



Operations
Support

STATE BANK OPERATIONS SUPPORT SERVICES PRIVATE LIMITED

CIN: U74999DL2022PTC402375

**Regd. Off.: 2 Floor, NBCC Place, East Wing, Bhisham Pitamah Marg,
Pragati Vihar, Lodhi Road, New Delhi-110003**

Website: www.sboss.net.in Email id: support@ sboss.net.in

NOTICE

Notice is hereby given that the 01st (First) Annual General Meeting ('AGM') of the Shareholders of State Bank Operations Support Services Private Limited ('SBOSS' or 'the Company') will be held on Tuesday, 26th day of September, 2023 at 5:00 P.M. through Video Conferencing ('VC')/Other Audio Visual Means ('OAVM') to transact the following business:

ORDINARY BUSINESSES:

ITEM NO.1: ADOPTION OF AUDITED FINANCIAL STATEMENT

To receive, consider and adopt the Audited Financial Statement of the Company for the Financial Year ended March 31, 2023 including the Audited Balance Sheet of the Company as at 31st March, 2023 and Statement of Profit & Loss and Changes in Equity and Cash Flow Statement along with the schedules and notes appended thereto together with the report of the Board of Directors and Auditors thereon along with the comments of the Comptroller and Auditor General of India (CAG).

ITEM NO. 2: FIXING OF REMUNERATION OF STATUTORY AUDITORS

To authorize the Board of Directors to fix the remuneration/ fees of the Statutory Auditors of the Company, as may be appointed by the Comptroller and Auditor General of India (CAG), for the financial year 2023-24.

**By the order of the Board
For State Bank Operations Support Services Private Limited**

**(Anuradha Rawat)
Company Secretary
ACS: 28185**

**Date: 14th September 2023
Place: New Delhi**

NOTES:

1. In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs (MCA) has issued a clarification (through its General Circular No. 10/2022 and General Circular No. 11/2022, dated 28.12.2022) permitted the conduct of annual general meeting (AGM) of companies due for the year 2023, through video conference (VC) or other audio-visual means (OAVM) mode till September 30, 2023. In compliance with the provisions of the Companies Act, 2013 ("Act") and MCA Circulars, the facility of participating in the AGM through VC/OAVM is extended.
2. Members will be able to attend and participate in the AGM through VC/OAVM.
3. Particulars pertaining to the manner and process of log-in will be mailed separately.
4. The facility for joining the meeting shall be kept open at least 15 minutes before the scheduled time and shall not be closed till the expiry of 15 minutes after the scheduled time and will be available for members on a first come first served basis.
5. Pursuant to the provisions of the Act, a member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/ her behalf and the proxy need not be a Member of the Company. Since this AGM is being held pursuant to the MCA Circulars through VC/ OAVM, 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 to this Notice.
6. Corporate Members intending to send their representatives to attend the AGM through VC/ OAVM on its behalf are requested to send a Certified True Copy of the Board or governing body Resolution/ Authorization etc. [scanned copy (PDF/JPG Format)] to the Company of their representative to attend and vote on their behalf in the AGM through VC/ OAVM. The said Resolution/Authorization shall be sent to the Company Secretary of the Company by email through its registered email address to cs@sboss.net.in.
7. Members attending the AGM through VC/OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.
8. Members may please note the designated email id of the Company cs@sboss.net.in. If a poll is conducted at the Annual General Meeting, members may convey the vote to the said email ID.
9. Further, members who need assistance before or during the AGM can contact Ms. Anuradha Rawat, Company Secretary.
10. Members who would like to express their views or ask questions during the AGM may register themselves as a speaker by sending their request from their registered email address mentioning their name, folio number, PAN, mobile number at cs@sboss.net.in latest by 24th September 2023.
11. Since the AGM will be held through VC/OAVM and since the Company is a wholly owned subsidiary of State Bank of India, the Route map is not annexed in this Notice.
12. Documents relating to the resolutions under Special Business may be perused on any working day during working hours up to the date and time of commencement of the Annual General Meeting at the registered office of the company or electronically.