

NOTICE

Notice is hereby given that an Extraordinary General Meeting of the members of Surajya Services Limited will be held at shorter notice (on receipt of consent from members) on **Tuesday, July 02, 2024 at 12:00 Noon** through Video Conferencing (“VC”) / Other Audio-Visual Means (“OAVM”) to transact the following **special business**:

1. To shift the registered office of the Company from the National Capital Territory of Delhi to the State of Gujarat and in this regard, to consider and if thought fit, to pass, with or without modification(s), the following resolution as a **Special Resolution**:

“RESOLVED THAT pursuant to the provisions of Section 13 of the Companies Act, 2013 (the Act) read with Rule 30 of the Companies (Incorporation) Rules, 2014 and other applicable provisions, if any, of the Act (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) and subject to the approval of the Central Government / Regional Director, Northern Region, the Ministry of Corporate Affairs or such other statutory, regulatory or administrative authorities, approval of the members be and is hereby accorded for shifting of the registered office of the Company from the National Capital Territory of Delhi (i.e. from the jurisdiction of Registrar of Companies, Delhi) to the State of Gujarat (i.e. to the jurisdiction of Registrar of Companies, Ahmedabad, Gujarat);

RESOLVED FURTHER THAT approval of the members be and is hereby accorded to the amendment to the existing Clause II of the Memorandum of Association of the Company by substituting it with the following clause (which shall come into effect after receipt of approval of Central Government / Regional Director, Northern Region, the Ministry of Corporate Affairs for shifting of the registered office), as per the draft presented at the meeting:

‘II. The Registered Office of the Company will be situated in the State of Gujarat.’

RESOLVED FURTHER THAT the Board of Directors of the Company be and are hereby authorized to do all such acts, deeds and things and to take all such steps as may be necessary, proper or expedient to give effect to this resolution on behalf of the Company.”

By Order of the Board of Directors



Amit Shukla
Whole-time Director
DIN: 07165255

Surajya Services Limited



Registered Office:
Plot No.65, Sector -12A,
Dwarka, New Delhi -110078



Phone:
91-9718911166



CIN:
U72300DL2015PLC280416



Contact:
www.easygov.co.in
business@easygov.co.in

Date : June 29, 2024
Place : New Delhi

Registered Office:

Basement, Plot No. 65, Sector-12A,
Dwarka, South West Delhi,
New Delhi - 110078
CIN: U72300DL2015PLC280416
Website: www.easygov.co.in
Tel. +91-11-3553 1773
Email: business@easygov.co.in

NOTES:

1. The Ministry of Corporate Affairs (“MCA”) has vide its circular dated September 25, 2023 read together with circulars dated April 8, 2020, April 13, 2020, June 15, 2020, September 28, 2020, December 31, 2020, June 23, 2021, December 8, 2021, May 5, 2022 and December 28, 2022 (collectively referred to as “**MCA Circulars**”), permitted the holding of Extraordinary General Meeting (“**EGM**” or “**Meeting**”) through VC or OAVM, without the physical presence of the members at a common venue. In accordance with the MCA Circulars and compliance with the Companies Act, 2013 (the “Act”), the Meeting of the Company is being convened and conducted through VC and notice to all the members is being sent only through electronic mode by e-mail at the e-mail address registered with the Company. Detailed instructions to attend, participate and vote at the Meeting through VC is attached as **Annexure 1**. The deemed venue for the EGM shall be the Registered Office of the Company.
2. Generally, a member entitled to attend and vote at the Meeting is entitled to appoint a proxy to attend and vote on a poll instead of himself and the proxy need not be a member of the Company. Since this EGM is being held through VC / OAVM pursuant to the MCA Circulars, physical attendance of members has been dispensed with. Accordingly, the facility for appointment of proxies by the members will not be available for the EGM and hence the Proxy Form and Attendance Slip are not annexed hereto.
3. Corporate members intending to authorise their representative(s) to attend the Meeting are requested to send to the Company vide email at amit@easygov.co.in, a certified true copy of the relevant Board Resolution authorising their representative(s) to attend and vote on their behalf at the Meeting, before the commencement of the Meeting.

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4. Members / Representatives attending the Meeting through VC / OAVM shall be reckoned for the purpose of quorum under Section 103 of the Act.
5. Since the Meeting will be held through VC/OAVM, the route map of the venue of the Meeting is not required to be annexed hereto.
6. A Statement pursuant to Section 102(1) of the Act relating to the Special Business to be transacted at the Meeting is enclosed herewith.
7. Members seeking inspection/any information with regard to the documents referred to in the Notice or any matter to be placed at the Meeting, are requested to write to the Company on or before the commencement of the Meeting through email at amit@easygov.co.in. The same will be replied by the Company suitably. Additionally, copies of the relevant documents will be made available for inspection at the Meeting.
8. The Meeting will be convened at short notice after obtaining consent of members as per the provisions of the Act read with the Articles of Association of the Company in respect of which a format of the written consent is attached as **Annexure 2**. The members may either give written consent in the format as attached or by way of an email confirmation at amit@easygov.co.in.
9. 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.
10. In the event a member has not yet registered his/her email address, the same may be done by sending an email to the Company at the designated email address of the Company at amit@easygov.co.in.

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STATEMENT PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013 ('the Act')

The following Statement sets out all material facts relating to the Special Business mentioned in the accompanying Notice:

The registered office of the Company is presently situated in Delhi. Shifting of registered office of the Company from the National Capital Territory of Delhi to the State of Gujarat will enable the Company to benefit from the deep roots and strong presence of the Reliance Group in the State of Gujarat.

The shifting of registered office from the National Capital Territory of Delhi to the State of Gujarat will not be detrimental or prejudicial to the interest of the public, members, creditors, lenders of the Company.

In terms of the provisions of the Companies Act, 2013 (the "Act"), approval of the Members by way of a Special Resolution is required for shifting of registered office of the Company from the National Capital Territory of Delhi to the State of Gujarat and consequential amendment to Clause II of the Memorandum of Association of the Company.

Further, in terms of Section 13 of the Act, the aforesaid amendment, if approved, by the Members shall take effect only after the application made by the Company in this regard is approved by the Central Government / Regional Director, Northern Region, Ministry of Corporate Affairs.

A copy of the Memorandum of Association of the Company along with proposed alteration is available for inspection by the Members in terms of Note 7 of the Notes in the accompanying Notice.

None of the Directors/Key Managerial Personnel or their relatives are, in any way, financially or otherwise, concerned or interested in the proposed Special Resolution.

The Board commends the Special Resolution set out in Item no. 1 of the Notice for approval by the Members.

By Order of the Board of Directors



Amit Shukla
Whole-time Director
DIN: 07165255

Date : June 29, 2024

Place : New Delhi

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DELIVERING CONVENIENCE | TRANSFORMING GOVERNANCE

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Annexure 1

Members are requested to note the following in accordance with the MCA circulars:

1. The Meeting through video-conference would be conducted through Microsoft Teams which enables two-way audio and video conference. Members are requested to join the Meeting using the following link:

[Click here to join the meeting](#)

Detailed instructions on installing Microsoft Teams is attached as **Annexure 3**.

2. The link to join the Meeting shall be active from 15 (fifteen) minutes prior to the time of the Meeting.
3. E-mail address of the Whole-time Director of the Company, Mr. Amit Shukla i.e. amit@easygov.co.in is designated for correspondences/ voting and all other purposes related to the Meeting.
4. For any assistance (including with technology) before or during the Meeting, members may contact Mr. Amit Shukla, Whole-time Director on +9198712 93029.

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Annexure 2

THE COMPANIES ACT, 2013
Consent by Shareholder for shorter notice
[Pursuant to proviso to Section 101(1) of the Companies Act, 2013]

To
The Board of Directors
Surajya Services Limited
Basement, Plot No. 65, Sector-12A,
Dwarka, South West Delhi,
New Delhi - 110078

I/We, [-], having my/our registered office/residence at [-], holding [-] equity shares of Re. 1 each in my/our own name, hereby give consent, pursuant to Section 101 and other applicable provisions, if any, of the Companies Act, 2013, to hold the Extraordinary General Meeting of the Company at short notice on Tuesday, July 02, 2024 through video-conference.

Signature:
Name:
Dated:

Surajya Services Limited



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Annexure 3

1. In case you already have Microsoft Teams installed on your Laptop / Computer / iPad / Mobile Phone, click on “Join Microsoft Teams Meeting” option from the email. You will connect to the meeting.
2. In case you do not have Microsoft Teams installed on your Laptop / Computer / iPad / Mobile Phone, please follow the below given procedure.

Option 1

For participating through **Windows / Apple powered Laptops / Computer devices:**

Open the email invitation using **Google Chrome** browser



Simply click on “**Join Microsoft Teams Meeting**” option from the email invitation / your calendar events.



A new Browser window would open. Select “**Join on the web instead**”. Once you reach to the “**Enter Name**” prompt, enter your name and click “**Join as a Guest**”



You will enter the Meeting. Make sure you start your camera and the microphone may be kept on “Mute” when not speaking.

Option 2

For installing Microsoft Teams on your **iPad / apple devices / Android devices:**

Click on “**Join Microsoft Teams Meeting**” from the email invitation/calendar events



System will prompt you to download Microsoft Teams



Download and Install Microsoft teams. Please do not try to login.



Once installed, click on invitation once again on “**Join Microsoft Teams Meeting**” from the email invitation/calendar events



You will be prompted to Microsoft Teams application



Click on “**Join as a Guest**” option



Type your Name and once again click on “**Join as a Guest**”



You will enter the Meeting. Make sure you start your camera and the microphone may be kept on “Mute” when not speaking.

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