

## Twenty Second Annual Report

### NOTICE

NOTICE is hereby given that the twenty second Annual General Meeting of the Company will be held on Friday the 30th day of September, 2016 at 11.30 A.M. at Corporate Office of the Company situated at First Floor, 60-D, Panchwati, Udaipur - 313 001 (Raj.) to transact the following business :-

#### ORDINARY BUSINESS :

- To receive, consider and adopt the Audited Balance Sheet and Profit & Loss A/c as at 31st March, 2016, together with the Auditor's Report and Board's Report thereon.
- To appoint a director in place of Mr. Laxman Singh Karnawat who retires by rotation as a director on ensuing AGM and being eligible, offers himself for reappointment.
- APPOINTMENT OF AUDITORS**  
To consider and if thought fit to pass with or without modification(s) the following resolution as an Ordinary Resolution :  
To ratify appointment of auditors of the Company as approved by the members at the twentieth AGM.  
"RESOLVED that pursuant to the provisions of section 139, 142 and other applicable provisions, if any, of the Companies Act, 2013 and the Rules framed thereunder, as amended from time to time, the recommendations of the Audit Committee and the resolution passed by the members at the twentieth AGM of the company held on 30-09-2014, the appointment of M/S B. L. Pagaria & Co., Chartered Accountants (Firm Registration No. 001821C), Udaipur as Auditors of the Company be and is hereby ratified,

By order of the Board  
**For Dhruva Capital Services Ltd.**  
sd/-  
**(KAILASH KARNAWAT)**  
MANAGING DIRECTOR

Place : Udaipur  
Dated : 27-05-2016

#### NOTES :

- A MEMBER ENTITLED TO ATTEND & VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND & VOTE INSTEAD OF HIMSELF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY.
- The proxies, in order to be effective, should be duly completed, stamped & signed and must be deposited at the registered office of the Company not less than 48 hours before the commencement of the meeting.
- The Register of Members and Share Transfer Books of the Company will remain closed from 23rd September' 2016 to 30th September' 2016 (both days inclusive) for the purpose of holding 22<sup>nd</sup> AGM.
- Members are requested to :
  - Notify any **change in their registered address** along with pin code numbers.
  - Quote their respective **LEDGER FOLIO No. / DPID / Client ID** on every communication with the Company.
  - Bring their copies of Annual Report to the meeting. No copies of the Annual Report will be available for distribution to the members at the meeting.
  - Deposit duly filled-in attendance slip annexed to the proxy form at the entrance to the place of the meeting and not to bring with them any other person who is not a member / proxy.
  - Write to the Company at least 7 days before the date of the meeting regarding any information on accounts so as to enable the Company to keep the information ready.
- In terms of SEBI Circular dated 20th May 2009 and 7th January, 2010 pertaining to (i) transfer of physical shares (ii) deletion of name of the deceased shareholder(s) where the shares are held in the name of two or more shareholders (iii) transmission of shares to the legal heir(s), where deceased shareholders was the sole holder of shares, and (iv) transposition of shares. Shares are held jointly in the names of two or more shareholders of listed company, the transferors are requested to furnish copy of their Permanent Accountant Number (PAN) Card along with other documents to the RTA for the above mentioned purpose, irrespective of the value of the transaction.

Registered Office : 003 - 'A', "Circle View", 169, Fatehpura, Near Sukhadia Circle, UDAIPUR - 313 001  
Ph.: 0294-2425555 Fax : 0294-2423150 Website : [www.dhruvacapital.com](http://www.dhruvacapital.com)

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## DHRUVA CAPITAL SERVICES LIMITED

- Details in respect of the Director seeking appointment/ re-appointment at the Annual General Meeting, forms integral part of the notice. The Directors have furnished the requisite declarations for their appointment / reappointment.
  - Electronic copy of the Annual Report along with Notice of the 22<sup>nd</sup> Annual General Meeting are being sent to all the members holding shares in demat form and whose email IDs are registered with the Company/Depository Participant(s) for communication purposes unless any member has requested for a hard copy of the same. For members who have not registered their email address, physical copies are being sent in the permitted mode.
  - The Notice of the 22<sup>nd</sup> Annual General Meeting and the Annual Report for 2015-16 will be available on the Company's website [www.dhruvacapital.com](http://www.dhruvacapital.com). Documents will also be available at the Company's Registered Office for inspection during normal business hours on working days. Even after registering for e-communication, members are entitled to receive such communication in physical form, upon making a request for the same, by post, free of cost. For any communication, the shareholders may also sent requests to [dhruvacapital@gmail.com](mailto:dhruvacapital@gmail.com).
  - Relevant documents referred to in the accompanying Notice shall be open for inspection at the Registered Office of the Company during normal business hours (10.00 am to 5.00 pm) on all working days except Saturday, up to the date of the Annual General Meeting of the Company.
- 10. APPOINTMENT OF SCRUTINIZER :**  
In compliance with provisions of the Companies Act, 2013, the Company is also offering the e-voting facility to the members to enable them to cast their votes electronically. E-voting facility would remain open only from 27.09.2016 to 29.09.2016 (both days inclusive).  
Mr. Chitranjan Pagaria (CA, Membership No. 078977) of M/s B.L. Pagaria & Co. (Chartered Accountants), B-4, Babu Bazar, Udaipur has been appointed as Scrutinizer for scrutinizing e-voting system in a fair and transparent manner and to give his report thereon.

### E-VOTING INSTRUCTIONS

#### THE INSTRUCTIONS FOR SHAREHOLDERS VOTING ELECTRONICALLY ARE AS UNDER:

##### In case of members receiving email :

- Log on to the e-voting website [WWW.evotingindia.com](http://WWW.evotingindia.com)
- Click on "Shareholders" tab.
- Now, select the Company Name "DHRUVA CAPITAL SERVICES LTD." from the drop down menu & click ON "SUBMIT". [Electronic Voting Sequence No. (EVSN) - 160830036]
- Now Enter your User ID :** a. For CDSL: 16 digits beneficiary ID, b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID, c. 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](http://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 Members holding share in Demat Form and Physical Form	
PAN	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders). <ul style="list-style-type: none"><li>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 (refer sequence no. printed on the name &amp; address sticker / mail.) in the PAN field.</li><li>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.DOB</li></ul>
	Enter the Date of Birth as recorded in your demat account or in the company records for the said demat account or folio in dd/mm/yyyy format.
Dividend Bank Details	Enter the Dividend Bank Details as recorded in your demat account or in the company records for the said demat account or folio. <ul style="list-style-type: none"><li>Please enter the DOB or Dividend Bank Details in order to login. If the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field.</li></ul>

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- After entering these details appropriately, click on "SUBMIT" tab.
  - 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.
  - For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
  - Click on the EVSN for the relevant Company "DHRUVA CAPITAL SERVICES LTD." on which you choose to vote.
  - 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.
  - Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
  - 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.
  - Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
  - You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
  - If Demat account holder has forgotten the same password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xviii) Shareholders can also cast their vote using CDSL's mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively on or after 30<sup>th</sup> June 2016. Please follow the instructions as prompted by the mobile app while voting on your mobile.**
- Notes for Non - Individual Shareholders :-
    - Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves as Corporates.
    - They should submit scanned copy of the Registration Form bearing the stamp and sign of the entity to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
    - After receiving the login details, they have to create a user who would be able to link the account(s) which they wish to vote on.
    - The list of accounts should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts, they would be able to cast their vote.
    - They should upload a scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, in PDF format in the system for the scrutinizer to verify the same.

##### In case of members receiving the physical copy :

- Please follow all steps from S.No. (i) to (xviii) above to cast vote.
- The voting period begins on 27.09.2016, 9 AM and ends on 29.09.2016, 5 PM. During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of 23.09.2016, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com) under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).

By order of the Board  
**For Dhruva Capital Services Ltd.**  
Sd/-  
**(KAILASH KARNAWAT)**  
MANAGING DIRECTOR

Place : Udaipur  
Dated : 27-05-2016

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