

# SURAJYA SERVICES PRIVATE LIMITED

Corporate Identification Number: U72300DL2015PTC280416

Regd. Office: BASEMENT, PLOT NO.65, SECTOR-12A, DWARKA, NEW DELHI -110078

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## Form MGT -9

EXTRACT OF ANNUAL RETURN AS ON THE FINANCIAL YEAR ENDED ON 31.03.2019

[Pursuant to Section 92(3) of the Companies Act,2013 and rule12 (1)of the Companies (Management and Administration) Rules, 2014]

<b>I.</b>	<b>REGISTRATION AND OTHER DETAILS:</b>	
<b>i.</b>	<b>CIN</b>	<b>U72300DL2015PTC280416</b>
<b>ii.</b>	Registration Date	19/05/2015
<b>iii.</b>	Name of the Company	SURAJYA SERVICES PRIVATE LIMITED
<b>iv.</b>	Category/Sub-Category of the Company	Private Company* / limited by shares
<b>v.</b>	Address of the Registered office and contact details	Basement, Plot No.65, Sector-12A, Dwarka, New Delhi -110078
<b>vi.</b>	Whether listed company	No
<b>vii.</b>	Name, Address and Contact details of Registrar and Transfer Agent, if any	Nil
<b>II.</b>	<b>PRINCIPAL BUSINESS ACTIVITIES OF THE COMPANY</b>	
	All the business activities contributing 10% or more of the total turnover of the company shall be stated	As per Attachment A
<b>III.</b>	<b>PARTICULARS OF HOLDING, SUBSIDIARY AND ASSOCIATE COMPANIES</b>	As per Attachment B
<b>IV.</b>	<b>SHARE HOLDING PATTERN (Equity Share Capital Breakup as percentage of Total Equity)</b>	
<b>i)</b>	Category-wise Share Holding	As per Attachment C
<b>ii)</b>	Shareholding of Promoters	As per Attachment D
<b>iii)</b>	Change in Promoters' Shareholding (please specify, if there is no change)	As per Attachment E
<b>iv)</b>	Shareholding Pattern of top ten shareholders (other than Directors, Promoters and Holders of	As per Attachment F

	GDRs and ADRs)	
v)	Shareholding of Directors and Key Managerial Personnel	As per Attachment G
<b>V.</b>	<b>INDEBTEDNESS</b>	
	Indebtedness of the Company including interest outstanding/accrued but not due for payment	As per Attachment H
<b>VI.</b>	<b>REMUNERATION OF DIRECTORS AND KEY MANAGERIAL PERSONNEL</b>	
A.	Remuneration to Managing Director, Whole-time Directors and/or Manager	As per Attachment I
B.	Remuneration to other directors	As per Attachment J
C.	Remuneration to Key Managerial Personnel other than MD / Manager / WTD	As per Attachment K
<b>VII.</b>	<b>PENALTIES / PUNISHMENT/ COMPOUNDING OF OFFENCES</b>	As per Attachment L

\* The Company, being a subsidiary of Reliance Industrial Investments and Holdings Limited, is a public company w.e.f. May 09, 2019, in terms of the provisions of the Companies Act, 2013.

## Attachment A

### **II. PRINCIPAL BUSINESS ACTIVITIES OF THE COMPANY**

All the business activities contributing 10% or more of the total turnover of the company shall be stated:-

<b>Sr. No.</b>	<b>Name and Description of main products/ services</b>	<b>MAIN ACTIVITY GROUP CODE*</b>	<b>% to total turnover of the company</b>
<b>1</b>	Other Professional, Technical and Business Services	62099	100#

\* As per National Industrial Classification - 2008, Ministry of Statistics and Programme Implementation.

# On the basis of revenue from operations.

**Attachment B**

**III. PARTICULARS OF HOLDING, SUBSIDIARY AND ASSOCIATE COMPANIES**

<b>Sr. No.</b>	<b>Name and Address Of The Company</b>	<b>CIN/GLN</b>	<b>Holding/ Subsidiary /Associate</b>	<b>%of shares held</b>	<b>Applicable Section</b>
---NIL---					

Attachment C

**IV. SHARE HOLDING PATTERN (Fully Paid Equity Share Capital Breakup as percentage of Total Equity)**

*i. Category-wise Share Holding*

Category of Shareholders	No. of Shares held at the beginning of the year				No. of Shares held at the end of the year				% Change during The year
	Demat	Physical	Total	% of Total Shares	Demat	Physical	Total	% of Total Shares	
<b>A. Promoter</b>									
<b>1) Indian</b>									
a) Individual/ HUF	0	10725	10725	55.21	0	10703	10703	49.27	(5.94)
b) Central Govt	0	0	0	0	0	0	0	0	0
c) State Govt(s)	0	0	0	0	0	0	0	0	0
d) Bodies Corp	0	0	0	0	0	0	0	0	0
e) Banks / FI	0	0	0	0	0	0	0	0	0
f) Any Other	0	0	0	0	0	0	0	0	0
Sub-total(A)(1):-		10725	10725	55.21		10703	10703	49.27	(5.94)
<b>2) Foreign</b>									
g) NRIs- Individuals	0	0	0	0	0	0	0	0	0
h) Other- Individuals	0	0	0	0	0	0	0	0	0
i) Bodies Corp.	0	0	0	0	0	0	0	0	0
j) Banks / FI	0	0	0	0	0	0	0	0	0
k) Any Other....	0	0	0	0	0	0	0	0	0
Sub-total(A)(2):-	0	0	0	0	0	0	0	0	0
<b>B. Public Shareholding</b>									
<b>1. Institutions</b>									
a) Mutual Funds	0	0	0	0	0	0	0	0	0
b) Banks / FI	0	0	0	0	0	0	0	0	0
c) Central Govt	0	0	0	0	0	0	0	0	0
d) State Govt(s)	0	0	0	0	0	0	0	0	0
e) Venture Capital Funds	0	0	0	0	0	0	0	0	0
f) Insurance Companies	0	0	0	0	0	0	0	0	0
g) FIIs	0	0	0	0	0	0	0	0	0
h) Foreign Venture Capital Funds	0	0	0	0	0	0	0	0	0
i) Others (specify)	0	0	0	0	0	0	0	0	0
Sub-total(B)(1)	0	0	0	0	0	0	0	0	0
<b>2. Non Institutions</b>									
a) Bodies Corp.	0	1655	1655	8.52	0	7135	7135	32.85	24.33

(i) Indian									
(ii) Overseas									
b) Individuals	0	6838	6838	35.20	0	3883	3883	17.88	(17.32)
(i) Individual shareholders holding nominal share capital upto Rs. 1 lakh									
(ii) Individual shareholders holding nominal share capital in excess of Rs 1 lakh									
c) Others(Specify)	0	207	207	1.03	0	0	0	0	(1.03)
Sub-total(B)(2)	0	0	0	0	0	0	0	0	0
Total Public Shareholding (B)=(B)(1)+(B)(2)	0	0	0	0	0	0	0	0	0
C. Shares held by Custodian for GDRs & ADRs	0	0	0	0	0	0	0	0	0
Grand Total (A+B+C)	0	19425	19425	100	0	21721	21721	100	0

**Attachment D**

**ii.Shareholding of Promoters**

Sr. No	Shareholder's Name	Shareholding at the beginning of the year			Shareholding at the end of the year		
		No. of Shares	% of total Shares of the company	%of Shares Pledged / encumbered to total shares	No. of Shares	% of total Shares of the company	%of Shares Pledged / encumbered to total shares
1.	Amit Shukla	10142	52.21	0	10142	46.69	0
2.	Prabha Shukla	583	3.00	0	561	2.58	0

## Attachment E

### iii. Change in Promoters' Shareholding (please specify, if there is change)

Sr. no	Particulars	Shareholding at the beginning of the year		Cumulative Shareholding during the year	
		No. of shares	% of total shares of the company	No. of shares	% of total shares of the company
	At the beginning of the year	10725	55.21	10725	55.21
	Date wise Increase / Decrease in Promoters Shareholding during the year specifying the reasons for increase/ decrease (e.g. allotment / transfer / bonus/ sweat equity etc):	Allotment of 500 Equity Shares to Mrs. Prabha Shukla via ESOP Scheme and transfer of 522 Equity Shares by Mrs. Prabha Shukla to Reliance Industrial Investments and Holding Limited			
	At the End of the year	10703	49.27	10703	49.27



**Attachment F**

**iv. Shareholding Pattern of Top Ten Shareholders (Other than Directors, Promoters and Holders of GDRs and ADRs)**

Sr. No.	For each of the Top 10 shareholders	Date of Allotment /Transfer	Shareholding at the beginning of the year		Cumulative Shareholding during the year	
			No. of shares	% of total shares of the company	No. of shares	% of total shares of the company
1.	<b>Rajnandini Singh</b>					
	At the beginning of the year		407	2.09	407	2.09
	Changes during the year	06 <sup>th</sup> Feb, 2019	Transfer of 162 Equity Shares to Reliance Industrial Investments and Holdings Limited			
	At the end of the year		245	1.13	245	1.13
2.	<b>QA Infotech Private Limited</b>					
	At the beginning of the year		1086	5.60	1086	5.60
	Changes during the year	06 <sup>th</sup> Feb, 2019	Transfer of 694 Equity Shares to Reliance Industrial Investments and Holdings Limited			
	At the end of the year		392	1.80	392	1.80
3.	<b>Namita Sharma</b>					
	At the beginning of the year		0	0	0	0
	Changes during the year		Allotment of 87 Equity Shares on 03 <sup>rd</sup> May, 2018			
	At the end of the year		87	0.40	87	1.40
4.	<b>MausamKumari</b>					
	At the beginning of the year		757	3.90	757	3.90
	Changes during the year	06 <sup>th</sup> Feb, 2019	Transfer of 550 Equity Shares to Reliance Industrial Investments and Holdings Limited			
	At the end of the year		207	0.95	207	0.95
5.	<b>Choice Portfolio Management Services Private Limited</b>					
	At the beginning of the year		0	0	0	0
	Changes during the year		Allotment of 435 Equity Shares on 12 <sup>th</sup> April, 2018 and transfer of 435 Equity Shares to Reliance Industrial			

		Investments and Holdings Limited				
	At the end of the year		0	0	0	0
6.	<b>Rajiv Ahuja</b>					
	At the beginning of the year		311	1.60	311	1.60
	Changes during the year	06 <sup>th</sup> Feb, 2019	Transfer of 187 Equity Shares to Reliance Industrial Investments and Holdings Limited			
	At the end of the year		124	0.57	124	0.57
7.	<b>SJ Accounting Services Private Limited</b>					
	At the beginning of the year		100	0.51	100	0.51
	Changes during the year		No Change			
	At the end of the year		100	0.46	100	0.46
8.	<b>Rajeev Kumar</b>					
	At the beginning of the year		0	0	0	0
	Changes during the year	03 <sup>rd</sup> Aug, 2018	Allotment of 200 Equity Shares under Surajya ESOP Scheme			
	At the end of the year		200	0.92	200	0.92
9.	<b>Rashmi Dhandia</b>					
	At the beginning of the year		144	0.74	144	0.74
	Changes during the year	03 <sup>rd</sup> Aug, 2018 and 06 <sup>th</sup> Feb, 2019	Allotment of 822 Equity Shares under ESOP Scheme and Transfer of 122 Equity Shares to Reliance Industrial Investments and Holding Limited			
	At the end of the year		844	3.88	844	3.88
10	<b>Reliance Industrial Investments and Holding Limited</b>					
	At the beginning of the year		0	0	0	0
	Changes during the year	06 <sup>th</sup> Feb, 2019	Transfer of 6643 Shares from different shareholders to Reliance Industrial Investments and Holding Limited			
	At the end of the year		6643	30.58	6643	30.58

## Attachment G

### v.Shareholding of Directors and Key Managerial Personnel:

Sr. no	Particulars	Shareholding at the beginning of the year		Cumulative Shareholding during the year	
		No. of shares	% of total shares of the company	No. of shares	% of total shares of the company
1.	<b>Prabha Shukla</b>				
	At the beginning of the year	583	3.00	583	3.00
	Changes during the year	Allotment of 500 Equity shares under ESOP Scheme and Transfer of 522 Equity shares to Reliance Industrial Investments and Holding Limited			
	At the end of the year	561	2.58	561	2.58
2.	<b>Amit Shukla</b>				
	At the beginning of the year	10142	52.21	10142	52.21
	Changes during the year	No Change			
	At the end of the year	10142	46.69	10142	46.69
3.	<b>Kshitij Arora*</b>				
	At the beginning of the year	2053	10.57	2053	10.57
	Changes during the year	Transfer of 184 Equity shares to Reliance Industrial Investments and Holding Limited			
	At the end of the year	1869	10.57	2053	10.57
4.	<b>VineetVerma**</b>				
	At the beginning of the year	772	5.73	772	5.73
	Changes during the year	Transfer of 772 Equity shares to Reliance Industrial Investments and Holding Limited			
	At the end of the year	0	0	0	0

\* Ceased as Director w.e.f. February 27, 2019

\*\* Ceased as Director w.e.f. May 4, 2018

## Attachment H

### V. INDEBTEDNESS

Indebtedness of the Company including interest outstanding/accrued but not due for payment

	<b>Secured Loans excluding deposits</b>	<b>Unsecured Loans</b>	<b>Deposits</b>	<b>Total Indebtedness (Amount in Rs.)</b>
Indebtedness at the beginning of the financial year	30,00,000	10,00,000	0	40,00,000
<b>i) Principal Amount</b> <b>ii) Interest due but not paid</b> <b>iii) Interest accrued but not</b>				
Change in Indebtedness during the financial year - Addition - Reduction	Addition	Addition	0	-
Net Change	11,16,975	1,43,00,000	0	1,54,16,975
Indebtedness at the end of the financial year				
<b>i) Principal Amount</b> <b>ii) Interest due but not paid</b> <b>iii) Interest accrued but not due</b>	41,16,975	1,53,00,000	0	1,94,16,975
<b>Total (i+ii+iii)</b>	<b>41,16,975</b>	<b>1,53,00,000</b>	<b>0</b>	<b>1,94,16,975</b>

## Attachment I

### VI. REMUNERATION OF DIRECTORS AND KEY MANAGERIAL PERSONNEL

#### A. Remuneration to Managing Director ,Whole-time Directors and/or Manager

Sl. No.	Particulars of Remuneration	Name of MD/WTD/ Manager		Total Amount (In Rs.)
1.	Gross salary (a)Salary as per provisions contained in section17(1) of the Income- tax Act,1961 (b)Value of perquisites u/s17(2) Income- taxAct,1961 (c)Profits in lieu of salary undersection17(3) Income- taxAct,1961	Prabha Shukla	Amit Shukla	
2.	Stock Option			
3.	Sweat Equity	-		-
4.	Commission - as% of profit - Others, specify...	-		-
5.	Others, please specify			
6.	Total(A)	69,49,000	18,21,600	87,70,600
	Ceiling as per the Act	N.A.	N.A.	N.A.

**Attachment J**

**B. Remuneration to other directors:**

<b>Sl. No.</b>	<b>Particulars of Remuneration</b>	<b>Name of Directors</b>		<b>Total Amount (In Rs.)</b>
1.	Independent Directors	<b>N.A.</b>		
	Fee for attending Board / Committee Meetings			
	Commission			
	Others, please specify			
	Total (1)			
2.	Other Non-Executive Directors	Kshitij Arora*	Vineet Verma**	
	Fee for attending Board / Committee Meetings	-	-	-
	Commission	-	-	-
	Others, (Salary)	5,45,000	2,19,542	7,64,542
	Total (2)	5,45,000	2,19,542	7,64,542
	Total (B) = (1+2)	<b>5,45,000</b>	<b>2,19,542</b>	<b>7,64,542</b>
	Total Managerial Remuneration	<b>5,45,000</b>	<b>2,19,542</b>	<b>7,64,542</b>
	Overall Ceiling as per the Act	Sitting fees of Rs. 100,000 per meeting of the Board / Committee thereof		

\* Ceased as Director w.e.f. February 27, 2019

\*\* Ceased as Director w.e.f. May 4, 2018

## Attachment K

### C. Remuneration to Key Managerial Personnel Other Than MD/Manager/WTD

Sl. no.	Particulars of Remuneration	Key Managerial Personnel			
		CEO	Company Secretary	CFO	Total
1.	Gross salary (a) Salary as per provisions contained in section 17(1) of the Income-tax Act, 1961  (b) Value of perquisites u/s 17(2) Income-tax Act, 1961  (c) Profits in lieu of salary under section 17(3) Income-tax Act, 1961	N.A.			
2.	Stock Option				
3.	Sweat Equity				
4.	Commission - as % of profit - others, specify...				
5.	Others, please specify				
6.	Total				

**Attachment L**

**VII. PENALTIES/PUNISHMENT/COMPOUNDING OFFENCES:**

Type	Section of the companies Act	Brief description	Details of Penalty/ Punishment/ Compounding fees imposed	Authority [RD /NCLT/Court]	Appeal made, If any (give details)
<b>A. Company</b>					
Penalty			Nil		
Punishment					
Compounding					
<b>B. Directors</b>					
Penalty			Nil		
Punishment					
Compounding					
<b>C. Other Officers In Default</b>					
Penalty			Nil		
Punishment					
Compounding					

For and on behalf of the Board of Directors of  
**SURAJYA SERVICES PRIVATE LIMITED**

AMIT SHUKLA  
**Whole Time Director**  
DIN 07165255

PRABHA SHUKLA  
**Whole Time Director**  
DIN 07165269

Place: New Delhi  
Date: 30.05.2019