

**NOTICE TO THE MEMBERS**

Notice is hereby given that the 2nd (Second) Annual General Meeting ('AGM') of the members of State Bank Operations Support Services Private Limited ('SBOSS' or 'the Company') will be held on Wednesday, 21st August 2024 at 11:00 A.M. through Video Conferencing ('VC')/ Other Audio Visual Means ('OAVM') at the Registered Office of the Company situated at 2<sup>nd</sup> Floor, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi – 110003, India, to transact the following business(es):

**ORDINARY BUSINESSES:**

**ITEM NO. 1: APOTION OF AUDITED FINANCIAL STATEMENTS**

To receive, consider and adopt the Audited Financial Statement of the Company for the Financial Year ended 31st March 2024 including the Audited Balance Sheet of the Company as at 31st March 2024 and the Statement of Profit & Loss and the Cash Flow Statement along with the schedules and notes appended thereto for the year ended on that date together with the Reports of the Board of Directors and Statutory Auditors thereon along with the Comments of the Comptroller and Auditor General of India (C&AG).

**ITEM NO. 2: FIXING OF REMUNERATION OF STATUTORY AUDITORS**

To authorize the Board of Directors of the Company to fix the remuneration/ fees of the Statutory Auditors of the Company, as may be appointed by the Comptroller and Auditor General of India (C&AG), for the Financial Year 2024-25.

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

**Date: 14.08.2024  
Place: New Delhi**

  
**(Heena Gauba)  
Company Secretary  
M. No.: A33793**



**STATE BANK OPERATIONS SUPPORT SERVICES PRIVATE LIMITED**

Wholly Owned Subsidiary of State Bank of India

Regd. Office: 2nd Floor, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi-110003

CIN: U74999DL2022PTC402375 Website: sboss.net.in Tel. : 011-24309745 Email : support@sboss.net.in

**NOTES:**

1. The Ministry of Corporate Affairs (MCA) allowed conducting of Annual General Meeting through Video Conferencing (VC) or Other Audio-Visual Means (OAVM) and dispensed with the requirement of the personal presence of the members at the venue of meeting. Accordingly, the 2nd Annual General Meeting (AGM) of the members will be held through VC/OAVM as allowed by the MCA through various circulars viz. Circular No. 14/2020 dated April 08, 2020, Circular No. 17/2020 dated April 13, 2020, and Circular No. 20/2020 dated May 05, 2020 along with clarification Circular No. 02/2022 dated May 05, 2022, Circular No. 10/2022 dated December 28, 2022 and Circular No. 09/2023 dated September 25, 2023 (hereinafter collectively referred to as "MCA Circulars"), prescribing the procedures and manner of conducting the Annual General Meeting through VC/OAVM. Further, as per MCA Circular No. 09/2023 dated September 25, 2023, the companies are allowed to hold AGM through VC/OAVM, without the physical presence of Shareholders or Members at a common venue till September 30, 2024. However, members can attend and participate in the AGM through VC/ OAVM.
2. Pursuant to the Circular No. 14/2020 dated April 08, 2020, issued by the MCA, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. Accordingly, as per dispensation under MCA Circulars, the Proxy Form is not annexed to this Notice.

However, 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](mailto:cs@sboss.net.in).

3. Particulars pertaining to the manner and process of log-in will be mailed separately.
4. The facility to join the 2nd AGM shall be kept open 15 minutes before the commencement time of the meeting and shall not be closed till the expiry of 15 minutes after such scheduled commencement time. It is highlighted that the proceedings of the 2nd AGM shall be recorded.
5. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.
6. Since the AGM is being held through VC/OAVM in accordance with the MCA Circulars, the route map, proxy form and attendance slip are not annexed to this Notice.
7. Members are requested to convey their vote on any resolution during the meeting by sending an e-mail at [cs@sboss.net.in](mailto:cs@sboss.net.in), when a poll is required to be taken during the meeting on any resolution.
8. Further, members who need assistance before or during the AGM may reach out to Smt. Heena Gauba, Company Secretary of the Company, through email at [cs@sboss.net.in](mailto:cs@sboss.net.in) or call at +91-9953072071.
9. Pursuant to the MCA Circulars, the Notice of AGM along with Annual Report 2023-24 is being sent only through electronic mode to those Members whose email addresses are registered with the Company.
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](mailto:cs@sboss.net.in) latest by 19th August 2024.
11. As per the requirement under the provisions of the Companies Act, 2013, the Register of contracts or arrangements in which directors are interested under Section 189 of the Act and the Register of directors and key managerial personnel and their shareholding under Section 170 of the Act will be made accessible for inspection through electronic mode and shall remain open and be accessible to any member from the date of circulation of this Notice till the continuance of the



meeting. Members seeking inspection through electronic mode can send an email to [cs@sboss.net.in](mailto:cs@sboss.net.in).

12. The meeting is subject to receipt of shorter notice consent from requisite majority of members before its scheduled time in accordance with Section 101 of the Companies Act, 2013.

