

NOTICE OF FIRST BOARD MEETING

Mr. Mohammed Zaid Khan

Director

BOTTOMHALF PRIVATE LIMITED,

Bairagi Tala/K.T Road,

ASANSOL, Bardhaman,

West Bengal, India, 713302

Dear Sir,

NOTICE is hereby given that the First Meeting of the Board of Directors of the company will be held on **3rd** day of **May** 2019, at **11.00 a.m** at Bairagi Tala/K.T Road, ASANSOL, Bardhaman, West Bengal, India, 713302.

The Agenda of the business to be transacted at the Meeting is enclosed herewith.

Agenda of First Board Meeting

The agenda for the First Board Meeting of the Company mentioned below:

- Election of Chairman for the Board Meeting
- To take note of the Certificate of Incorporation issued by the Registrar of Companies
- To take note of appointment of the First Directors of Company
- To take note of the duties of the Directors of the Company under section 166 of the Companies Act, 2013
- To take note of the stationery and nameplate printing as per provisions of Section 12(3) of the Companies Act, 2013
- To take note of disclosure of interest of Directors in Form MBP 1
- To take note of the Registered Office address of the Company
- To authorize the director to keep custody of the Statutory Register of the Company
- To discuss the uniform Financial Year as per provisions of the Companies Act, 2013
- To appoint first Auditors of the Company
- To consider the opening of Bank Account in the name of Company with Bank
- To consider an application for Shop and Establishment License
- To consider an application for GST Registration and authorize one of the Director to sign and submit the application for GST Registration

You may attend the Meeting through Electronic Mode, the details of which are enclosed. In case you desire to participate through such mode, please send a confirmation in this regard to Md Istayaque, email- istiyaq.mi9@gmail.com, Mobile No. +91 9100544384 within 2 days to enable making necessary arrangements.

Kindly make it convenient to attend the Meeting.

Yours ,



(Md Istayaque)

Chairman

email- istiyaq.mi9@gmail.com

Mobile No. +91 9100544384