**Name of the Company**

**CIN: ------------------------**

**Regd. Off.: --------------------------------------------------------------**

**Email Add.: --------------------------**

**- NOTICE OF Number ANNUAL GENERAL MEETING**

Notice is hereby given that the --------- Annual General Meeting of the members of \_\_\_\_\_\_\_\_\_ Private Limited will be held at its registered office at -------------------------------------- on Friday, the 30th day of September, 2023 at 5:00 P.M. to transact the following business:-

**ORDINARY BUSINESS:**

1. To receive, consider and adopt the Standalone Audited Financial Statements for the year ended 31st March,­­ 2023 together with the reports of Directors and Auditors thereon.

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

**“RESOLVED THAT** the Standalone Financial Statements of the Company for the year ended 31st March, 2023, along with the Report of the Board of Directors and Auditors thereon, as circulated to the Members and laid before the Meeting, be and are hereby approved and adopted.”

1. To appoint Statutory Auditors from the conclusion of this Annual General Meeting until the conclusion of the Sixth consecutive Annual General Meeting and to fix their remuneration:

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

**RESOLVED THAT**pursuant to Sections 139, 142 of the Companies Act, 2013 (“Act”) and other applicable provisions, if any, of the said Act and Companies (Audit and Auditors) Rules, 2014 made thereunder and other applicable rules, if any, under the said Act (including any statutory modification(s) or re-enactment thereof for the time being in force) M/s. -------- Chartered Accountants (Registration No------)be and is hereby appointed as the Statutory Auditors of the Company commencing from the conclusion of this Annual General Meeting till the conclusion of Sixth consecutive Annual General Meeting at a remuneration to be fixed by the Audit Committee and/or Board of Directors of the Company, in addition to the re-imbursement of applicable taxes and actual out of pocket and travelling expenses incurred in connection with the audit and billedprogressively.

## For and on behalf of Board of

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Limited**

**------------------**

(Director)

**DIN: -----**

**Place:** -----

**Date:** 29.09.2023

**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 ON HIS/HER BEHALF AND THE PROXY NEED NOT BE THE MEMBER OF THE COMPANY.**
2. The proxy form duly completed, executed and properly stamped, in order to be effective, should reach the company at its registered office at least 48 hours before the scheduled time of commencement of the annual general meeting.
3. Corporate Members are requested to send a duly certified copy of the Board resolution/ Power of Attorney authorizing their representative to attend and vote at the Annual General Meeting.
4. The Members are requested to notify changes, if any, in their Registered Address along with Pin Code Number to Company at its registered office.
5. Route Map of place of Annual General Meeting is annexed hereto and forms part of the notice.