



NOTICE

NOTICE is hereby given that the Fifth Annual General Meeting of the members of Surajya Services Private Limited will be held on Thursday, September 17, 2020 at 11:00 a.m. through Video Conferencing (“**VC**”)/ Other Audio-Visual Means (“**OAVM**”), to transact the following business:

Ordinary Business:

1. To consider and adopt the audited financial statement of the Company for the financial year ended March 31, 2020 and the reports of the Board of Directors and Auditors thereon and in this regard, to consider and if thought fit, to pass, with or without modification(s), the following resolution as **Ordinary Resolution**:

“**RESOLVED THAT** the audited financial statement of the Company for the financial year ended March 31, 2020 and the reports of the Board of Directors and Auditors thereon, as circulated to the members, be and are hereby considered and adopted.”

2. To appoint Ms. Prabha Shukla, who retires by rotation as a Director 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 152 and other applicable provisions of the Companies Act, 2013, Ms. Prabha Shukla (DIN: 07165269), who retires by rotation at this meeting, be and is hereby appointed as a Director of the Company.”

By Order of the Board of Directors

Amit Shukla
Whole-time Director
DIN: 07165255

Date : August 25, 2020
Place : New Delhi

Registered Office:
Basement, Plot No. 65,
Sector-12A, Dwarka, South West Delhi,
New Delhi - 110078
CIN: U72300DL2015PTC280416
Website: www.easygov.co.in
Tel. +91-9871293029
Email: business@easygov.co.in

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Notes:

1. Considering the present Covid-19 pandemic, the Ministry of Corporate Affairs (“MCA”) has vide its circular dated May 5, 2020 read together with circulars dated April 8, 2020 and April 13, 2020 (collectively referred to as “MCA Circulars”) permitted convening the Annual General Meeting (“AGM” / “Meeting”) through Video Conferencing (“VC”) or Other Audio Visual Means (“OAVM”), without the physical presence of the members at a common venue. In accordance with the MCA Circulars, provisions of the Companies Act, 2013 (the “Act”), the AGM of the Company is being held through VC / OAVM. The deemed venue for the AGM shall be the Registered Office of the Company.
2. In compliance with the MCA Circulars, Notice of the AGM along with the Annual Report 2019-20 is being sent only through electronic mode to those members whose email addresses are registered with the Company / Depositories. Members may note that the Notice and Annual Report 2019-20 will also be available on the Company’s website www.easygov.co.in.
3. 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 AGM 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 AGM and hence the Proxy Form and Attendance Slip are not annexed hereto.
4. Since the AGM will be held through VC/OAVM, the route map of the venue of the Meeting is not annexed hereto.
5. Corporate members intending to authorise their representative(s) to attend the Meeting are requested to send to the Company a certified true copy of the relevant Board Resolution together with the specimen signature(s) of the representative(s) authorised under the said Board Resolution to attend and vote on their behalf at the Meeting.
6. The Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Act, the Register of Contracts or Arrangements in which the directors are interested, maintained under Section 189 of the Act, and the relevant documents referred to in the Notice will be available electronically for inspection by the members during the AGM.
7. All documents referred to in the Notice will also be available electronically for inspection without any fee by the members from the date of circulation of this Notice up to the date of AGM. Members seeking to inspect such documents can send an email to amit@easygov.co.in.
8. Members seeking any information with regard to the accounts or any matter to be placed at the AGM, are requested to write to the Company on or before Wednesday, September 9, 2020 through email on amit@easygov.co.in. The same will be replied by the Company suitably.
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. Members attending the AGM through VC / OAVM shall be reckoned for the purpose of quorum under Section 103 of the Act.
11. In terms of the provisions of Section 152 of the Act, Ms. Prabha Shukla, Director, retire by rotation at the Meeting. The Board of Directors of the Company commend her re-appointment.

Ms. Prabha Shukla is interested in the Ordinary Resolution set out at Item No. 2 of the Notice with regard to her re-appointment. Mr. Amit Shukla, being relative of Ms. Prabha Shukla, may be deemed to be interested in the Ordinary Resolution set out at Item No. 2. Save and except the above, none of the Directors / Key Managerial Personnel of the Company / their relatives

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are, in any way, concerned or interested, financially or otherwise, in the Ordinary Business set out under Item Nos. 1 and 2 of the Notice.

12. Details of Ms. Prabha Shukla, Director retiring by rotation at this Meeting is provided in the “**Annexure I**” to the Notice.
13. Detailed instructions to attend, participate and vote at the Meeting through VC / OAVM is attached as “**Annexure II**”.

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Annexure I

Other details of the Director retiring by rotation at the ensuing Annual General Meeting is as under:

Ms. Prabha Shukla	
Age	38 years
Qualifications	B. Tech with honors in Chemical Engineering
Experience (including expertise in specific functional area) / Brief Resume	Ms. Prabha Shukla is a founder Director and Head of Research in the Company (EasyGov), a GovTech start up founded in 2015. She leads business process reengineering of the dated methods and has vast knowledge of different services and schemes in India. Ms. Prabha has led her team to deploy over 5,000 schemes in the EasyGov app across many State Government and private projects.
Terms and Conditions of Re-appointment	As per the resolution passed by the members at the Extraordinary General Meeting held on April 13, 2019.
Remuneration last drawn (including sitting fees, if any)	Rs. 30,00,000/- per annum
Remuneration proposed to be paid	As per existing terms and conditions
Date of first appointment on the Board	19/05/2015
Shareholding in the Company as on March 31, 2020	83 Equity Shares
Relationship with other Directors / Key Managerial Personnel	Mr. Amit Shukla, Director of the Company is relative (Spouse) of Ms. Prabha Shukla.
Number of meetings of the Board attended during the financial year 2019-20)	9
Directorships of other Boards as on March 31, 2020	Lajivida Private Limited
Membership / Chairmanship of Committees of other Boards as on March 31, 2020	NIL

By Order of the Board of Directors

Amit Shukla
Whole-time Director
DIN: 07165255

Date : August 25, 2020
 Place : New Delhi

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Annexure II

1. Members would have received an email from Mr. Amit Shukla, Whole-time Director to participate in the Meeting through video-conference on your email address registered with the Company.
2. In case you already have JioMeet installed on your Laptop / Computer / iPad / Mobile Phone, click on meeting link. You will connect to the meeting. Alternatively, you may open JioMeet, click on “Join a Meeting” option on JioMeet. Mention meeting code (10 digit numerical number) & meeting password (5 digit alphanumeric – case sensitive)
3. In case you do not have JioMeet installed on your Laptop / Computer / iPad / Mobile Phone, please follow the below given procedure.

Option 1

For installing JioMeet App on your **iPad / apple devices / iPad / Android devices:**

Click on meeting link from the email invitation/calendar events



System will prompt you to download JioMeet App from respective Appstore / Playstore



Download and Install JioMeet. You may signup using your Indian Mobile number for OTP based login or Email address & then sign in. Signup is optional. You may also join the meeting without login



Once installed, click on invitation once again on meeting link from the email invitation/calendar events You will be prompted to start JioMeet App.



State your name & mention meeting code (10-digit numerical number) & meeting password (5 digit alphanumeric – case sensitive)



Click on “**Join meeting**” option



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

Option 2

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

Open the <https://jiomeet.jio.com> using **Google Chrome** browser



Simply click on “**Join A Meeting**” option from the website top panel.



A new Browser window would open. Mention meeting code (10 digit numerical number) & meeting password (5 digit alphanumeric – case sensitive)



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

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