



SAGARSOFT (INDIA) LIMITED

CIN: L72200TG1996PLC023523
 Registered Office: Plot No. 111, Road No. 10, Jubilee Hills, Hyderabad - 500 033
 Phone: 040 67191000 Fax: 040 23114607 Email: info@sagarsoft.in Website: www.sagarsoft.in

Notice of 26th Annual General Meeting and e-voting Information and Book Closure

Notice is hereby given that the 26th Annual General Meeting of the Members of Sagarsoft (India) Limited will be held on Monday, the 20th day of June, 2022 at 4.30 p.m. through Video Conference ("VC") / Other Audio Visual Means ("OAVM") to transact the business as set out in the Notice of AGM. The Company has sent the Notice of the AGM along with the Annual Report for the year 2021-22 on 27th May, 2022 through electronic mode to the Members whose email addresses are registered with the Company or Registrar & Transfer Agent, M/s.KFin Technologies Limited and Depositories in accordance with the circular issued by Ministry of Corporate Affairs dated May 5, 2020 read with circulars dated April 8, 2020, April 13, 2020 and January 13, 2021 (collectively referred to as "MCA Circulars") and SEBI Circulars dated May 12, 2020, January 15, 2021 and May 13, 2022. The requirement of sending the physical copies of the Notice of the AGM has been dispensed with vide the said MCA and SEBI Circulars. The Annual Report of the company is also available for download from the company's website https://www.sagarsoft.in/wp-content/uploads/2022/05/Sagarsoft_Annual-Report-2022.pdf and on the website of the stock exchange, www.bseindia.com. A copy of the same is also available on the website of M/s. KFin Technologies Limited <https://www.evoting.kfintech.com>, the Registrar and Transfer Agent of the company.

Remote e-Voting:

Pursuant to Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015, Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules 2014 as amended and Secretarial standards-2 issued by the Institute of Company Secretaries of India on General meetings, the Company is pleased to provide e-voting facility before the AGM and during the AGM to the members to enable them to exercise their right to vote by electronic means in respect of businesses to be transacted at the 26th Annual General Meeting. The members may cast their vote electronically through e-voting system of M/s. KFin Technologies Limited.

However, in pursuant to SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020 on "e-voting facility provided by Listed Companies", e-voting process has been enabled to all the individual demat account holders, by way of single login credential, through their demat accounts / websites of Depositories / DPs in order to increase the efficiency of the voting process.

Individual demat account holders would be able to cast their vote without having to register again with the e-voting service provider (ESP) thereby not only facilitating seamless authentication but also ease and convenience of participating in e-voting process. Shareholders are advised to update their mobile number and e-mail ID with their DPs to access e-voting facility.

The remote e-voting period will commence on **Thursday the 16th June, 2022 at 9.00 a.m. (IST) and end on Sunday, the 19th June, 2022 at 05.00 p.m. (IST)**. During this period, Members holding shares as on cut-off date of **13th June, 2022**, may cast their vote electronically. The remote e-voting module shall be disabled by KFin Technologies Limited thereafter.

Those Members, who will be present in the AGM through VC/OAVM facility and have not cast their votes on the Resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through e-voting system during the AGM.

The members who have cast their votes by remote-evoting prior to the AGM may also attend / participate in the AGM through VC/OAVM but shall not be entitled to cast their votes again.

Any person, who acquires shares of the company and becomes a Member of the Company after the Notice has been sent electronically by the Company and holds shares as on 13th June, 2022, being the cut-off date, may obtain the login ID and password by sending a request at evoting@kfintech.com.

Registration of e-mail addresses:

Members who have not yet registered their e-mail addresses are requested to follow the process mentioned below, before 5.00 pm (IST) on 13th June, 2022, for registering their e-mail addresses temporarily to receive the Notice of the AGM and the Annual Report for 2021-22 electronically and to receive login-id and password for remote e-voting:

Members who hold shares in dematerialised mode	Members who hold shares in physical mode
a Visit the link https://ris.kfintech.com/clientservices/mobilereg/mobileemailreg.aspx	a Visit the link https://ris.kfintech.com/clientservices/mobilereg/mobileemailreg.aspx
b Select the company name.	b Select the company name.
c Shareholder to enter DP ID-CLIENT ID and PAN	c Shareholder to enter physical Folio No. and PAN.
d Upload self attested copy of the PAN	d If PAN is not available in the records, shareholder to enter one of the Certificate No.
e Shareholder to enter the email id and mobile no.	e Shareholder to enter the email id and mobile no.
f System checks the authenticity of the client id and PAN and send the different OTPs to mobile and email to validate.	f System checks the authenticity of the Folio No. and PAN/ Certificate No. and send the different OTPs to mobile and email to validate.
g Shareholder to enter the OTPs received through SMS and email to complete the validation process (OTPs will be valid for 5 min only)	g Shareholder to enter the OTPs received through SMS and email to complete the validation process (OTPs will be valid for 5 min only)
h System confirms the email id for the limited purpose of serviced notice	h System will send the notice and procedure for e-voting to the email given by the shareholder.
i System will send the notice and procedure for e-voting to the email given by the shareholder	

The detailed procedure for obtaining user ID and password is also provided in the notice of the meeting which is available on the Company's website and also on the website of KFin Technologies Limited. However, if a person is already registered with KFin Technologies Limited for e-voting, then his existing user ID and password can be used for casting vote.

In case of any queries or grievances pertaining to e-voting procedure, members may refer to the Frequently Asked Questions (FAQs) for members available at the downloads section of <https://evoting.kfintech.com> or may contact: Mr. K.Raj Kumar, Assistant General Manager, - Corporate Registry, KFin Technologies Limited, Unit: Sagarsoft (India) Limited, Selenium Building, Tower B, Plot No(s). 31-32, Gachibowli, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad - 500 032. Toll Free No.: 1800-3094-001.

Book Closure and Dividend:

Notice is further given that pursuant to the provisions of Section 91 of the Companies Act, 2013 read with Rule 10 of Companies (Management and Administration) Rules, 2014 and Regulation 42 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015, the **Register of Members and Share Transfer Books of the Company will remain closed from 14th June, 2022 to 20th June, 2022** (both days inclusive) for the purpose of determining members eligible for participation in voting on the resolutions contained in the Notice of the AGM and for the dividend, if declared thereat as mentioned in the said Notice.

Updation of bank account details

Members who have not updated their bank account details for receiving the dividends directly in to their bank account through Electronic Clearing Services or any other means may follow the below instructions:

Physical Holding

Send a scanned copy of the following documents to einward.rjs@kfintech.com latest by 13th June, 2022.

- Duly filled & signed ISR Form-1 for updation of ₹ shareholder's Bank mandate, KYC details and changes in your address and contact details.
- Self-attested scanned copy of cancelled cheque bearing the name of the Member or first holder, in case shares are held jointly.
- Self-attested scanned copy of the Pan Card, and
- Self-attested scanned copy of any document (such as Aadhar Card, Driving License, Election identity card, Passport) in support of the address of the Member as registered with the company.

Demat Holding

Members holding shares in demat form are requested to update their bank account details with their respective DP's.

For and on behalf of Sagarsoft (India) Limited

Sd/-

J. Raja Reddy

Company Secretary

Membership No.A31113

Place : Hyderabad
 Date : 28th May, 2022