

NOTICE OF 21ST ANNUAL GENERAL MEETING, E-VOTING INFORMATION AND BOOK CLOSURE

1. Annual General Meeting:

Notice is hereby given to the Members of **SAWACA BUSINESS MACHINES LIMITED** that the 21st Annual General Meeting (AGM) of the Company will be held at 45, Chinubhai Tower, Opp. Handloom House, Ashram Road, Ahmedabad-380009, Gujarat, India on Wednesday, 30th September, 2015, at 11.00 a.m. to transact the business mentioned in the Notice convening the said Meeting, which is being sent to the Members along with the Annual Report for the year ended 31st March, 2015.

2. Book Closure for AGM and Payment of Dividend:

Further, Notice is hereby given that pursuant to Section 91 of the Companies Act, 2013, the Register of Members and the Share Transfer Books of the Company will remain closed from 23rd September, 2015 to 30th September, 2015 (both days inclusive) for the said Annual General Meeting.

3. Voting through Electronic Mode:

Pursuant to Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 and Clause 35B of the Listing Agreement, the Company is pleased to provide its members the facility to exercise their right to vote by electronic means ("remote e-voting"), as provided by Central Depository Services Limited ("CDSL"), on all resolutions as set out in the Notice of the 21st AGM.

- a) Date and time of commencement of remote e-voting: September 27, 2015 at 9.00 a.m.
- b) Date and time of end of remote e-voting: September 29, 2015 at 5.00 p.m.
- c) Cut-off date for determining the eligibility to vote: September 23, 2015.
- d) Facility for voting through ballot paper shall also be made available at the AGM. Members attending the meeting, who have not already cast their vote by remote e-voting, shall be able to exercise their right at the meeting.
- e) Members who have cast their vote by remote e-voting may also attend the meeting, but shall not be allowed to vote again at the AGM.
- f) Any person whose name appears in the Register of Members of the Company/ the statement of beneficial ownership maintained by the Depositories, as on September 23, 2015, shall be entitled to vote.
- g) Notice of 31st AGM is available on the Company's website www.sawacabusiness.com and on the website of CDSL www.evotingindia.com.
- h) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at www.evotingindia.com under help section or write an email to helpdesk.evoting@cdslindia.com.

Place: Ahmedabad
Date: 01.09.2015

For, SAWACA BUSINESS MACHINES LIMITED



[SHETAL S. SHAH]
DIN: 02148909
MANAGING DIRECTOR