

IMPEX SERVICES LIMITED

10, RAJA SANTOSH ROAD, KOLKATA – 700 027

Fax: 033 2236-5588, Phone: 033 2234-6946

Email: impexservices07@gmail.com, Website: www.impexservices.in

CIN: L74999WB1985PLC039281

Attendance Slip

I/We hereby record my / our presence at the 31st Annual General Meeting of the Company on 28th day of September, 2016 at the Registered Office of the Company at 10, Raja Santosh Road, Kolkata-700 027 at 10.00 a.m.

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	Password
104692		

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 31st Annual General Meeting (AGM) of the Members of the Company will be held on Wednesday, the 28th day of September, 2016 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 10.00 a.m. to transact the following businesses:

ORDINARY BUSINESSES:

1. To receive, consider and adopt the Audited Financial Statement for the financial year ended March 31, 2016 and the Reports of the Auditors and Directors thereon.
2. To appoint a Director in place of Mr. Rajendra Kumar Maheshwari (DIN: 00566387), who retires by rotation, and being eligible, seeks re-appointment as Director of the Company.
3. To ratify the appointment of M/s. Virendra Surana & Co., Chartered Accountants (Firm's Regn. No. 319179E) of Swaika Centre, 4A Pollock Street, 3rd Floor, Room No. 308, Kolkata – 700 001, as the Statutory Auditors of the Company from the conclusion of the 31st Annual General Meeting till the conclusion of the 35th Annual General Meeting of the Company and to authorise the Board of Directors to fix their remuneration and in this regard, 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 139 and all other applicable provisions of the Companies Act, 2013 and the Rules made thereunder, including any statutory modification(s) or re-enactment thereof for the time being in force, the Company hereby ratifies the appointment of M/s. Virendra Surana & Co., Chartered Accountants (Firm's Regn. No. 319179E) of Swaika Centre, 4A Pollock Street, 3rd Floor, Room No. 308, Kolkata – 700 001, as the Statutory Auditors of the Company from the conclusion of the 31st Annual General Meeting till the conclusion of the 35th Annual General Meeting at such remuneration as may be mutually agreed upon between the Board of Directors of the Company and the Auditors, based on the recommendation of the Audit Committee, plus applicable service tax.”

SPECIAL BUSINESS:

4. **Appointment of Mr. Dipu Sumer (DIN-07312284) as an Independent Director.**

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

“**RESOLVED THAT** pursuant to provisions of Sections 149, 150, 152 and any other applicable provisions of the Companies Act, 2013 (“the Act”) and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force) read with Schedule IV to the Act and applicable regulation of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Mr. Dipu Sumer (DIN-07312284), who was appointed as an Additional Director of the Company by the Board of Directors with effect from 13th October, 2015, in terms of Section 161(1) of the Act and whose term of office expires at the Annual General Meeting and in respect of whom the Company has received a notice in writing from a member proposing his candidature for the office of Director, be and is hereby appointed as an Independent Non-Executive Director of the Company to hold office for a term up to 12th October, 2020”.

Date : 30.05.2016

Place : Kolkata

By Order of the Board
For Impex Services Limited

Vivek Agarwal
Director
DIN: 01678709

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NOTES:

1. The Explanatory Statement as required under Section 102 of the Companies Act, 2013, in respect of business under Item No. 4 is annexed hereto.
2. Additional details of persons seeking appointment / re- appointment, as required in sub-regulation (3) of Regulation 36 of the Listing Regulations 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.
3. **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 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.

4. 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.
5. 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.
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 working days during normal working hours 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 Company Secretary 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 businesses 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 24. 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 22, 2016 to the September 28, 2016 (both days inclusive).

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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. : C B Managements Services Pvt. Ltd., P-22, Bondel Road, Kolkata – 700 019, Phone No. 033-2280 6692/93/94/2486, 4011-6700/6711/6717/6723, E-Mail ID: rta@cbmsl.com , Fax – 033 4011 6739. – along with the necessary supporting documents.
12. 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.
13. 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 NRE Bank Account maintained in India with complete name and address of the Bank, if not furnished earlier.
14. 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.
15. 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 Pvt. Ltd., P-22, Bondel Road, Kolkata – 700 019 alongwith the enclosed Form.
16. SEBI has also mandated that for registration of transfer of securities, the transferee(s) as well as transferor(s) shall furnish a copy of their PAN card to the Company for registration of transfer of securities.
17. 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.
18. Members are requested to quote their Folio number/DP I.D. and Client I.D. in all correspondence.
19. 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.
20. 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.
21. Members holding share in dematerialized form are requested to bring their Depository Account No. and Client ID. No. for identification.
22. 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. Dipu Sumer (DIN: 07312284), Director, at the Registered Office of the Company (Phone Number: 033 2234-6946) for the redressal of their queries/ complaints.

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23. 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 2015-16 are being sent by permitted mode. All these above mentioned documents will also be available on the Company's website www.impexservices.in for download by the shareholders.

24. Voting through electronic means

- I. In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as substituted by the Companies (Management and Administration) Amendment Rules, 2015 ('Amended Rules 2015') and Regulation 44 of the Listing Regulations and Secretarial Standard on General Meetings (SS2) issued by the Institute of Company Secretaries of India, the Company is pleased to provide its members facility to exercise their right to vote on resolutions proposed to be considered at the 31st Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services. 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 25th September, 2016 (9:00 am) and ends on 27th September, 2016 (5:00 pm). During this period members' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 21st September, 2016, 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.

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- (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 csniazahmed@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>
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 - (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 downloads 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 21st September, 2016.
- 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. 21st September, 2016, may obtain the login ID and password by sending a request at evoting@nsdl.co.in or rt@cbmsl.com.
- XI. 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.
- XII. 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.

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- XIII.** 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. 21st September, 2016, only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM through ballot paper.
- XIV.** Mr. Niaz Ahmed, Practicing Company Secretary (Certificate of Practice Number 5965, Membership No. 15555) 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.
- XV.** 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 “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.
- XVI.** 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 three days of 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.
- XVII.** 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 The Calcutta Stock Exchange Limited, Kolkata.
25. 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 csniazahmed@gmail.com with a copy marked to evoting@nsdl.co.in on or before September 27, 2016 upto 5:00 p.m. without which the vote shall not be treated as valid.
26. 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 21, 2016. A person who is not a member as on cut-off date should treat this notice for information purpose only.
27. The shareholders shall have one vote per equity share held by them as on the cut-off date of September 21, 2016. The facility of e-voting would be provided once for every folio / client id, irrespective of the number of joint holders.
28. 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 21, 2016, 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.
29. 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.

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30. 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 21, 2016, 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.
31. Mr. Niaz Ahmed, Practicing Company Secretary (Certificate of Practice Number 5965, Membership No. 15555) 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.
32. 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.

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013.

Item No. 4

The Board of Directors, based on the recommendation of Nomination and Remuneration Committee, appointed Mr. Dipu Sumer as an Additional Director with effect from 13th October, 2015 under Section 161(1) of the Companies Act, 2013 read with applicable rules thereunder and as an Independent Non-Executive Director of the Company under Section 149 of the Companies Act, 2013 and applicable regulation of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") to hold office upto 12th October, 2020. His appointment is subject to the approval of the members. He is entitled to hold office as additional director up to the date of ensuing Annual General Meeting.

The Company has received notices in writing from a member along with the deposit of requisite amount under Section 160 of the Act proposing the candidature of the above mentioned Director for appointment as Independent Director of the Company. He is not disqualified from being appointed as Director in terms of Section 164 of the Act and have given his consent to act as Independent Director. The Company has also received declaration from him that he meets the criteria of independence as prescribed under Section 149(6) of the Act and applicable regulation of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"). The Board considers that his association would be of immense benefit to the Company and proposed his appointment as Independent Directors under Section 149 of the Act to hold office for a term of five consecutive years commencing from the conclusion of 31st Annual General Meeting of the Company. In the opinion of the Board, above mentioned director fulfill conditions of appointment as Independent Directors as specified in the Act and the Listing Agreement.

Brief particulars of the above mentioned Director, such as their educational and professional qualifications, nature of their working experience, name(s) of the companies in which they hold directorships, memberships and chairmanships in various Committees, their shareholding in the Company, relationship between directors inter-se are provided by way of Annexure to the Notice.

Copy of the draft letter for appointment of the above mentioned director as Independent Director, setting out the terms and conditions would be available for inspection without any fee by the members at the Registered Office of the Company during normal business hours on any working day between 10.00 a.m. to 6.00 p.m. upto the date of the AGM.

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Mr. Dipu Sumer does not hold by himself or for any other person on a beneficial basis, any shares in the Company.

Mr. Dipu Sumer has given a declaration that he meets the criteria of independence as provided in Section 149(6) of the Companies Act, 2013.

Mr. Dipu Sumer is interested in this resolution with regard to his appointment. Save and except him, no other Director / Key Managerial Personnel of the Company / their relatives are, in any way, concerned or interested, financially or otherwise, in this resolutions.

The Board recommends the resolutions set forth in the Item No. 4 of the Notice for approval of the members.

Regd. Office:

10, Raja Santosh Road

Kolkata-700 027

Dated: 30.05.2016

**By Order of the Board
For Impex Services Ltd.**

**Vivek Agarwal
Director
DIN: 01678709**

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Details of Directors seeking appointment/ re-appointment at the Annual General Meeting scheduled to be held on September 28, 2016 (Pursuant to Regulation 36 of the SEBI (Listing Obligation and Disclosure Requirements), Regulations 2015

Name of the Director	Mr. Rajendra Kumar Maheshwari (DIN: 00566387)	Mr. Dipu Sumer (DIN: 07312284)
Nature of Directorship	Non Executive Director	Non Executive Independent Director
Date of Birth	08.08.1945	02.03.1975
Date of Appointment	20.03.2005	13.10.2015
Experience and nature of his expertise in specific functional areas.	8 Years of experience in the field of Finance	2 Years of experience in the field of Finance
Qualification	B Com (Hons.)	B Com
Number of shares held in the Company.	Nil	Nil
Names of other companies in which the person also holds the directorship.	<ol style="list-style-type: none"> 1. Gautam Resources Ltd. 2. Indesca Commercial Ltd. 3. Janani Builders Private Limited 4. Jahnvi Sales Agency Private Limited 5. Starsun Merchandise Pvt Ltd 6. Radiant Commosales Private Limited 7. Splendid Vintrade Private Limited 8. Premio Commercial Limited 9. Vrisangan Traders Limited 10. Darsh Commercial Limited 11. Pleasant Stay (Kodai) Hotels Private Limited 12. Tavishi Tradecom Private Limited 13. Palpitation Tradecom Private Limited 14. Mahakal Dealtrade Private Limited 	Nil
Memberships/Chairmanships of Committees on the Board of other Companies.	Hold membership in Committees of other four Companies and Chairmanship in Committees of one company.	Does not hold membership of Committees in other Companies.
Disclosure of Relationships between directors inter-se.	None	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 2015-16 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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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 31st Annual General Meeting of the Company, to be held on Wednesday, the 28th day of September, 2016 at 10.00 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
	Ordinary Business		
1.	Adoption of Financial Statements for the year ended March 31, 2016 and the Reports of the Auditors and Directors thereon.		
2.	Re-appointment of Mr. Rajendra Kumar Maheshwari (DIN-00566387), who retires by rotation and being eligible, seeks re-appointment as Director of the Company.		
3.	Ratification of appointment of of M/s. Virendra Surana & Co., Chartered Accountants (Firm's Regn. No. 319179E) of Swaika Centre, 4A Pollock Street, 3 rd Floor, Room No. 308, Kolkata – 700 001 as auditor of the Company and fix their remuneration.		
	Special Business		
4.	Appointment of Mr. Dipu Sumer (DIN-07312284), as an Independent Director.		

Signed this.....day of.....2016
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 31st 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.
1. Please complete all details including details of member(s) in above box before submission.

IMPEX SERVICES LIMITED

10, RAJA SANTOSH ROAD, KOLKATA – 700 027

Fax: 033 2236-5588, Phone: 033 2234-6946

Email: impexservices07@gmail.com, Website: www.impexservices.in

CIN: L74999WB1985PLC039281

RECORDS UPDATION FORM

Dear Shareholder(s),

This is to inform you that the Company is in process of updation of records of the shareholders in order to reduce the physical documentation as far as possible.

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. Similarly, members holding shares in physical form are requested to submit their PAN to the Company or the Company's Registrar: C B Managements Services Pvt. Ltd., P-22, Bondel Road, Kolkata – 700 019, Phone No. 033-2280 6692/93/94/2486, 4011-6700/6711/6717/6723. Hence, we have to update your PAN, phone no. and e-mail id in our records. We would also like to update your current signature records in our system.

To achieve this we solicit your co-operation in providing the following details to us :

-----Please tear here-----

1. If you are holding the shares in dematerialized form you may update all your records with your Depository Participant (DP).
2. If you are holding shares in physical form, you may provide the following :

Folio No. :

Pan :

E-mail ID :

Telephone No. :

Name : i.

ii.

iii.

Signature : i.

ii.

iii

Thanking you
Vivek Agarwal
Chairman
DIN-07312284