



SAI SERVICE PRIVATE LIMITED

CIN: U60210PN1985PTC037099

Regd. Off: Mumbai Pune Road, Phugewadi, Pune-411012; **Tele No. :** 020-46404430/98; **Fax No. :** 020-46404421

Website: www.saiservice.com; **Email Address:** sai@saiservice.com

NOTICE

NOTICE is hereby given that the **36th** Annual General Meeting of the members of **SAI SERVICE PRIVATE LIMITED** will be held on Thursday, the 30th, September, 2021, at 11.00 a.m. / p.m., at the registered office of the Company at Mumbai-Pune Road, Phugewadi, Pune – 411012, through Video Conferencing (VC) or Other Audio Visual Means (OAVM), to transact the following business:

ORDINARY BUSINESS:

ITEM NO. 1:

To consider and adopt the Audited Standalone Financial Statements of the Company for the financial year ended March 31, 2021, the report of the Board of Director's and Auditor's thereon.

ITEM NO. 2:

To consider and adopt the Audited Consolidated Financial Statements of the Company for the financial year ended March 31, 2021 and the report of the Auditor's thereon.

ITEM NO. 3:

To declare dividend.

ITEM NO.4:

To consider and if thought fit, to pass, with or without modification(s), the following resolution as an Ordinary Resolution by approving the appointment of P.G. Bhagwat LLP (LLPIN: AAT-9949), Chartered Accountants, Pune, as Statutory Auditors of the Company effective from the conclusion of this AGM for a period of up to 5 years.

“RESOLVED THAT pursuant to the provisions of Sections 139, 142 and other applicable provisions, if any, of the Companies Act, 2013 and the Rules framed thereunder, as amended from time to time, P.G. Bhagwat LLP (LLPIN: AAT-9949), Chartered Accountants, Pune, be and are hereby appointed as Statutory Auditors of the Company to hold office from the conclusion of this meeting until the conclusion of Forty first Annual General Meeting on such remuneration plus applicable taxes and reimbursement of expenses incurred during the course of audit, as may be mutually agreed between the Board and Auditors.

RESOLVED FURTHER THAT P.G. Bhagwat LLP will audit the Accounts of the Company including Consolidated Accounts and Cash Flow Statements.”

ITEM NO. 5:

To authorize the Board of Directors to appoint Statutory Auditors as Branch Auditors for the branches of the Company under section 143(8) of the Companies Act, 2013.

By Order of the Board of Directors
For **Sai Service Private Limited**

SD/-

Shweta Kakkar
Company Secretary

Date: 18/09/2021

Place: Pune

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NOTES

1. There being no special business to transact, an Explanatory Statement pursuant to section 102(1) of the Companies Act, 2013, is not required to be attached.

2. In view of the outbreak of Covid-19 pandemic, the Ministry of Corporate Affairs ("MCA") has vide its circular dated April 8, 2020 read with circulars dated April 13, 2020, May 5, 2020, June 15, 2020, September 28, 2020, December 31, 2020 and January 13, 2021 (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") and MCA Circulars, the AGM of the Company is being held through VC/ OAVM.

3. Pursuant to the provisions of the Act, a Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her/it's behalf and the proxy need not be a Member of the Company. Since this AGM is being held pursuant to the MCA Circulars through VC/ OAVM, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.

4. Since the proceedings of this AGM are being conducted through VC / OAVM, the Registered Office of the Company situated at Mumbai Pune Road, Phugewadi, Pune – 411 012 is deemed to be the venue of the AGM.

3. Corporate members intending to send their authorised representatives to attend the meeting pursuant to section 113 of the Companies Act, 2013, are requested to send a scanned copy (PDF/JPEG Format) of its Board or governing body Resolution / Authorization etc. authorizing their representative(s) to attend and vote on their behalf at the meeting to the Company.

4. The dividend on equity shares as recommended by the Board of Directors, if declared at the Annual General Meeting, will be paid within the prescribed time after the Annual General Meeting as to those Members whose names appear in the Register of Members of the Company as on the book closure dates.

5. The Register of Members and Share Transfer Books of the Company will remain closed on 30.09.2021 as record date for the purpose of payment of Dividend.

6. As you may be aware that the Finance Act, 2020 has abolished the Dividend Distribution Tax ('DDT') and has introduced the system of dividend taxation in the hands of the shareholders with effect from 1 April 2020, the Company would be required to deduct Tax at Source ('TDS') in respect of approved payment of dividend to its shareholders.

In case of Resident Shareholders: Tax shall be deducted at source under section 194 of the Income Tax Act, 1961 ('IT Act') @ 10% on the amount of dividend declared and paid by the Company during financial year 2021-22, subject to the following:

Sr. No.	Particulars	Rate of TDS applicable	Section under the IT Act
1	PAN is not available/ Invalid PAN	20%	206AA

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2	Non-linking of PAN with Aadhaar, if allotted (Refer Note 1)	20%	206AA
3	Non-filing of return of income tax for any of the last two financial years (i.e. FY 2018-19 and FY 2019-20); and TDS as well as TCS deduction in each of these years in case of the shareholder is Rs. 50,000 or more (Refer Note 2)	20%	206AA

Note 1: As per section 139AA(2) of the IT Act read with Rule 114AAA of the Income Tax Rules, 1962, currently, PAN is mandatorily required to be linked with Aadhaar by 31 March, 2022. If PAN is not linked with Aadhaar by 31 March, 2022 (unless such due date is extended), such PAN will be deemed inoperative and tax at source will be required to be deducted at higher rates under section 206AA of the IT Act.

Note 2: Provisions of section 206AB of the IT Act are applicable with effect from 1 July 2021, unless such date of applicability is extended. No tax shall be deducted at source on the dividend payable to a resident individual if the total dividend to be received by the said resident individual from the Company during a financial year does not exceed Rs. 5,000; or if an eligible resident shareholder provides a valid declaration in Form 15G/ Form 15H or other documents as may be applicable to different categories of shareholders. Further, if a shareholder has obtained a lower or Nil withholding tax certificate from the tax authorities and provides a copy of the same to the Company, tax shall be deducted on the dividend payable to such shareholder at the rate specified in the said certificate.

7. Shareholders, holding shares in physical form, are requested to notify change of address, if any, to the Company, preferably along with their bank details.

8. Beneficial owners holding shares in electronic form are requested to notify any change in address, bank particulars, etc to their respective depository participants and make sure that such changes are recorded by them correctly.

9. Relevant documents referred to in the Notice are open for inspection by the members at the Registered Office of the Company on all working days (except Saturdays, Sundays and Public Holidays) between 3.00 p.m. to 5.00 p.m. up to the date of this meeting & also soft copy of the relevant documents can be assessed by the members at the time of the meeting.

10. A members desirous of getting any information on the accounts or operations of the Company are requested to write to the Company on or before 27th September, 2021 through an email on "sai@saiservice.com. The same will be replied by the Company suitably.

11. In compliance with the aforesaid MCA Circulars, Notice of the AGM along with the Annual Report 2020 – 2021 is being sent only through electronic mode to those Members whose email addresses are registered with the Company.

12. Members may note that the Notice of the AGM will also be available on the Company's website <https://www.saiservice.com>

13. Members attending the AGM through VC/ OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.



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14. Since, the AGM will be held through VC/ OAVM, the Route Map and Attendance Slip is not annexed to this Notice.

15. The Company has transferred all the unclaimed and unpaid final dividend declared for the financial year 2012-2013, to Investor Education & Protection Fund (IEPF) established by the Central Government. The Company has uploaded the details of unclaimed and unpaid dividend amount lying with the Company as on 07th November, 2020, (date of previous Annual General Meeting) on the website of the Company (www.saiservice.com) and also on the website of the Ministry of Corporate Affairs (www.mca.gov.in). Members are requested to note that, the amount of unclaimed interim dividend for the F.Y. 2013 - 2014, remaining unclaimed for a period of 7 years will be transferred to the Investor Education and Protection Fund Authority as per the provisions of section 124 and section 125 of the Companies Act, 2013, and the Rules made there under. Those members who have not so far encashed their interim dividend for the year 2013-2014 and thereafter, are requested to correspond at the Company's Registered Office. Further, pursuant to the provisions of Section 124(6) of the Act read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended (the IEPF Rules), all shares in respect of which dividend has not been paid or claimed for seven consecutive years shall be transferred to the demat account of the Investor Education and Protection Fund authority (IEPF Authority).

16. Members are requested to send all communications relating to the shares to the Registered Office address of the Company. Further, members in case of any query may send an email to "sai@saiservice.com". Also, in case of voting is being conducted by way of poll, Members shall be requested to send their vote on this Email ID.

17. Members who have not registered their e-mail addresses so far, are requested to register their e-mail addresses with the Company, in case of holding shares in physical form and with the concerned DPs in case of shares held in dematerialized form, for receiving all communication including Annual Report, Notices, and Circulars etc. from the Company electronically.

A. INSTRUCTIONS FOR MEMBERS FOR JOINING THE MEETING

1. Invitation link to join the meeting will be sent / shared to the members on their registered email id's by 28th September, 2021.

2. Detailed instructions for the Members to join the meeting are given below:

OPTION 1: Joining from Laptop or Computer (having access to webcam)

Step 1: Before joining a Zoom meeting on a laptop or computer, you can download the Zoom app from the following link: <https://zoom.us/download> (Zoom Client for Meetings)

Otherwise, you will be prompted to download and install Zoom when you click a join link.

Step 2: Open the Zoom desktop client

Step 3: Click Join a Meeting if you want to join without signing in

Or Sign in to Zoom using your registered Mail ID (if applicable) then click Join

Step 4: Enter the Meeting ID number and Password. Click Join and make sure access is given to the microphone (to speak) and camera (to see).



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OPTION 2: Joining from Mobile Phone

Step 1: Download the Zoom Mobile App from the Application Store (e.g. Google Play Store, iOS App Store, as applicable).

Step 2: Join a meeting using one of these methods:

- Tap **Join a Meeting** if you want to join without signing in.
- Sign in to Zoom then tap **Join**.

Step 3: Enter the meeting ID number and your display name

Step 4: Tap **Join Meeting**

3. Further, Members will be required to allow Camera and use Internet audio settings as and when asked while setting up the meeting on Mobile App or Desktop Application, as the case may be.
4. 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.

B. OTHER INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE AGM THROUGH VC / OAVM ARE AS UNDER:

1. Facility of joining the AGM through VC / OAVM shall open 15 minutes before the time scheduled for the AGM and will be available for all the Members.
2. Members who would like to express their views or ask questions during the AGM may raise their hands during the meeting or may also use chat facility.
3. Members will be able to attend the AGM through VC / OAVM and vote on the resolutions by show of hands or if the poll is demanded by using their registered mail ID.
4. Members are requested to use only registered Email ID for Voting during the time allotted for same. Votes casted by any other unregistered Email ID shall be considered as Invalid.
5. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.
6. In case of joint holders, the Member whose name appears as the first holder in the order of names as per the Register of Members of the Company, will be entitled to vote at the AGM.
7. In case of multiple votes on the same resolution, the first one shall be counted for the purpose of counting Votes.
8. Please note that no person other than the respective Member shall have access to place from where the Member is participating during the meeting.
9. In case of any queries relating to joining the Meeting through Electronic mode or any technical assistance to access and participate in the meeting through VC is required, then the members can mail their queries on "sai@saiservice.com".