**NOTICE OF A.G.M**

Notice is hereby given that the {{ meeting\_number }} **ANNUAL GENERAL MEETING** of the M/S **{{ company\_name }}** will be held on **{{ meeting\_date }} at {{ meeting\_time }}** at the Registered Office of the Company at **{{ meeting\_address }}** to transact the following businesses:

ORDINARY BUSINESS:

1. To receive, consider and adopt the audited accounts of the company for the year ended on {{ audit\_last\_date }} and report on the Auditors and Directors thereon.

2. Ratification of Auditor:

To ratify the appointment of CA Priyanka Wadhera (Membership No. 432418), Chartered Accountant as Statutory Auditors of the Company and to fix their remuneration.

“RESOLVED THAT pursuant to the provisions of Section 139 and all other applicable provisions of the Companies Act, 2013 (the “Act”) read with Rule 3(7) of the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force), the Company hereby ratifies the appointment of CA Priyanka Wadhera (Membership No. 432418), as the Statutory Auditors of the Company to hold office from the conclusion of this meeting until the conclusion of the Annual General Meeting on such remuneration as may be determined by the Board of Directors.”

3. Any other business with the permission of the chair.

For Board of Directors of

**{{ company\_name }}**

**{{ director\_name\_1 }}** **{{ director\_name\_2 }}**

(Director) (Director)

DIN: {{ director\_din\_1 }} DIN: {{ director\_din\_2 }}

Date: {{ date }}

Place: {{ place }}

Notes:

1. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE ON A POLL INSTEAD OF HIMSELF AND THE PROXY SO APPOINTED NEED NOT BE A MEMBER OF THE COMPANY. THE INSTRUMENT APPOINTING PROXY SHOULD, HOWEVER, BE DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY AT LEAST FORTY EIGHT HOURS BEFORE THE TIME 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 MEMBER.**

**PROXIES SUBMITTED ON BEHALF OF LIMITED COMPANIES, SOCIETIES, ETC., MUST BE SUPPORTED BY APPROPRIATE RESOLUTIONS/ AUTHORITY, AS APPLICABLE.**

2. Members desiring any information as regards the accounts are requested to write to the Company at an early date so as to enable the management to keep the information ready at the meeting.

3. In accordance with the provisions of Section 101 of the Companies Act, 2013 read with Rule 18 of the Companies (Management and Administration) Rules, 2014, this Notice and the Annual Report of the Company for the financial year {{ financial\_year }} are being sent by e-mail to those Members who have registered their email address with the Company (in respect of shares held in physical form) or with their DP (in respect of shares held in electronic form) and made available to the Company by the Depositories, unless a member has requested for a hard copy of the same. The Company requests those Members who have not yet registered their email address, to register the same directly with their DP, in case shares are held in electronic form or with the Company, in case shares are held in physical form.