

NOTICE

Notice is hereby given that the 43rd Annual General Meeting of the members of Sarda Energy & Minerals Limited will be held on Friday, 30th September, 2016 at 11.30 a.m. at **Hotel Pride, Opp. Airport, Wardha Road, Nagpur (M.H.) 440025** to transact the following business:

Ordinary Business

1. To consider and adopt :
 - (a) the audited financial statements of the Company for the financial year ended 31st March, 2016, the reports of the Board of Directors and Auditors thereon; and
 - (b) the audited consolidated financial statements of the Company for the financial year ended 31st March, 2016.
2. To consider the payment of interim dividend on equity shares for the financial year ended 31st March, 2016.
3. To appoint a Director in place of Mrs. Uma Sarda (DIN: 00009783), who retires by rotation at this Annual General Meeting and being eligible has offered herself for re-appointment.
4. To consider and if thought fit, to pass, with or without modification(s), the following resolution as an **Ordinary Resolution** :

“RESOLVED that pursuant to the provisions of section 139 and all other applicable provisions, if any, of the Companies Act, 2013 and the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force), appointment of M/s. O. P. Singhania & Co., Chartered Accountants (Firm Registration No.002172C), as Statutory Auditors of the Company to hold office from the conclusion of this Annual General Meeting till the conclusion of the next Annual General Meeting of the Company at such remuneration plus service tax, out-of-pocket, travelling and living expenses, etc., as may be mutually agreed between the Board of Directors of the Company and the Auditors, be and is hereby ratified.”

Special Business

5. To consider and if thought fit, to pass, with or without modification(s), the following resolution as an **Ordinary Resolution** :

“RESOLVED that pursuant to Section 149 and 152 read with all other applicable provisions of the Companies Act, 2013 and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force), Mr. Padam Kumar Jain (DIN: 00008379), be and is hereby appointed as director of the Company liable to retire by rotation.”
6. To consider and if thought fit, to pass, with or without modification(s), the following resolution as an **Ordinary Resolution** :

“RESOLVED THAT, pursuant to the provisions of Section 196, 197, and other applicable provisions if any, of the Companies Act, 2013 (“The Act”) read with Schedule V to the Act and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 including any statutory modifications or enactments thereof from time to time and the Articles of Association of the Company, Mr. Padam Kumar Jain (DIN: 00008379) be and is hereby appointed as Wholetime Director of the Company for a period of Five years with effect from 1st June, 2016, liable to retire by rotation, on such terms and conditions as set out in the Statement annexed to the notice convening this meeting, with liberty given to the Board of Directors/Nomination & Remuneration Committee to alter and vary the terms and conditions of the said appointment and/ or remuneration in such manner as may be agreed to by and between the Company and Mr. Padam Kumar Jain, provided however, such alterations are within the maximum limits approved by the members / laid down in the Companies Act, 2013 for the time being in force.

RESOLVED FURTHER THAT the Board be and is hereby authorized to do all the acts and take all such steps as may be necessary, proper or expedient to give effect to this resolution.”

7. To consider and if thought fit, to pass, with or without modification(s), the following resolution as an **Ordinary Resolution** :

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“RESOLVED that pursuant to the provisions of section 148 and all other applicable provisions, if any, of the Companies Act, 2013, the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force), the Cost Auditors appointed by the Board of Directors of the Company, to conduct the audit of the cost records of the Company for the financial year ending 31st March, 2017, be paid a remuneration as set out in the Explanatory Statement annexed to the notice of this Annual General Meeting.

RESOLVED FURTHER THAT the Board of Directors of the Company 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.”

By Order of the Board
For Sarda Energy & Minerals Limited
Sd/-
(Manish Sethi)
Company Secretary

Raipur
24th August, 2016

Registered Office

Sarda Energy & Minerals Limited
CIN: L27100MH1973PLC016617
73-A, Central Avenue,
Nagpur (M.H.) 440018
Ph: +91-712-2722407; Fax: +91-712-2722107
Email: cs@seml.co.in; URL: www.seml.co.in

Notes :

1. A member entitled to attend and vote at the Annual General Meeting (the “Meeting”) is entitled to appoint a proxy to attend and vote instead of himself and the proxy need not be a member of the Company. The instrument appointing the proxy should, however, be deposited at the registered office of the Company not less than forty-eight hours before the commencement of the Meeting. A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A member holding more than ten percent 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 person or shareholder.
2. Corporate members intending to send their authorized representatives to attend the Meeting are requested to send to the Company a certified copy of the Board Resolution authorising their representative to attend and vote on their behalf at the Meeting.
3. Details under Regulation 36(3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (SEBI Listing Regulations) in respect of the Directors seeking appointment/re-appointment at the Annual General Meeting are provided in the Corporate Governance Report forming part of the Annual Report. The Directors have furnished the requisite declarations for their appointment/re-appointment.
4. A Statement pursuant to Section 102(1) of the Companies Act, 2013, relating to the Special Business to be transacted at the Meeting is annexed hereto.
5. Members are requested to bring their attendance slip along with their copy of Annual Report to the Meeting.
6. 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.
7. Relevant documents referred to in the accompanying Notice and the Statement are open for inspection by the members at the Registered Office of the Company on all working days, except Saturdays, during business hours up to the date of the Meeting.

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8. The Company has transferred the unpaid or unclaimed dividends declared up to financial years 2007-08, from time to time on due dates to the Investor Education and Protection Fund (the IEPF) established by the Central Government. Pursuant to the provisions of Investor Education and Protection Fund (Uploading of information regarding unpaid and unclaimed amounts lying with companies) Rules, 2012, the Company has uploaded the details of unpaid and unclaimed amounts lying with the Company as on 28th September, 2015 (date of last Annual General Meeting) on the website of the Company (www.seml.co.in), and also on the website of the Ministry of Corporate Affairs.
9. Members who hold shares in physical form in multiple folios in identical names or joint holding in the same order of names are requested to send the share certificates to Bigshare Services Private Limited, for consolidation into a single folio.
10. Members holding shares in physical form are requested to consider converting their holding to dematerialized form to eliminate all risks associated with physical shares and for ease of portfolio management. Members can contact the Company or Bigshare Services Private Limited for any assistance in this regard.
11. 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 their PAN to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN to the Company / Bigshare Services Private Limited.
12. Members who have not registered their e-mail addresses so far are requested to register their e-mail address for receiving all communication including Annual Report, Notices, Circulars, etc. from the Company electronically. Members who hold shares in physical form are requested to inform their email-ids to Bigshare Services Private Limited the Registrar & Transfer Agent. However, members continue to have the option of receiving all communications in physical form free of cost, if they so elect.
13. The Notice of the AGM along with the Annual Report 2015-16 and e-voting instructions is being sent by electronic mode to those Members whose e-mail addresses are registered with the Company/Depositories, unless any Member has requested for a physical copy of the same. For Members who have not registered their e-mail addresses, physical copies are being sent by the permitted mode.
14. The voting rights of members shall be in proportion to their shares in the paid up equity share capital of the Company as on the cut-off date of 23rd September, 2016. Any person, who is not a shareholder as on the cut-off date, must treat the receipt of the Notice of Annual General Meeting and other documents only for the purpose of information.

Information and other instructions relating to e-voting are as under:

1. In compliance with Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Secretarial Standard on General Meetings (SS2) issued by the Institute of Companies Secretaries of India, the Company is pleased to provide to its members facility to exercise their right to vote on resolutions proposed to be considered at the Annual General Meeting by electronic means and the business may be transacted through e-voting services arranged by National Securities Depository Limited ("NSDL"). The Members may cast their votes using an electronic voting system from a place other than the venue of the Annual General Meeting ("remote e-voting"). Instructions for e-voting are given hereinbelow.
2. The facility for voting through electronic voting system or ballot paper shall be made available at the Annual General Meeting and the Members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right to vote at the meeting.
3. The Members who have cast their vote by remote e-voting prior to the Annual General Meeting may also attend the meeting but shall not be entitled to cast their vote again.

The process and manner for remote e-voting are as under:

- A. In case a Member receives an e-mail from NSDL (for Members whose e-mail addresses are registered with the Company/ Depositories):

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- i. Open the e-mail and also open PDF file namely “SEML remote e-voting.pdf” with your Client ID or Folio No. as password. The said PDF file contains your user ID and password/PIN for remote e-voting. Please note that the password is an initial password.
 - ii. Open the internet browser and type the following URL: <https://www.evoting.nsdcl.com>
 - iii. Click on Shareholder – Login.
 - iv. If you are already registered with NSDL for remote e-voting then you can use your existing user ID and password/PIN for casting your vote.
 - v. If you are logging-in for the first time, please enter the user ID and password provided in the PDF file attached with the e-mail as initial password. Click Login.
 - vi. The Password Change Menu will appear on your screen. Change the password/PIN with new password of your choice, making sure that it contains a minimum of eight digits or characters or a combination of both. Please take utmost care to keep your password confidential.
 - vii. Once the remote e-voting home page opens, click on remote e-voting > Active e-Voting Cycles.
 - viii. Select “EVEN” (E-Voting Event Number) of Sarda Energy & Minerals Limited. Now you are ready for remote e-voting as Cast Vote page opens.
 - ix. Cast your vote by selecting appropriate option and click on “Submit” and also “Confirm” when prompted.
 - x. Upon confirmation, the message “Vote cast successfully” will be displayed.
 - xi. Once the vote on the resolution is cast, the Member shall not be allowed to change it subsequently.
 - xii. Institutional shareholders (i.e., other than individuals, HUF, NRI, etc.) are required to send scanned copy (PDF/JPG format) of the relevant Board Resolution/Authority letter, etc., together with attested specimen signature of the duly authorised signatory(ies) who are authorised to vote, to the Scrutinizer through e-mail to kamal@sgkindia.net with a copy marked to evoting@nsdl.co.in.
- B. In case a Member receives physical copy of the Notice of Annual General Meeting (for Members whose e-mail addresses are not registered with the Company/Depositories or requesting physical copy):
- i. Initial password is provided in the enclosed Attendance Slip along with EVEN (E-voting Event Number), user ID and password.
 - ii. Please follow all steps from Sl. No. (ii) to Sl. No. (xii) as above in (A), to cast your vote.

Other Instructions :

- i. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for members and remote e-voting user manual for members, available at the ‘downloads section’ of www.evoting.nsdcl.com or call on toll free no.: 1800-222-990.
- ii. The remote e-voting period commences on Monday, 26th September, 2016 (9.00 a.m. IST) and ends on Thursday, 29th September, 2016 (5.00 p.m. IST). During this period, Members of the Company, holding shares either in physical form or in dematerialised form, as on the cut-off date of Friday, 23rd September, 2016, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the Member, the member shall not be allowed to change it subsequently.
- iii. You can also update your mobile number and e-mail address in the user profile details of the folio which may be used for sending future communication(s).
- iv. The voting rights of Members shall be in proportion to their share of the paid up equity share capital of the Company as on the cut-off date of Friday, 23rd September, 2016 and as per the Register of Members of the Company.
- v. Any person, who acquires shares of the Company and becomes a member of the Company after dispatch of the Notice of Annual General Meeting and holding shares as of the cut-off date, i.e., 23rd September, 2016,

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may obtain the login ID and password by sending a request at evoting@nsdl.co.in. However, if you are already registered with NSDL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forgot your password, you can reset your password by using “Forgot User Details/Password” option available on www.evoting.nsdl.com.

- vi. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of voting, either through remote e-voting or voting at the Annual General Meeting through e-voting or ballot paper.
- vii. Mr. Kamallesh Ojha of S.G. Kankani & Associates, Practicing Company Secretaries, has been appointed as the Scrutinizer to scrutinize the remote e-voting process as well as voting at the Annual General Meeting in a fair and transparent manner.
- viii. At the Annual General Meeting, at the end of the discussion of the resolutions on which voting is to be held, the Chairman shall with the assistance of the Scrutinizer order voting for all those members who are present but have not cast their vote electronically using the remote e-voting facility.
- ix. The Scrutinizer shall immediately after the conclusion of voting at the Annual General Meeting, first count the votes at the Annual General Meeting, thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and make not later than 48 hours of conclusion of the meeting, a consolidated Scrutinizer’s Report of the total votes cast in favour or against, if any, to the Chairman or a person authorised by him in writing who shall countersign the same.
- x. The Chairman or a person authorised by him in writing shall declare the result of voting forthwith.
- xi. The results declared along with the Scrutinizer’s Report shall be placed on the Company’s website www.seml.co.in and on the website of NSDL www.evoting.nsdl.com immediately after the result is declared by the Chairman or any other person authorised by the Chairman and the same shall be communicated to BSE Limited and National Stock Exchange of India Limited, where the shares of the Company are listed. The results shall also be displayed on the notice board at the Registered Office of the Company.

By Order of the Board
For Sarda Energy & Minerals Limited

Sd/-
(Manish Sethi)
Company Secretary

Raipur
24th August, 2016

Registered Office

Sarda Energy & Minerals Limited
CIN: L27100MH1973PLC016617
73-A, Central Avenue,
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NOTICE

Explanatory Statement

(Pursuant to section 102 of the Companies Act, 2013)

As required by section 102 of the Companies Act, 2013 (the "Act"), the following explanatory statement sets out all material facts relating to the business mentioned under Item Nos. 5 to 7 of the accompanying Notice :

Item No.5 & 6

On the recommendation of the Nomination & Remuneration Committee, the Board of Directors of the Company in its meeting held on 27th May, 2016 appointed, subject to the approval of the members in the general meeting, Mr. Padam Kumar Jain, S/o Late Shri M.C. Jain as Wholetime Director of the Company for a period of five years w.e.f. 1st June, 2016, liable to retire by rotation. Mr. Padam Kumar Jain is a Fellow Member of the Institute of Chartered Accountants of India and an Associate Member of the Institute of Company Secretaries of India. Mr. Jain has an experience of nearly 30 years in the field of finance, accounting, Costing, Secretarial, taxation and corporate laws.

Mr. Jain is associated with the Company for more than 21 years and is heading the Finance and Accounts department for more than 19 years. He has worked as Company Secretary and CFO of the Company since 1997. In August 2014, he was appointed as Chief Financial Officer under the KMP Provisions of the Companies Act, 2013, responsible for all group financial, taxation and accounting matters and is posted at Raipur.

The Board has also given its consent for continuation of Mr. Padam Kumar Jain as Chief Financial Officer of the Company, in addition to the office of Wholetime Director. The Nomination & Remuneration Committee has approved the following terms and conditions for appointment of Mr. Padam Kumar Jain, which are subject to the approval of the members in the general meeting:

Salary : Such sum as may be approved by the Nomination & Remuneration Committee/Board of Directors within the scale of ₹ 1,00,000/- to ₹ 5,00,000/- p.m. The increment will be merit based and take into account the Company's performance.

Performance Incentive : Based on the previous year's performance of the Company, such amount and in such form, payable monthly or quarterly or in any other manner, as may be approved by the Nomination & Remuneration Committee subject to a maximum of ₹ 36,00,000/- p.a.

Perquisites : In addition to the basic salary, Mr. Padam Kumar Jain will be entitled to such perquisites in such form and manner as the Nomination & Remuneration Committee/Board of Directors of the Company may decide subject to the overall ceiling of 100% of the annual salary, including but not restricted to the following:

- a) Furnished accommodation/House Rent Allowance and/or House Maintenance Allowance with expenditure on gas, electricity, water and furnishings.
- b) Leave Travel Assistance for self and family
- c) Medical expenses and medical insurance for self and family
- d) Personal Accident Insurance
- e) Club Fees

and such other perquisites and allowance in accordance with the Rules of the Company or as may be agreed by the Nomination & Remuneration Committee / Board of Directors.

For the purpose of calculating the ceiling of 100% as mentioned above, perquisites shall be evaluated as per the Income Tax Rules, 1962, wherever applicable, and in the absence of any such Rules, perquisites shall be evaluated at actual cost.

Provision for use of Company's car and telephone at residence (including payment of local calls and long distance official calls) shall not be included in the computation of perquisites for the purposes of calculating such ceiling.

Company's contribution to Provident Fund and Superannuation or Annuity Fund to the extent these either singly or together are not taxable under the Income Tax Act, 1961, Gratuity payable, and encashment of leave at the end of the tenure shall not be included in the computation of limits for remuneration or perquisites as aforesaid.

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Note - 'Family' for the purpose shall mean the spouse, the dependent children and the dependent parents of Mr. Padam Kumar Jain.

Commission : Such sum by way of commission, in addition to salary, perquisites and allowances payable, calculated with reference to the net profits of the Company in a particular financial year, as may be determined by the Nomination & Remuneration Committee/Board of Directors of the Company at the end of each financial year, subject to the overall ceiling stipulated in the Companies Act, 2013.

Minimum Remuneration : Notwithstanding the above, where in any financial year during the currency of term of office of Mr. Padam Kumar Jain, the Company has made no profits or its profits are inadequate, the Company shall pay salary and perquisites and allowances (except commission) as specified above to Mr. Padam Kumar Jain.

Compensation for loss of office : In the event of loss of office of the Wholetime Director, he shall be paid compensation in the manner and to the extent permissible under the provisions of Section 202 of the Companies Act, 2013.

During his tenure, Mr. P. K. Jain, subject to the superintendence, control and direction of Chairman & Managing Director, shall perform such functions as may be conferred upon him by the Chairman & Managing Director or Board of Directors from time to time.

As required under the provisions of Section 160 of the Companies Act, 2013, the Company has received the requisite deposit from a member of the Company proposing the candidature of Mr. P.K. Jain for the office of director

Except Mr. Padam Kumar Jain and his relatives, no other Director/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.5 & 6 of the Notice.

The Board commends the Ordinary Resolutions set out at Item No.5 & 6 of the Notice for approval by the shareholders.

Item No. 7

The Board, on the recommendation of the Audit Committee, has in its meeting held on 27th May, 2016, approved the appointment of M/s. S.N. & Co., Cost & Management Accountants, as the Cost Auditors to conduct the audit of the cost records of the Company for the financial year ending 31st March, 2017 at a remuneration of ₹ 1,50,000/- (Rupee one lac fifty thousand only) plus service tax plus reimbursement of out of pocket expenses.

In accordance with the provisions of Section 148 of the Act read with the Companies (Audit and Auditors) Rules, 2014, the remuneration payable to the Cost Auditors has to be ratified by the shareholders of the Company.

Accordingly, consent of the members is sought by way of an Ordinary Resolution as set out at Item No. 7 of the Notice for ratification of the remuneration payable to the Cost Auditors for the financial year ending 31st March, 2017.

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. 7 of the Notice.

The Board commends the Ordinary Resolution set out at Item No. 7 of the Notice for approval by the shareholders.

By Order of the Board
For Sarda Energy & Minerals Limited
Sd/-
(Manish Sethi)
Company Secretary

Raipur
24th August, 2016

Registered Office

Sarda Energy & Minerals Limited
CIN: L27100MH1973PLC016617
73-A, Central Avenue,
Nagpur (M.H.) 440018
Ph: +91-712-2722407; Fax: +91-712-2722107
Email: cs@seml.co.in; URL: www.seml.co.in

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Sarda Energy & Minerals Limited

CIN: L27100MH1973PLC016617

Registered Office

73-A, Central Avenue, Nagpur (M.H.) 440018

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Email: cs@seml.co.in; URL: www.seml.co.in

Form No. MGT-11

Proxy form

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

CIN : L27100MH1973PLC016617

Name of the company : Sarda Energy & Minerals Limited

Registered office : 73-A, Central Avenue, Nagpur (M.H.) 440018

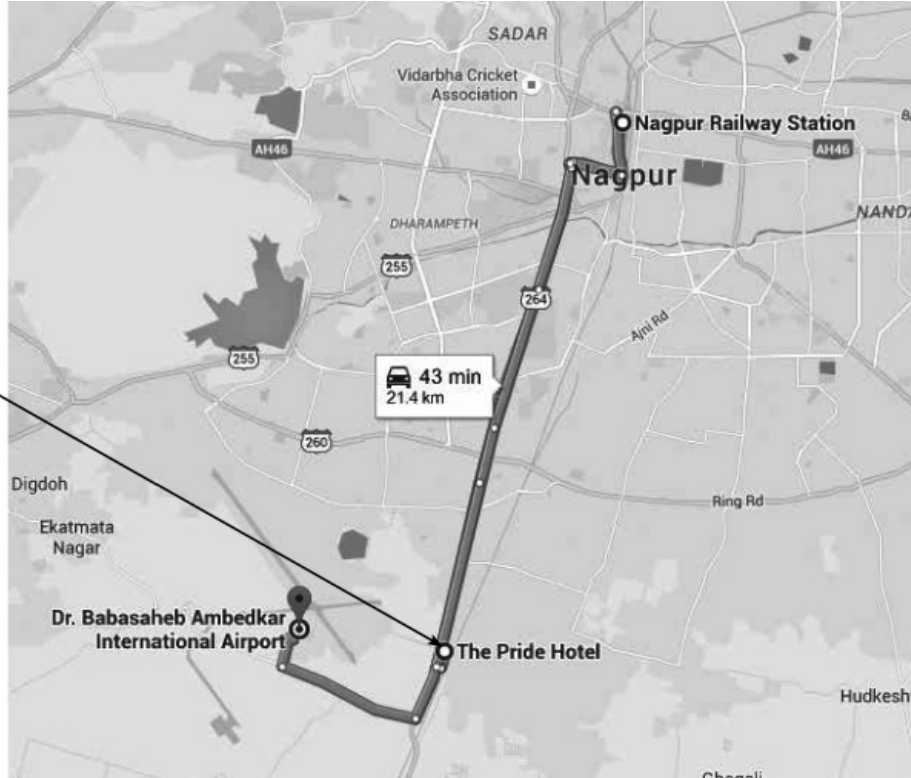
Name of Shareholder(s) :	
Registered Address :	
E-mail id :	
Folio No. / Client ID :	
DP ID :	

I/We, being the member (s) of Sarda Energy & Minerals Limited, shares of the above named Company, hereby appoint:

1. Name : _____
Address : _____
E-mail id : _____
Signature : _____, or failing him
2. Name : _____
Address : _____
E-mail id : _____
Signature : _____, or failing him
3. Name : _____
Address : _____
E-mail id : _____
Signature : _____

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 43rd Annual general meeting of the Company, to be held on Friday, the 30th day of September, 2016 at 11.30 a.m. at Hotel Pride, Wardha Road, Nagpur (M.H.) and at any adjournment thereof in respect of such resolutions as are indicated below:

Venue 43rd AGM



S.No.	Resolution	FOR	AGAINST
1	Adoption of standalone and consolidated financial statements of the Company including Report of Board of Directors and Auditors for the F.Y. 2015-16		
2	Consideration of payment of interim dividend on Equity Shares for the financial year ended 31st March, 2016		
3.	Re-appointment of Mrs. Uma Sarada as Director		
4.	Ratification of appointment of M/s. O.P. Singhania & Co., Chartered Accountants, as Statutory Auditors of the Company.		
5.	Appointment of Mr. P.K. Jain as Director		
6.	Appointment of Mr. P.K. Jain as Wholetime Director		
7.	Ratification of payment of remuneration to M/s. S.N. & Co., Cost & Management Accountants, as cost auditors of the Company		

Signed this day of 2016

Affix
Revenue
Stamp

Signature of shareholder/ Signature of Proxy holder(s)

Notes

1. This form should be signed across the stamp as per specimen signature registered with the Company.
2. **This form of Proxy in order to be effective should be duly completed and deposited at the registered office of the Company, not less than 48 hours before the commencement of the meeting.**
3. A proxy need not be a member of the Company.
4. A person can act as proxy on behalf of members not exceeding 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 person or shareholder.
5. Please put a (X) in the appropriate column against the resolutions indicated in the box.



Sarda Energy & Minerals Limited

CIN: L27100MH1973PLC016617

Registered Office

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Ph: +91-712-2722407; Fax: +91-712-2722107

Email: cs@seml.co.in; URL: www.seml.co.in

ATTENDANCE SLIP

(To be handed over at the entrance of the Meeting hall)

Name of Shareholder	
Address	
Registered Folio No. / DP ID-Client ID	
No. of Shares	

I hereby record my presence at the 43rd ANNUAL GENERAL MEETING of the Company, at Hotel Pride, Wardha Road, Nagpur (M.H.) to be held on Friday, 30th September, 2016 at 11.30 a.m. and at any adjournment thereof.

Member's/Proxy's signature

NOTES :

1. A member/proxy wishing to attend the meeting must complete this Attendance Slip and hand it over at the entrance duly signed.
2. If you intend to appoint a proxy, please complete the proxy form and deposit it at the Company's Registered Office at least 48 hours before the meeting.
3. If you are attending the meeting in person or by proxy please bring copy of notice and annual report for reference at the meeting.

-----XXXXXX-----

E-VOTING PARTICULARS

EVEN (E Voting Event Number)	USER ID	PASSWORD



Sarda Energy & Minerals Limited

CIN: L27100MH1973PLC016617

Registered Office

73-A, Central Avenue, Nagpur (M.H.) 440018

Ph: +91-712-2722407; Fax: +91-712-2722107

Email: cs@seml.co.in; URL: www.seml.co.in

Bigshare Services Private Limited

E/2-3, Ansa Industrial Estate

Saki Vihar Road, Sakinaka

Andheri (East)

Mumbai – 400072

Dear Sirs,

UPDATION OF SHAREHOLDER INFORMATION

Please fill-in the information in CAPITAL LETTERS in ENGLISH ONLY. Please TICK whichever is applicable

General Information

Folio no. / DP ID-Client ID	:
Name of first named shareholder	:
PAN*	:
CIN/Registration No.* (for corporate shareholders only)	:
Telephone No. (with STD Code)	:
Mobile No.	:
Email Id	:

* Self attested copy of the document is enclosed

Bank Details

Bank Name	:
Branch Address	:
Branch Code	:
Account type (Savings/Current/Cash Credit)	:
Account No.*	:
MICR Code (9 digit)	:
IFSC (11 digit)	:

* A blank cancelled cheque is enclosed to enable verification of bank details

I/We hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected at all for reasons of incompleteness or incorrectness of information supplied as above, Sarda Energy & Minerals Limited and /or Bigshare Services Private Limited will not be held responsible. I/We undertake to inform any subsequent changes in the above particulars as and when changes take place.

Place :

Date :

Signature of Sole/First shareholder