



# SAI SERVICE PRIVATE LIMITED

CIN: U60210PN1985PTC037099

Regd. Office : Mumbai - Pune Road, Phugewadi, Pune - 411 012. Tel. : (020) 46404430, Fax : (020) 46404421

Website : www.saiservice.com E-mail : sai@saiservice.com

## NOTICE OF THE 40<sup>TH</sup> ANNUAL GENERAL MEETING

NOTICE is hereby given that the 40<sup>th</sup> (Fortieth) Annual General Meeting of the members of SAI SERVICE PRIVATE LIMITED will be held on Saturday, 27<sup>th</sup> day of September 2025, at 12.00 noon, 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 and Consolidated Financial Statements of the Company for the financial year ended March 31, 2025, together with the report of the Board of Directors' and Auditors' thereon.

#### ITEM NO. 2:

To confirm the payment of interim dividend(s) on equity shares for the year ended 31.03.2025 as final dividend.

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

Date: 19 / 09 / 2025

Place: Pune



SD/-

Shweta Kakkar  
Company Secretary

### 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 annexed.
2. The Ministry of Corporate Affairs ("MCA") vide its General Circular No. 09/2024 dated September 19, 2024, read with circulars issued earlier on the subject ("MCA Circulars") have permitted the holding of the Annual General Meeting ("AGM") virtually, without the physical presence of the Members at a common venue. In compliance with the provisions of the Companies Act, 2013 ("Act") and MCA Circular(s), the 40<sup>th</sup> AGM of the Company is being held virtually.
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 virtually, physical attendance of Members has been dispensed with. Accordingly, the facility for



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appointment of proxies by the Members will not be available for the AGM and hence the Proxy Form, Attendance Slip and Route Map of AGM are not annexed to this Notice.

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

5. 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.

6. The Company has transferred all the unclaimed and unpaid interim dividend declared for the financial year 2017 – 2018, 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 on the website of the Company ([www.saiservice.com](http://www.saiservice.com)) and also on the website of the Ministry of Corporate Affairs ([www.mca.gov.in](http://www.mca.gov.in)). Members are requested to note that, the amount of unclaimed dividend for the F.Y. 2018-2019, 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 dividend for the year 2018-2019 and thereafter, are requested to correspond at the Company's Registered Office.

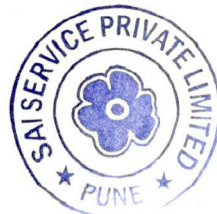
7. In compliance with the aforesaid MCA Circulars, Notice of the AGM along with the Annual Report 2024-2025, is being sent only through electronic mode to those Members whose email addresses are registered with the Company.

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

9. The web-link of the meeting shall be provided separately. To access and participate in the meeting, shareholders and other participating stakeholders are requested to install Teams application and then click on the link provided.

10. In case of any queries relating to joining the Meeting through electronic mode or any technical assistance to access and participate in the meeting virtually, is required, then the members can mail their queries on "[sai@saiservice.com](mailto:sai@saiservice.com)".

11. The facility for joining the meeting shall be kept open 15 minutes before the time scheduled to start the meeting and shall not be closed till the expiry of 15 minutes after the scheduled time of the meeting.







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12. Members attending the AGM virtually shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.

13. All relevant documents (copies thereof) referred to in the accompanying Notice and the Statement including Register of Directors and Key Managerial Personnel and their shareholding (as may be applicable) under Section 170 and Register of Contracts or Arrangements in which Directors are interested, maintained under Section 189 of the Companies Act, 2013 and their shareholding, shall remain open for inspection in the physical mode, 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 the meeting.

14. All the other relevant documents in relation to the items of the Agenda will be made available for inspection on demand made by members via screen shared through Video Conferencing.

15. Members desirous of getting any information on the accounts or operations of the Company are requested to write to the Company on or before 25/09/2025 through an email on "sai@saiservice.com". The same will be replied by the Company suitably.

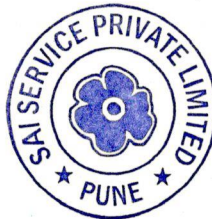
16. The Voting at the meeting shall be conducted by show of hands unless a poll in accordance with section 109 of the Companies Act, 2013 is demanded by any member. In case the poll is demanded members are requested to use only registered Email ID for Voting during the time allotted for same. Votes casted by any other unregistered Email ID shall be considered as Invalid. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

17. 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.

18. The members can pose questions concurrently at the Meeting or they can submit questions or queries regarding the agenda items on the designated email address (sai@saiservice.com) through which the notice has been sent.

19. 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".

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



**Date:** 19 / 09 / 2025

**Place:** Pune

SD/-

**Shweta Kakkar**  
Company Secretary