

# ARDI INVESTMENT AND TRADING CO LTD

Regd off: Shop No. 3 Hemu Castle, Dadabhai Road, Near Gokhlibai School Vile Parle (W) Mumbai-400056,  
Maharashtra

CIN: L65923MH1981PLC024912 Email id:ardi.invest2013@yahoo.in

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To,  
The Corporate Relations Department  
BSE LIMITED  
PJ Towers, 25th floor, Dalal Street,  
Mumbai -400 001

Date: 05.10.2020

**Subject: Intimation of Annual General Meeting of the Company**

**Ref: Ardi Investment & Trading Limited (Script Code: - 504370)**

The 39th Annual General Meeting of the company will be held on Friday, 30<sup>th</sup> day of October 2020 at 02.00 P.M. at the Registered Office of the company situated at Shop No. 3 Hemu Castle, Dadabhai Road, Near Gokhlibai School Vile Parle (W) Mumbai 400056.

We hereby inform you that the Register of Members and Share Transfer Book of the company will remain closed from Saturday, the 26<sup>th</sup> October 2020 to Wednesday, the 30<sup>th</sup> October 2020 (both days inclusive) for the purpose of 39th Annual General Meeting of the company.

Please take the information on record

Thanking you,

Yours faithfully,

**FOR, ARDI INVESTMENT AND TRADING CO LTD**

*Gautam P. Sheth*



**GAUTAM PRAVINCHANDRA SHETH DIRECTOR**

**DIN: 06748854**

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**NOTICE** is hereby given that the **39<sup>th</sup> ANNUAL GENERAL MEETING** of the members of **ARDI INVESTMENT AND TRADING CO LTD** ("the Company") will be held as scheduled below:

Date : 30<sup>th</sup> day of October, 2020

Day : Friday

Time : 02:00 P.M.

Place : At registered office of the Company situated at  
Shop No. 3 Hemu Castle, Dadabhai Road, Near Gokhlibai School Vile Parle (W) Mumbai  
400056

To transact the following business:

## **ORDINARY BUSINESS:**

1. To Receive, Consider and Adopt Audited Financial Statement of the Company for the financial year ended on March 31<sup>st</sup>, 2020 together with Report of Board of Directors and Auditors' Report thereon.
2. To Appoint a Director in place of Mr. Gautam Pravinchandra Sheth (DIN: 06748854), who retires by rotation in terms of Section 152(6) of the Companies Act, 2013 and, being eligible, offers himself for re-appointment.

**Place: Mumbai**

**Date: 05th October, 2020**

**BY ORDER OF THE BOARD OF DIRECTORS OF  
ARDI INVESTMENT AND TRADING CO LTD**

**Registered Office:**

**Shop No. 3 Hemu Castle, Dadabhai Road,**

**Near Gokhlibai School Vile Parle (W)**

**Mumbai MH 400056**

**SD/-**

**Gautam P. Sheth**

**DIRECTOR**

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## NOTES:

- 1. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT PROXY OR PROXIES TO ATTEND AND, TO VOTE INSTEAD OF HIMSELF AND SUCH PROXY NEED NOT BE A MEMBER OF THE COMPANY. A PERSON CAN ACT AS PROXY ON BEHALF OF MEMBERS NOT EXCEEDING 50 (FIFTY) AND HOLDING IN THE AGGREGATE NOT MORE THAN 10% OF THE TOTAL SHARE CAPITAL OF THE COMPANY CARRYING VOTING RIGHTS. A MEMBER HOLDING MORE THAN 10% OF THE TOTAL SHARE CAPITAL OF THE COMPANY CARRYING VOTING RIGHTS MAY APPOINT A SINGLE PERSON AS PROXY AND SUCH PERSON SHALL NOT ACT AS A PROXY FOR ANY OTHER SHAREHOLDER.**

The instrument of Proxy in order to be effective, must 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. Proxy form submitted on behalf of the Companies, Societies, etc. must be supported by an appropriate resolution / authority, as applicable.

2. Corporate members intending to send their authorised representatives to attend the Meeting are requested to send to the Company, a certified copy of Board Resolution/ Authorization document authorising their representative to attend and vote on their behalf at the AGM.
3. As per general extension granted by ROC, Mumbai, due to this pandemic situation due to COVID-19, dated 08.09.2020, Company can hold its AGM up to 31<sup>st</sup> December, 2020.
- 4. The Register of Members and Share Transfer Books will remain closed from 26th October, 2020 to 30th October, 2020 (both days inclusive) for the purpose of Annual General Meeting (AGM).**
5. 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 the PAN to their DPs with whom they are maintaining their demat accounts and members holding shares in physical form to the Company / RTA.
6. Members seeking any information with regard to accounts are requested to write to the Company at least 10 days before the meeting so as to enable the management to keep the information ready.

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7. The Shareholders holding Shares in Physical form are advised to seek their shareholding changed to dematerialized form since in terms of SEBI and Stock Exchange guidelines no physical shares can be traded in the Stock Exchanges.
8. This is to bring to the notice of the Shareholders that the request for effecting transfer of securities held in Physical form (except in case of transmission or transposition) would not be entertained and shall not be processed by the Company/ RTA of the Company w.e.f. 5th December, 2018 pursuant to SEBI Notification No. SEBI/LAD-NRO/GN/2018/24 dated 8th June, 2018. Hence Shareholders are advised to get their physical shares transferred / dematerialized.
9. Pursuant to Section 72 of the Companies Act, 2013, members holding shares in physical form may file nomination in the prescribed Form SH-13 and for cancellation / variation in nomination in the prescribed Form SH-14 with the Company's RTA. In respect of shares held in electronic / demat form, the nomination form may be filed with the respective Depository Participant.
10. 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.
11. The members are requested to intimate to the Company, queries, if any, at least 10 days before the date of the meeting to enable the management to keep the required information available at the meeting.
12. Members are requested to notify immediately any change in their addresses and/or the Bank Mandate details to the Company's Registrars and Share Transfer Agents, SKYLINE FINANCIAL SERVICES PVT. LTD for shares held in physical form and to their respective Depository Participants (DP) for shares held in electronic form.
13. The Ministry of Corporate Affairs (vide circular nos. 17/2011 and 18/2011 dated April 21, 2011 and April 29, 2011 respectively) has undertaken a "Green Initiative in Corporate Governance" and allowed companies to share documents with its shareholders through an electronic mode. A Stock Exchanges permits companies to send soft copies of the Annual Report to all those shareholders who have registered their email address for the said purpose. Members are requested to support this Green Initiative by registering / updating their email address for receiving electronic communication.
14. All the Documents referred to in the notice are open for inspection at the registered office of the Company between 11 A.M. to 5.00 P.M on any working day prior to the day of meeting and will also be available at the meeting venue on the date of meeting.

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## 15. **BRIEF PROFILE OF THE DIRECTOR/S SEEKING APPOINTMENT / REAPPOINTMENT AT ANNUAL GENERAL MEETING**

Details under Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard 2 issued by The Institute of Company Secretaries of India in respect of Directors seeking re-appointment/appointment/ confirmation at the ensuing Annual General Meeting item no. 2 are as follows.

<b>Particular</b>	<b>Mr. GAUTAM PRAVINCHANDRA SHETH</b>
Date of Birth	19/05/1982
Date of Appointment	28/11/2018
Qualification	Graduation
Relationships between directors inter se	Mr. Gautam Pravinchandra Sheth is not related to any Director of the Company
Directorship held in other companies	1
Membership/Chairmanships of Committee in other Public Companies	Nil

Place: Mumbai  
Date: 05th October, 2020

BY ORDER OF THE BOARD OF DIRECTORS OF  
ARDI INVESTMENT AND TRADING CO LTD

Registered Office:  
Shop No. 3 Hemu Castle, Dadabhai Road,  
Near Gokhlibai School Vile Parle (W)  
Mumbai MH 400056

SD/-  
Gautam P Sheth  
DIRECTOR

## **ARDI INVESTMENT AND TRADING CO LTD**

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### **Annual General Meeting – Friday, 30th October, 2020**

#### **ATTENDANCE SLIP**

<b>Folio No. /Client Id:</b>	
<b>Name of Shareholder:</b>	
<b>Address of Shareholder:</b>	

I, hereby record my presence at the Annual General Meeting of the Company to be held on Friday, 30th October at 2.00 PM at Shop No. 3 Hemu Castle, Dadabhai Road, Near Gokhlibai School Vile Parle Mumbai 400056.

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#### **Signature of the Member Notes:**

- A. Only Member/Proxy can attend the meeting. No minors would be allowed at the meeting.
  
- B. Member/Proxy who wishes to attend the meeting must bring this attendance slip to the meeting and hand over at the entrance duly filled in and signed.

Member/Proxy should bring his/her copy of the Notice of Extraordinary General Meeting for reference at the meeting.

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## Form MGT-11

### Proxy Form

*[Pursuant to section 105(6) of Companies Act, 2013 and rule 19(3) of Companies (Management and Administration) Rules, 2014]*

### **Annual General Meeting – Friday, 30th October, 2020**

Name of the shareholder(s): \_\_\_\_\_ Registered  
Address: \_\_\_\_\_  
E-mail ID: \_\_\_\_\_ Folio No ./Client Id : \_\_\_\_\_ DP ID : \_\_\_\_\_

I/We, being member(S) of **Ardi Investment And Trading Co Limited**, holding \_\_\_\_\_ sh  
are of the company, hereby appoint

A: Name \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail ID: \_\_\_\_\_ Signature: \_\_\_\_\_ Or failing him/her

B: Name \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail ID: \_\_\_\_\_ - Signature: \_\_\_\_\_ Or failing him/her

C: Name \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail ID: \_\_\_\_\_ Signature: \_\_\_\_\_ Or failing him/her

As my/our proxy to attend and vote (on poll) for me/us, on my/our behalf at the Annual General Meeting of the Company to be held on – Friday, 30th October, 2020 at 2.00 PM at Shop No. 3 Hemu Castle, Dadabhai Road, Near Gokhlibai School Vile Parle (W) Mumbai City MH 400056 India and at any adjournment thereof in respect of such resolutions as are indicated below:

Resolution No.	Resolution	VOTING	
		FOR	AGAINST
1.	Adoption of the Audited Balance Sheet as at March 31, 2020, the Statement of Profit and Loss Account for the year ended on that date and the Reports of the Directors and Auditors thereon.		
2.	To appoint a director in place of Mr. Gautam Pravinchandra Sheth (DIN: 06748854), who retires by rotation, and being eligible offers himself for re-appointment.		

Signed this..... day of... 2020

Signature of shareholder Signature of Proxy holder(s)