

IMPEX SERVICES LIMITED

10, RAJA SANTOSH ROAD, KOLKATA - 700 027
PHONE: +918230977100; EMAIL ID: impexservices07@gmail.com,
CIN: L74999WB1985PLC039281; WEBSITE: www.impexservices.in

Attendance Slip

I/We hereby record my / our presence at the 33rd Annual General Meeting of the Company on Saturday, the 29th day of September, 2018 at 11.30 a.m. at the Registered Office of the Company at 10, Raja Santosh Road, Kolkata-700 027.

Name and Address
of the Sole /First named Shareholder :

Name(s) of Joint Holder(s) :

Registered Folio No. :

No. of Share(s) held :

Name of the Proxy (if any): _____

Signature of Shareholder/Proxy: _____

Notes:

1. Kindly sign and hand over the Attendance Slip at the entrance of the meeting venue.
2. Shareholders / Proxy holders are requested to bring their copy of the Annual Report for reference at the meeting.
3. The electronic voting particulars are set out below:

EVEN (E-Voting Event No.)	User ID	PAN / Sequence No.
109929		

Please refer to the Notice of the Annual General Meeting for instructions on E-Voting.

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NOTICE

NOTICE is hereby given that the 33rd Annual General Meeting (AGM) of the Members of the Company will be held on Saturday, the 29th day of September, 2018 at the Registered Office of the Company at 10, Raja Santosh Road, Kolkata – 700 027 (please refer to the Map Direction Guide of the AGM venue, as provided in this Notice) at 11.30 a.m. to transact the following business:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Standalone and Consolidated Audited Financial Statement for the financial year ended March 31, 2018 and the Reports of the Auditors and Directors thereon.
2. To appoint a Director in place of Mr. Sourav Kumar (DIN: 07109214), who retires by rotation, and being eligible, seeks re-appointment as Director of the Company.

Date : 14.08.2018
Place : Kolkata

By Order of the Board
For Impex Services Limited

Sourav Kumar
Director
DIN: 07109214

NOTES:

1. Additional details of persons seeking appointment / re- appointment, as required in sub-regulation (3) of Regulation 36 of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as the “the Listing Regulation”) and provision number 1.2.5 of the Secretarial Standard on General Meetings (SS-2) is annexed hereto. Requisite declarations have been received from the Directors for his reappointment.

2. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND SUCH PROXY NEED NOT BE A MEMBER OF THE COMPANY. PROXIES IN ORDER TO BE EFFECTIVE MUST BE RECEIVED BY THE COMPANY NOT LESS THAN 48 HOURS BEFORE TIME FIXED FOR THE MEETING.**

A PERSON CAN ACT AS PROXY ON BEHALF OF MEMBERS NOT EXCEEDING FIFTY AND HOLDING IN THE AGGREGATE NOT MORE THAN TEN PERCENTAGE OF THE TOTAL SHARE CAPITAL OF THE COMPANY CARRYING VOTING RIGHTS. A MEMBER HOLDING MORE THAN TEN PERCENTAGE 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 PROXY FOR ANY OTHER PERSON OR SHAREHOLDER.

3. 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 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.
4. Pursuant to the provisions of the Secretarial Standard-2 issued by the Institute of Company Secretaries of India (ICSI), a route map (direction guide) of the AGM venue alongwith the landmark is appended to the Notice for a quick reference of the members.

5. The Ministry of Corporate Affairs has notified section 40 of the Companies (Amendment) Act, 2017, read with the Companies (Audit and Auditors) Second Amendment Rules, 2018, effective from 7th May, 2018, whereby, the requirement of ratification of the appointment of the Auditor at the AGM has been omitted. Accordingly, ratification of appointment of the Statutory Auditor is not required.
6. Documents, if any, referred to in the accompanied Notice and the Explanatory Statement setting out the material facts, are open for inspection at the Registered Office of the Company on all days except Sunday & Public holiday upto the date of the AGM.
7. Members may visit the Company's corporate website to view the Financial Statements or access information pertaining to the Company. Queries, if any, should be sent at least 10 days before the AGM to the Compliance Officer at the Registered Office of the Company.
8. The Register of Directors and Key Managerial Personnel and their shareholding, maintained under Section 170 of the Companies Act, 2013, alongwith the Register of Contracts or Arrangements in which Directors are interested, being maintained under Section 189 of the Companies Act, 2013, will be available for inspection by Members at the AGM.
9. The business set out in the notice will be transacted through remote e-voting and Voting through Ballot at the Annual General Meeting. Instructions and other information relating to e-voting are given in the notice under note number 25. The company will also send communication relating to remote e-voting which, *inter alia*, would contain details about user ID and password, along with a copy of this notice to the members, separately.
10. Register of Members and Share Transfer Books of the Company in respect of Equity Shares shall remain closed from the September 23, 2018 to the September 29, 2018 (both days inclusive).
11. Members holding shares in electronic form are requested to intimate immediately any change in their address with pin code or bank mandates to their Depository Participants with whom they are maintaining their demat accounts and Members holding shares in physical form are requested to advise any change in their address or bank mandates immediately to the Company/Registrar and Share Transfer Agent, i.e. : M/s. CB Managements Services (P) Ltd., P-22, Bondel Road, Kolkata-700 019, Phone No.033-2280/6692/93/94/2486, 4011-6700/6711/6717/6723, Fax-033-40116739 along with the necessary supporting documents.
12. Corporate members are requested to send to the Company, a copy of the Board Resolution, duly certified, authorising their respective representatives to attend and vote at the Annual General Meeting
13. In case, the mailing address mentioned in this Annual Report is without the PIN CODE, members are requested to kindly inform their PIN CODE immediately.
14. Non- Resident Indian Shareholders are requested to inform the Company immediately:
 - a. the change in residential status on return to India for permanent settlement.
 - b. the particulars of NRI Bank Account maintained in India with complete Name, Branch, Account type, Account Number, and Address of the Bank with pin number, if not furnished earlier.
15. Pursuant to Section 72 of the Companies Act, 2013, members holding shares in physical form are advised to file nomination in the prescribed Form SH-13 with the Company's Registrar & Share Transfer Agent. In respect of shares held in electronic/ demat form, the members may please contact their respective depository participant.
16. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in the securities market. Members holding shares in electronic form are, therefore requested to submit their PAN to their depository participants. Members holding shares in physical form can submit their PAN to the Company's Registrar M/s. C B Managements Services (P) Ltd., P-22, Bondel Road, Kolkata - 700 019, Phone No.033-2280/6692/93/94/2486, 4011-6700/6711/6717/6723 along with the enclosed Form.

17. SEBI has issued circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018, whereby, shareholders whose ledger folios do not have details or have incomplete details with respect to PAN and Bank Account particulars are mandatorily required to furnish these details to the Issuer Company/Registrar and Share Transfer Agent (RTA) for registration in the folio. Further, as per amended Regulation 40(1) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 amended vide SEBI Notification No. SEBI/LAD- NRO/GN/2018/24 dated June 8, 2018, effective from December 5, 2018; securities of the listed companies can be transferred (except in case of transmission or transposition) only in the dematerialized form. All shareholders holding shares in physical form have been duly notified of the same by Postal mode of communication and have been provided with the requisite form for furnishing PAN and Bank details.
18. Members who are holding shares in identical order or names in more than one folio are requested to send the Company/Registrar and Share Transfer Agent, the details of such folios together with the Share Certificates for consolidating their holdings in one such folio.
19. Members are requested to quote their Folio number/DP I.D. and Client I.D. in all correspondence.
20. A Member or his Proxy is requested to produce at the entrance of the Meeting Hall, attendance slip forwarded to the member duly completed and signed by the member
21. Members are requested to note that trading in Securities of the Company are compulsorily in dematerialized form only. Hence members who are yet to dematerialise their shares are advised to do so.
22. Members holding share in dematerialized form are requested to bring their Depository Account No. and Client ID. No. for identification.
23. The Company has designated an exclusive e-mail id viz. impexservices07@gmail.com to enable investors to register their complaints/queries, if any. Alternatively, the members may also write to Mr. Sourav Kumar (DIN: 07109214), Director, at the Registered Office of the Company (Phone Number: +918230977100) for the redressal of their queries/ complaints.
24. The Notice of the AGM along with its enclosures (including the process, instructions and the manner of conducting e-voting), the Annual Report for the Financial Year 2017-18 are being sent by electronic mode to those Members whose e-mail addresses are registered with the Company / Depositories, unless any Member has requested for a physical copy of the said documents. For members who request for a hard copy and for those who have not registered their email address, physical copies of the same are being sent through the permitted mode. For Members who have not registered their e-mail addresses, physical copies of the above mentioned documents are being sent through the permitted mode. All these above mentioned documents will also be available on the Company's website www.impexservices.in for download by the shareholders. We request shareholders to update their email address with their depository participant to ensure that the annual reports and other documents reaches them on their preferred email address. Shareholders holding shares in physical form may intimate us their e-mail address along with name, address and folio no. for registration at impexservices07@gmail.com .

25. Voting through electronic means

- I. Pursuant to the provisions of Section 108 and other applicable provisions, if any, of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to offer Electronic Voting facility (remote e- voting) to its members to cast their votes electronically on all resolutions set forth in this Notice. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM ("remote e-voting") will be provided by National Securities Depository Limited (NSDL).
- II. The facility for voting through ballot paper shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper.

- III. 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.
- IV. The remote e-voting period commences on September 26, 2018 (9:00 a.m.) and ends on September 28, 2018 (5:00 p.m.). During this period members' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of September 22, 2018, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.
- V. The process and manner for remote e-voting are as under:
- A. In case a Member receives an email from NSDL [for members whose email IDs are registered with the Company/Depository Participants(s)] :
- (i) Open email and open PDF file viz; "remote e-voting.pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password/PIN for remote e-voting. Please note that the password is an initial password.
 - (ii) Launch internet browser by typing the following URL: <https://www.evoting.nsdl.com/>
 - (iii) Click on Shareholder – Login
 - (iv) Put user ID and password as initial password/PIN noted in step (i) above. Click Login.
 - (v) Password change menu appears. Change the password/PIN with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
 - (vi) Home page of remote e-voting opens. Click on remote e-voting: Active Voting Cycles.
 - (vii) Select "EVEN" of "Impex Services Ltd."
 - (viii) Now you are ready for remote e-voting as Cast Vote page opens.
 - (ix) Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.
 - (x) Upon confirmation, the message "Vote cast successfully" will be displayed.
 - (xi) Once you have voted on the resolution, you will not be allowed to modify your vote.
 - (xii) Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to abbas.vithorawala@gmail.com with a copy marked to evoting@nsdl.co.in
- B. In case a Member receives physical copy of the Notice of AGM [for members whose email IDs are not registered with the Company/Depository Participants(s) or requesting physical copy] :
- (i) Initial password is provided as below/at the bottom of the Attendance Slip for the AGM:

<u>EVEN (Remote e-voting Event Number)</u>	<u>USER ID</u>	<u>PASSWORD/PIN</u>
 - (ii) Please follow all steps from Sl. No. (ii) to Sl. No. (xii) above, to cast vote.
- VI. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Members and remote e-voting user manual for Members available at the download section of www.evoting.nsdl.com or call on toll free no.: 1800-222-990.
- VII. If you are already registered with NSDL for remote e-voting then you can use your existing user ID and password/PIN for casting your vote.
- VIII. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
- IX. The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of September 22, 2018.

- X.** Any person, who acquires shares of the Company and become member of the Company after dispatch of the notice and holding shares as of the cut-off date i.e. September 22, 2018, may obtain the login ID and password by sending a request at evoting@nsdl.co.in or rta@cbmsl.com. However, if you are already registered with NSDL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forgot your password, you can reset your password by using “Forgot User Details/Password” option available on www.evoting.nsdl.com or contact NSDL at the following toll free no.: 1800-222-990.
- XI.** A member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the AGM.
- XII.** A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date i.e. September 22, 2018, only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM through polling paper.
- XIII.** Mr. Abbas Vithorawala, Practicing Company Secretary (Certificate of Practice Number 8827, Membership No. 23671) has been appointed for as the Scrutinizer for providing facility to the members of the Company to scrutinize the voting and remote e-voting process in a fair and transparent manner.
- XIV.** The Chairman shall, at the AGM, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of “remote e-voting” or “Polling Paper” for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.
- XV.** The Scrutinizer shall after the conclusion of voting at the general meeting, will first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than 48 hours from the conclusion of the AGM, a consolidated scrutinizer’s report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.
- XVI.** The Results declared alongwith the report of the Scrutinizer shall be placed on the website of the Company www.impexservices.in and on the website of NSDL immediately after the declaration of result by the Chairman or a person authorized by him in writing. The results shall also be immediately forwarded to The Calcutta Stock Exchange Limited, Kolkata.
26. Institutional Members / Bodies Corporate (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution / Authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote through e-mail at abbas.vithorawala@gmail.com with a copy marked to evoting@nsdl.co.in on or before September 28, 2018 upto 5:00 p.m. without which the vote shall not be treated as valid.
27. The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of September 22, 2018. A person who is not a member as on cut-off date should treat this notice for information purpose only.
28. The shareholders shall have one vote per equity share held by them as on the cut-off date of September 22, 2018. The facility of e-voting would be provided once for every folio / client id, irrespective of the number of joint holders.
29. Only those members who attend the AGM, holding shares either in physical form or in dematerialized form, and are entitled to vote as on the cut-off date of September 22, 2018, but have not exercised their right to vote by electronic means, can cast their vote at the Annual General Meeting. 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, provided the votes are not already cast by remote e-voting by the first holder.

30. Notice of the Annual General Meeting along with its enclosures along with the process, instructions and the manner of conducting e-voting is being sent electronically to all the members whose e-mail IDs are registered with the Company / Depository Participant(s). For members who request for a hard copy and for those who have not registered their email address, physical copies of the same are being sent through the permitted mode.
31. Investors who became members of the Company subsequent to the dispatch of the Notice / Email and holds the shares as on the cut-off date i.e. September 22, 2018, are requested to send the written / email communication to Company at impexservices07@gmail.com or its Registrar and Share Transfer Agent, i.e.: M/s C B Managements Services Pvt. Ltd. at rta@cbmsl.com by mentioning their Folio No. / DP ID and Client ID to obtain the Login-ID and Password for e-voting.
32. Mr. Abbas Vithorawala, Practicing Company Secretary (Certificate of Practice Number 8827, Membership No. 23671) has been appointed as the Scrutinizer to scrutinize the remote e-voting process and voting at the AGM in a fair and transparent manner. The Scrutinizer will submit, not later than 48 hours of conclusion of the AGM, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman of the Company or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.
33. The Results declared along with the Scrutinizer's Report shall be placed on the Company's website www.impexservices.in and on the website of NSDL. The same will be communicated to The Calcutta Stock Exchange Limited, where the Equity Shares of the Company are listed.

Regd. Office:
10, Raja Santosh Road,
Kolkata-700 027
Date : 14.08.2018
Place : Kolkata

By Order of the Board
For Impex Services Ltd.
Sourav Kumar
Director
DIN: 07109214

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Details of Directors seeking appointment/ re-appointment at the 33rd Annual General Meeting Pursuant to Regulation 3693) of SEBI (Listing Obligation and Disclosure Requirements), Regulations 2015, and Provision No. 1.2.5 of the secretarial standard on general meeting (SS-2).

Name of the Director	Mr. Sourav Kumar (DIN: 07109214)
Nature of Directorship	Non Executive Independent Director
Date of Birth	18.10.1994
Date of Appointment	13.02.2017
Age	23 years
Terms and conditions of appointment / re-appointment.	Retiring by rotation at the forthcoming Annual General Meeting and being eligible to seek re-appointment.
Details of Remuneration sought to be paid.	Nil
Remuneration last drawn	Nil
Brief Resume	Since his appointment, he has been playing a pivotal role in the Management of the Company. His foresightedness coupled with his innovative skills, have paved the way for a bright future for the Company.
Experience and nature of his expertise in specific functional areas.	3 Years of experience in the field of Finance, Marketing and Management.
Qualification	B.A.
Number of shares held in the Company.	Nil
Names of other companies in which the person also holds the directorship.	Nil
Memberships/Chairmanships of Committees on the Board of other Companies.	Does not hold membership of Committees in other Companies.
Disclosure of Relationships between directors inter-se.	None

Note:

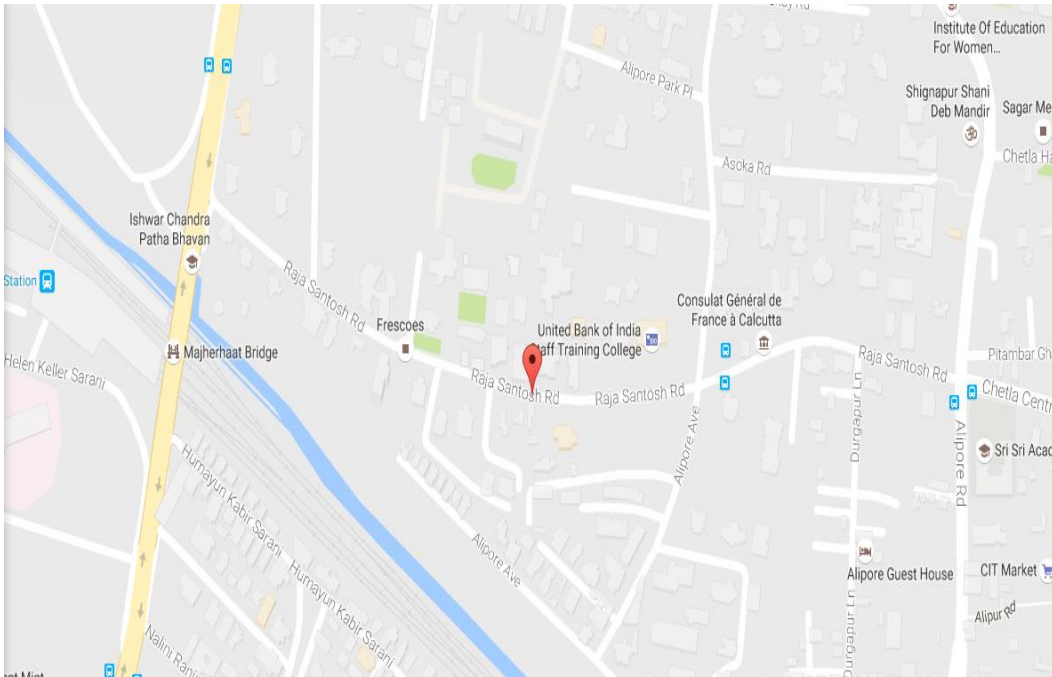
The Committee Memberships and Chairmanships do not include positions in foreign companies, unlisted companies and private companies, position as an advisory board member and position in companies under Section 8 of the Companies Act, 2013. Information pertaining to sitting fees/remuneration paid to the Director who is being re-appointed and number of Board meetings attended by him during the financial year 2016-17 are provided in the Corporate Governance Report.

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MAP (DIRECTION GUIDE) OF THE VENUE OF THE ANNUAL GENERAL MEETING.

10, Raja Santosh Road, Kolkata-700 027
(Landmark-The AGM venue is located near United Bank of India)



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(33rd Annual General Meeting –September 29, 2018)

FORM NO. MGT - 11

PROXY FORM

[Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies (Management and Administration) Rules, 2014]

Name of the member (s): Registered address: E-mail Id: Folio / DP ID-Client ID No.

I/We, being the member(s) ofshares of the above named Company hereby appoint:

- (1) Name:.....Address.....
E-mail Id:.....Signature....., or failing him
- (2) Name:.....Address.....
E-mail Id:.....Signature....., or failing him
- (3) Name:.....Address.....
E-mail Id:.....Signature.....

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 33rd Annual General Meeting of the Company, to be held on Saturday, the 29th day of September, 2018 at 11.30 a.m. at the registered office of the Company at 10, Raja Santosh Road, Kolkata-700 and at any adjournment thereof of such resolutions as are indicated below:

Resolution No.	Resolutions	Optional*	
		For	Against
1.	Adoption of Standalone & Consolidated Financial Statements for the financial year ended 31 st March, 2018 and the Reports of the Auditors and Directors thereon.		
2.	Appointment of Mr. Sourav Kumar (DIN-07109214), who retires by rotation and being eligible, seeks re-appointment as Director of the Company.		

Signed this.....day of.....2018
Signature of shareholder.....
Signature of Proxy holder(s).....

Affix Revenue
Stamp not
less than
Re.1/-

Note:

1. This form of proxy in order to be effective should be duly completed and deposited at the registered Office of the Company, not less than 48 hours before the commencement of the Meeting.
2. For the resolutions, Explanatory Statement and Notes, please refer to the Notice of the 33rd Annual General meeting.
3. It is optional to put a 'X' in the appropriate column against the Resolutions indicated in the Box. If you leave the 'For' or 'Against' column blank against any or all resolutions, your Proxy will be entitled to vote in the manner as he/she thinks appropriate.
4. Please complete all details including details of member(s) in above box before submission.