRADES.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 44th Annual General Meeting of the Company being held on **Friday, September, 29, 2023 at 12.30 P.M.** at the Registered Office of the Company at 7, Waterloo Street, 2nd Floor, Kolkata - 700069.

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.

MAYURBHANJ TRADES & AGENCIES LIMITED

CIN: L24117WB1979PLC032322

REGISTERED OFFICE: 7, WATERLOO STREET, 2ND FLOOR, KOLKATA - 700069

PHONE: +91-33-2248 0602; E-MAIL: info.mayurbhanj@gmail.com

WEBSITE: WWW.MAYURBHANJTRADES.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 Mayurbhanj Trades and Agencies 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 44th Annual General Meeting to be held on **Friday, September 29, 2023 at 12.30 P.M.** at 7, Waterloo Street, 2nd Floor, Kolkata – 700069, and at any adjournment thereof in respect of resolutions as are indicated below:

Resol ution Nos.	Description of Resolution	Vote (Please mention no. of shares)		
		For	Against	Absent
Ordinary Business				
1	Ordinary Resolution: Approval of the Audited Financial Statements of the Company for the financial year ended March 31, 2023, and the Reports of the Board of Directors and Auditors thereon.			
2	Ordinary Resolution: Re-appointment of Mrs. Sushmita Sharma (DIN: 00596256) who retires by rotation and, being eligible, offers herself for re-appointment.			
Special Business				
3	Special Resolution: Re-appointment of Mr. Harendra Singh (DIN- 06870959) as Whole-Time Director and Chief Financial Officer (CFO) of the Company.			
Signed this _____ day of _____, 2023; 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 authorised 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.

- d. 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.

Route map for the location of the venue of the 44th 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)

