**NOTICE 11TH AGM**

To The Members of the Company,

**Notice** is hereby given that the 11th Annual General Meeting (AGM) of the members of Debock Sales and Marketing Limited will be held on Monday, 30th September, 2019 at 3.00 PM at the registered office of the Company at 51, Lohiya Colony, Vaishali Nagar, Jaipur 302021 to transact the following business:

**ORDINARY BUSINESS:**

1. To consider and adopt the financial statements of the Company for the financial year ended 31st March, 2019 together with Reports of the Directors and Auditors thereon, pass the following resolution as Ordinary Resolution:
2. To appoint Mr. Mukesh Manveer Singh (DIN: 01765408) who retires by rotation and being eligible, offers himself for re-appointment and in this regard, pass the following resolution as an Ordinary Resolution:
3. To consider and approve the appointment of Statutory Auditors of the Company to hold office for a period of Five years until the conclusion of the 16th Annual General Meeting and to fix their remuneration and to pass with or without modification(s), the following resolution as an Ordinary Resolution:

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 of the Companies Act, 2013, the Companies (Audit and Auditors) Rules, 2014, (including any re-enactment or modification thereto), and such other applicable provisions, if any, M/s Mittal & Associates, Chartered Accountants (Firm Registration No. 106456W), Mumbai, be and are hereby appointed as the Statutory Auditors of the Company, at a remuneration as may be mutually agreed to, between the Board of Directors and the Auditors, plus applicable taxes, out-of-pocket expenses, travelling and other expenses, in connection with the work of audit to be carried out by them, to hold office of Statutory Auditor till the conclusion of the Sixteenth Annual General Meeting.”

  **By order of the board**

**For Debock Sales and Marketing Limited**

Place: Jaipur Sd/-

Date: 05.09.2019 **Bharat Singh Charan**

  **Company Secretary**

 **M.No. A45044**

**NOTES:**

1. As per Section 105 of the Companies Act, 2013,A Member entitled to attend and vote at the meeting is entitled to appoint proxy/ proxies to attend and vote instead of himself and the proxy need not be a member of the company. A person can act as proxy on behalf of members not exceeding fifty (50) and holding in the aggregate not more than ten percent of the total share capital of the Company. The instrument of Proxy in order to be effective, should be deposited at the Registered Office of the Company, duly completed and signed, not less than 48 hours before the commencement of the meeting. A Proxy form is sent herewith.

*Proxies submitted on behalf of Companies, Societies, Partnership Firms, etc. must be supported by appropriate resolution / authority, as applicable, issued by the member organization.*

1. Brief resume of Directors including those proposed to be appointed / re-appointed, nature of their expertise in specific functional areas, names of companies in which they hold directorships and memberships / chairmanships of Board Committees, shareholding and relationships between directors inter-se as stipulated under Regulation 36 of the SEBI (Listing Obligation and Disclosure Requirement) Regulations, 2015, with the Stock Exchanges, are forming part of the Notice to Annual General Meeting as Annexure “A”.
2. The Register of Members and Share Transfer Books of the Company will remain closed from 21st September, 2019 to 30th September, 2019 .
3. In terms of Section 152 of the Act, Mr. Mukesh Manveer Singh, Director, retire by rotation at the Meeting and being eligible, offer himself for reappointment. The Human Resources, Nomination and Remuneration Committee of the Board of Directors and the Board of Directors of the Company recommend the re-appointment.
4. Mr. Mukesk Manveer Singh is interested in the Ordinary Resolution set out at Item Nos. 2, of the Notice with regard to his re-appointment. Save and except the above, none of the Directors / Key Managerial Personnel of the Company / their relatives are, in any way, concerned or interested, financially or otherwise, in the Ordinary Business set out under Item Nos. 1 to 3 of the Notice.
5. Details of Directors retiring by rotation / seeking appointment / re-appointment at the ensuing Meeting are provided in the **“Annexure”** to the Notice pursuant to the provisions of (i) the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and (ii) Secretarial Standard on General Meetings (“SS-2”), issued by the Institute of Company Secretaries of India.
6. Keeping in view the requirements set out in the Act, the Audit Committee and Board of Directors of the Company have recommended appointment of M/s Mittal & Associates, Chartered Accountants (Firm Registration No. 106456W), as Auditors of the Company for next five Financial Years, at such remuneration as shall be fixed by the Board of Directors of the Company.
7. Members/Proxies/Authorised Representatives are requested to bring to the Meeting necessary details of their shareholding, attendance slip(s)and copy(ies) of their Annual Report.
8. 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 at the Meeting.
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 (that is, except Saturdays, Sundays and Public Holidays) during business hours up to the date of the Meeting. The aforesaid documents will be also available for inspection by members at the Meeting.
10. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their Depository Participants with whom they are maintaining their Demat accounts. Members holding shares in physical form can submit their PAN to the Company / Cameo Corporate Services Ltd, the Registrar and Transfer Agent.

The Company or its Registrars and Transfer Agents, M/s Cameo Corporate Services Ltd cannot act on any request received directly from the members holding shares in electronic form for any change of bank particulars or bank mandates. Such changes are to be advised only to the Depository Participant by the members.

1. Members holding shares in electronic form are requested to intimate immediately any change in their address or bank mandates to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form are requested to advise any change in their address or bank mandates immediately to the company or M/s Cameo Corporate Services Ltd.
2. Non-Resident Indian Shareholders are requested to inform M/s Cameo Corporate Services Ltd the Registrar and Share Transfer Agent of the Company immediately about:
3. The change in the Residential status on return to India for permanent settlement.
4. The particulars of the Bank Account maintained in India with complete name, branch, and account type, account number and address of the Bank, if not furnished earlier.
5. Members requiring information on the accounts are requested to write to the company at least 10 (Ten) days before the date of the meeting to enable the company to furnish the information.
6. Members are requested to furnish or update their e-mail IDs with the Registrar for sending the soft copies of the Annual Report of the Company, to support the MCA’s Green Initiative in the Corporate Governance.
7. **Members are requested to**:
8. Intimate change in their Registered Addresses, if any, in respect of Equity Shares held in electronic form (Dematerialized form) to their Depository Participant(s).
9. Intimate the Registrar & Share Transfer Agent about any change in their Registered Addresses in respect of equity shares held in physical form.
10. Quote the registered folio number / DP-ID and CL-ID in all future correspondence.
11. To address their grievances to the Company Secretary at the Registered Office of the Company.
12. Members and Proxies attending the Meeting should bring the attendance slip duly filled in for attending the meeting.
13. Members are informed that in case of Joint holders attending the meeting; only the joint holder whose names appear first in Register of members will be entitled to vote.
14. Corporate members are requested to send a duly certified copy of the Board Resolution authorizing their representatives to attend and vote at the Annual General Meeting.
15. Members who have not registered their e-mail addresses so far are requested to register their e-mail address for receiving all communication including Annual Report, Notices, Circulars, etc. from the Company electronically.
16. Pursuant to the prohibition imposed vide Secretarial Standard on General Meetings (SS-2) issued by the ICSI and the MCA circular, no gifts/coupons shall be distributed at the Meeting.
17. Members may kindly note that bags, eatables, laptops, arms, ammunitions or any other harmful/dangerous objects are not allowed inside the Auditorium at the meeting venue.
18. Members may also note that the Notice of 11th Annual General Meeting and Annual Report for the year 2018-2019 is also available on the website of the company [www.debockgroup.com](http://www.debockgroup.com) for downloading purpose.
19. Company is exempted from conducting E – Voting vide Rule 20(2) of Companies (Management & Administration) Amendment Rule, 2015. So voting will be conducted by means of ballot paper at the Annual General Meeting.

**By order of the Board**

**For Debock Sales and Marketing Limited**

 **Sd/-**

Place: Jaipur  **Bharat Singh Charan**

Date: 05.09.2019  **Company Secretary**

 **M.No A45044**