

Date: 10-06-2025

To,

**National Stock Exchange of India Limited**  
**Exchange Plaza, C-1, G Block Bandra Kurla**  
**Complex, Bandra (E) Mumbai 400 051**  
**NSE SYMBOL: SFML**  
**ISIN: INE0U6N01014**

**Sub: Intimation under Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR Regulations") – Notice of Postal Ballot**

Dear Sir/ Madam, Pursuant to Regulation 30 of the SEBI LODR Regulations, we hereby enclose the Notice of Postal Ballot dated May 26, 2025 along with explanatory statement for seeking approval of Members through electronic voting (remote e-voting) in relation to following special resolution:

Resolution(s) to be passed as special resolution:

1. Alteration in Article of Association of the Company for insertion of ESOP/ESOS.

The Company has engaged the services of KFin Technologies Limited i.e. Registrar and Transfer Agent ("Kfintech") as the agency to provide e-voting facility. Members are requested to read the instructions given in the Notes to this Postal Ballot Notice so as to cast their vote electronically. The votes can be cast during the following voting period:

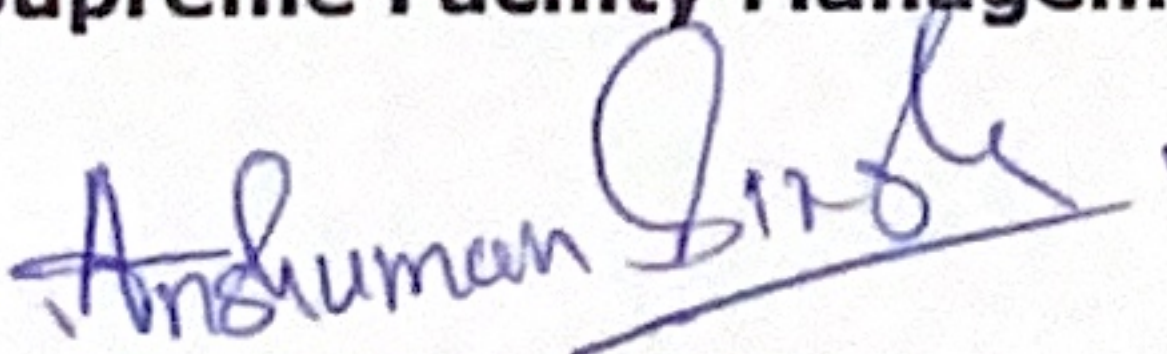
**Commencement of E-voting: Wednesday, June 11, 2025.**  
**End of the E-voting: Thursday, July 10, 2025.**

The Notice is being sent to the Members in electronic mode and is also being placed on the website of the Company [www.supremefacility.com](http://www.supremefacility.com). The Scrutinizer will submit his report, after the completion of scrutiny. The results of e-voting will be announced on or before July 12, 2025, and will be displayed on the Company's website at [www.supremefacility.com](http://www.supremefacility.com) and the website of Kfintech at <https://evoting.kfintech.com>.

The results will simultaneously be communicated to the Stock Exchanges.

Enclosed: Detailed Notice of Postal Ballot.

**For and on Behalf of**  
**Supreme Facility Management Limited**

  
**Anshuman Singh Tomar**  
**Company Secretary & Compliance Officer**







**SUPREME FACILITY MANAGEMENT LIMITED**  
**(Formerly Known as Supreme Facility Management Private Limited)**  
**CIN: L63040PN2005PLC020759**

**Registered Office: Kohinoor World Tower T-3, 10th Floor, Office Nos. 1002 to 1005 Old  
Pune Mumbai Highway, PCMC, Chinchwad East, Pune, Maharashtra-411019**

**POSTAL BALLOT NOTICE**

Pursuant to Section 110 of the Companies Act, 2013 read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014

Dear member(s),

Notice is hereby given pursuant to the provisions of Section 110, and other applicable provisions of the Companies Act, 2013, as amended (the "Act"), read with Rules 22 and 20 of the Companies (Management and Administration) Rules, 2014, as amended (the "Management Rules"), General Circular Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020, 20/2020 dated May 5, 2020 and various other circulars issued in this regards, latest being 9/2024, dated September 19, 2024 issued by the Ministry of Corporate Affairs, Government of India (the "MCA Circulars"), Secretarial Standard-2 on General Meetings issued by the Institute of Company Secretaries of India ("SS-2"), Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") and any other applicable law, rules, regulations, circular and notification (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), the resolutions as set out hereunder are proposed for the approval of members of Supreme Facility Management Limited (Formerly Known as Supreme Facility Management Private Limited) (the "Company") by way of Postal Ballot (the "Postal Ballot") only through remote e-voting i.e. voting through electronic means ("e-voting"). An Explanatory Statement pertaining to the said resolutions setting out the material facts and the reasons/rationale thereof form part of this Postal Ballot notice ("the Notice" or "the Postal Ballot Notice"). The Postal Ballot Notice and instructions for e-voting are being sent only through electronic mode to those Members whose email address is registered with the Company / depository participant(s).

The Board has appointed Atul Jaiswal & Associates, Proprietor, and (Membership No. FCS: 12202) (CP No. 18605) Practicing Company Secretaries, as the scrutinizer ("Scrutinizer") for conducting the Postal Ballot / e-voting process in a fair and transparent manner.

In compliance with the provisions of Section 108 and Section 110 of the Act read with Rule 20 and 22 of the Rules, Regulation 44 of the SEBI LODR Regulations, and SS-2, the Company is pleased to provide e-voting facility to its Members, to enable them to cast their votes electronically instead of submitting the Postal Ballot Form physically. The detailed procedure with respect to e-voting is mentioned in this Notice. The Company has engaged the services of National Securities Depository Limited ("NSDL") for facilitating e-voting. The Company has made arrangements with **Kfintech Technologies Limited**, Registrar and Share Transfer Agent ("RTA") to enable the Members to register their e-mail address. Those Members who have not yet registered their e-mail address are requested to register the same by following the procedure set out in this Postal Ballot Notice.

Members desiring to exercise their vote through the e-voting process are requested to carefully read the instructions indicated in this Notice and record their assent (FOR) or dissent (AGAINST) by following the procedure as stated in the Notes forming part of the Notice not later than 5:00 p.m. (IST) on July 10, 2025. The e-voting facility will be disabled by NSDL immediately thereafter and will not be allowed beyond the said date and time. The Scrutinizer will submit his report to the Chairman of the Company (the "Chairman") or any other person authorized by the Chairman, and the result of the voting by Postal Ballot will be announced not later than two working days from the conclusion of the e-voting. The same will be displayed on the website of the Company: [www.supremefacility.com](http://www.supremefacility.com), the website of NSDL: [www.evoting.nsdl.com](http://www.evoting.nsdl.com) and also shall be communicated to National Stock Exchange of India Limited ("NSE"), where the Company's equity shares are listed and be made available on their respective websites. The last date of e-voting i.e. July 10, 2025, shall be the date on which the resolution would be deemed to have been passed, if approved by the requisite majority.

**Resolution no.1:-**

**Alteration in the Articles of the Association of the Company**

**SPECIAL RESOLUTION FOR AMENDMENT OF ARTICLES OF ASSOCIATION TO INSERT ESOP AND EMPLOYEE BENEFIT SCHEMES.**

**"RESOLVED THAT** pursuant to the provisions of Section 14 and other applicable provisions, if any, of the Companies Act, 2013 read with applicable rules (including any statutory modification(s) or re-enactment(s) thereof), the consent of the members be and is hereby accorded to alter the Articles of Association of the Company by inserting the following new Article in **Article II Share Capital and Variation of Rights after Article no.8**

**\*Article No. 9 as Employee Stock Option Plan and Other Employee Benefit Schemes:** Subject to the provisions of the Companies Act, 2013, the rules made thereunder, and such other applicable laws as may be in force from time to time, the Company may introduce and implement one or more schemes to offer stock options, stock appreciation rights, employee stock purchase plans, restricted stock units, and/or other employee incentive schemes, for the benefit of its employees, directors (other than independent directors), and such other persons as permitted under applicable law, including any subsidiary or holding company. The Board shall have the power to formulate, administer, amend, or terminate such schemes, and to allot or otherwise deal with the shares under such schemes as per the terms and conditions approved."

**RESOLVED FURTHER THAT** a copy of the proposed amending Articles of Association, incorporating the above clause subject to the approval of members through special resolution vide postal ballot dated June 09, 2025 be and is hereby added in **Articles as Article No. 09.**

**RESOLVED FURTHER THAT** Mr. Rajendra Shinde (Managing Director), Mr. Amol Shingate (Director & CEO), Mr. Nikhilesh Loya (Chief Financial Officer of the Company (CFO), Anshuman Singh, (Company Secretary & Compliance Officer) of the Company, be and is hereby authorized to file necessary forms with the Registrar of Companies (RoC) and to do all such acts, deeds, matters, and things as may be required to give effect to this resolution."

**Notes:**

1. The explanatory statement pursuant to Section 102 read with Section 110 of the Act stating all material facts and the reason/rationale for the proposal is annexed herewith.
2. This Postal Ballot Notice is being sent to the members whose names appear on the register of members / list of beneficial owners as received from the National Securities Depository Limited ("NSDL") and whose email address is registered with the Company / depository participant(s), as on June 06 2025 ("Cut-off Date"). A person who is not a member as on the Cut-off Date should treat this Postal Ballot Notice for informational purposes only. In compliance with Regulation 44 of the LODR Regulations and pursuant to the provisions of Sections 108 and 110 of the Act read with the rules framed thereunder and the MCA Circulars, the manner of voting on the proposed resolution is restricted only to e-voting i.e., by casting votes electronically instead of submitting postal ballot forms. Accordingly, physical copy of the Notice along with Postal Ballot Form and pre-paid business reply envelope are not being sent to the Members for this Postal Ballot. The communication of the assent or dissent of the Members would only take place through the e-voting system.
3. The resolutions, if passed by the requisite majority through Postal Ballot, will be deemed to have been passed on the last date specified for e-voting i.e. July 10, 2025. Further, resolutions passed by the members through postal ballot are deemed to have been passed as if they are passed at a General Meeting of the Members.
4. The Scrutinizer will submit his report to the Chairman or any other person authorized by the Chairman after the completion of scrutiny of the e-voting, and the result of the e-voting will be announced not later than two working days from the conclusion of e-voting and will also be displayed on the Company website <https://www.supremefacility.com>, on the website of NSDL [www.evoting.nsdl.com](http://www.evoting.nsdl.com), and communicated to the stock exchanges and RTA.
5. All material documents referred to in the explanatory statement will be available for inspection at the Registered Office of the Company during office hours on all working days from the date of dispatch until the last date for receipt of votes by e-voting. Alternately, Members may also send their requests to [compliance@supremefacility.com](mailto:compliance@supremefacility.com) from their

registered e-mail address mentioning their names, folio numbers, DP ID and Client ID during the voting period of the postal ballot.

6. In accordance with the MCA Circulars the Members are requested to take note of the following: Members holding shares of the Company in electronic form can verify/update their email address and mobile number with their respective DPs. Members can also temporarily update their email address and mobile number with RTA, by following the procedure given below:

-Visit the link:- <https://eservices.nsdl.com>. Select the company name: Supreme Facility Management Limited Enter DP ID & client ID (in case shares are held in electronic form)/physical folio no. (in case shares are held in physical form) and Permanent Account Number ("PAN") In case of shares which are held in physical form, if PAN is not available in the records, please enter any one of the share certificate numbers in respect of the shares held by you. Enter the email address and mobile number. System will check the authenticity of the DP ID & client ID/physical folio no. and PAN/ share certificate number, as the case may be and send the one-time password ("OTP") to the said mobile number and email address for validation. Enter the OTP received by SMS and email to complete the validation process. (Please note that the OTP will be valid for 5 minutes only).

**For and on Behalf of  
Supreme Facility Management Limited  
(Formerly known as Supreme Facility Management Private Limited)**

**Rajendra Lalasaheb Shinde  
Managing Director  
DIN: 02053237**

**Date:  
Place: Pune**

**EXPLANATORY STATEMENT PURSUANT TO SECTIONS 102(1) AND 110 OF THE COMPANIES ACT, 2013**

The following explanatory statement sets out all material facts relating to Special Businesses mentioned in the Postal Ballot Notice:

**Item No. 1**

The Articles of Association ("AOA") of the Company currently do not contain specific provisions authorizing the Company to formulate, implement or carry out Employee Stock Option Plans (ESOP), Stock Appreciation Rights (SAR), Restricted Stock Units (RSU), Employee Stock Purchase Schemes (ESPS), or any other employee benefit schemes for the benefit of employees, including directors and officers of the Company or its subsidiaries or holding company(ies).

To align with the provisions of the Companies Act, 2013 and relevant rules framed thereunder, including the Companies (Share Capital and Debentures) Rules, 2014, SEBI (Share Based Employee Benefits and Sweat Equity) Regulations, 2021 (as applicable), and to enable the Company to grant stock options and other equity-based compensation to eligible employees and directors, it is proposed to amend the Articles of Association of the Company by inserting a new clause/article to enable the formulation and implementation of such schemes.

The proposed amendment would empower the Board of Directors (or any committee thereof) to create, offer, and implement employee stock option plans and other similar employee benefit schemes and to issue shares or other securities pursuant to the exercise of such options or entitlements, as may be permitted by applicable laws.

The draft of the proposed amendment to the Articles of Association is available for inspection by the members at the registered office of the Company during business hours on all working days (except Saturdays, Sundays and public holidays) up to the date of the general meeting and will also be available at the meeting.

None of the Directors, Key Managerial Personnel, or their relatives are in any way, financially or otherwise, interested in the proposed resolution, except to the extent of the stock options or benefits that may be granted to them under the schemes in accordance with the applicable laws and subject to approval by the members wherever required.

The Board recommends the passing of the resolution as a **Special Resolution**.

**For and on Behalf of  
Supreme Facility Management Limited  
(Formerly known as Supreme Facility Management Private Limited)**

**Rajendra Lalasaheb Shinde  
Managing Director  
DIN: 02053237**