



Notice

Notice is hereby given that an Extraordinary General Meeting of the members of Surajya Services Private Limited will be held at short notice (on receipt of consent from members) on **Thursday, September 10, 2020 at 6:00 p.m.** through Video Conferencing (“VC”) / Other Audio-Visual Means (“OAVM”) to transact the following **special business**:

1. To consider the appointment of Mr. Ravi Navinchandra Karia 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** in accordance with the provisions of Section 152 read with other applicable provisions of the Companies Act, 2013 (“**the Act**”) and the Companies (Appointment and Qualifications of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), Mr. Ravi Navinchandra Karia (DIN: 08763162), who was appointed as an Additional Director in accordance with the provisions of Section 161(1) of the Act and the Articles of Association of the Company and in respect of whom the Company has received a notice in writing under Section 160 of the Act from a member proposing his candidature for the office of Director, be and is hereby appointed as a Director of the Company, liable to retire by rotation;

RESOLVED FURTHER THAT the Board of Directors be and is hereby authorised to do all acts and take all such steps as may be necessary, proper or expedient to give effect to this resolution;

RESOLVED FURTHER THAT a copy of the above resolution, certified to be true by any Director of the Company, be forwarded to the persons / authorities concerned for necessary action.”

By Order of the Board of Directors

Amit Shukla
Whole-time Director
DIN: 07165255

Date: September 4, 2020
Place: New Delhi

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

Surajya Services Private Limited
CIN: U72300DL2015PTC280416

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

1. In view of the present Covid -19 pandemic, the Ministry of Corporate Affairs (“MCA”), has vide its circulars dated April 08, 2020, April 13, 2020 and June 15, 2020 (collectively referred to as “MCA Circulars”), permitted the holding of Extra-Ordinary General Meeting (“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 meeting of the Company is being held through VC / OAVM. The deemed venue for the Meeting 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 Meeting 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 Meeting and hence the Proxy Form and Attendance Slip are not annexed hereto.
3. A Statement pursuant to Section 102(1) of the Act relating to the Special Business to be transacted at the Meeting is annexed hereto.
4. Since the Meeting 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 vide an email at amit@easygov.co.in, a certified true copy of the relevant Board Resolution authorizing 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 Meeting.
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 Meeting. Members seeking to inspect such documents can send an email to amit@easygov.co.in.
8. The Meeting will be convened at short notice after obtaining consent of members as per the provisions of the Companies Act, 2013, read with the articles of association of the Company in respect of which a format of the written consent is attached as Annexure 1. The members

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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. Members attending the meeting through VC / OAVM shall be reckoned for the purpose of quorum under Section 103 of the Act.
11. Detailed instructions to attend, participate and vote at the Meeting through VC / OAVM is attached as "**Annexure 2**".

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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:

Item No. 1:

Mr. Ravi Navinchandra Karia (DIN: 08763162) was appointed as an additional director by the Board of Directors ("the Board") on September 3, 2020. He holds office as an additional director upto the date of ensuing Annual General Meeting in terms of Section 161(1) of the Act.

Mr. Ravi Navinchandra Karia, Additional Director have confirmed that he is not disqualified from being appointed as director in terms of Section 164 of the Act and have given his consent to act as director.

Details of Mr. Ravi Navinchandra Karia pursuant to the provisions of the Secretarial Standard on General Meetings (SS2), issued by the Institute of Company Secretaries of India, is provided in the "Annexure A" to the Notice.

Mr. Ravi Navinchandra Karia is interested in the resolution relating to his own 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 resolution set out at Item No. 1.

This statement may also be regarded as an appropriate disclosure under the Act.

The Board commends the Ordinary Resolution set out at 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: September 4, 2020
Place: New Delhi

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Annexure A to the Notice dated September 4, 2020

Details of Director seeking appointment at the Meeting

Mr. Ravi Navinchandra Karia	
DIN: 08763162	
Age	35 years
Qualifications	Chartered Accountant from the Institute of Chartered Accountants of India (ICAI) and Six Sigma Black Belt from American Society for Quality (ASQ)
Experience (including expertise in specific functional area) / Brief Resume	Mr. Ravi Navinchandra Karia aged 35 years has been associated with Reliance Industries Limited (RIL) since April 2008. He is having over 12 years of post-qualification experience in Finance, Compliance & Accounts. He is a Chartered Accountant from the Institute of Chartered Accountants of India (ICAI) and Six Sigma Black Belt from American Society for Quality (ASQ). He is currently managing Accounts and Consolidation of Jio Platforms Limited, a subsidiary of RIL.
Terms and Conditions of Appointment	Non-executive Director, liable to retire by rotation
Remuneration last drawn (including sitting fees, if any)	Nil
Remuneration proposed to be paid	Nil
Date of first appointment on the Board	September 3, 2020
Shareholding in the Company as on March 31, 2020	Nil
Relationship with other Directors / Key Managerial Personnel	Nil
Number of meetings of the Board attended during the year (2019-20)	Not Applicable
Directorships of other Boards as on March 31, 2020	Nil
Membership / Chairmanship of Committees of other Boards as on March 31, 2020	Nil

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Annexure 1

**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 Private Limited
Basement, Plot No.65,
Sector-12A, Dwarka,
New Delhi-110078

I/We, [-], having our registered office/residence at [-], holding [-] equity shares of Rs. 10 each representing [-%] in the Company 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 Thursday, September 10, 2020 through video-conference or Other Audio Visual Means.

Signature:
Name:
Dated:



Annexure 2

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 alphanumerical – 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 alphanumerical – 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 alphanumerical – 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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