Name of the Company ____________________

CIN ____________________

Registered Office ____________________

NOTICE OF THE ANNUAL GENERAL MEETING

Notice is hereby given that the ______ Annual General Meeting of the members of the Company will be held on ______ , ______ at ______ at ______ / through Video Conferencing (VC-OAVM), to transact the following business:

ORDINARY BUSINESS

1. To receive, consider and adopt the audited financial statements for the year ended ______ together with the reports of the Board of Directors and the Auditors thereon.
2. To declare a dividend of ______ on the equity shares (if recommended; else state 'Nil').
3. To appoint a director in place of ______ who retires by rotation and, being eligible, offers himself/herself for re-appointment.

SPECIAL BUSINESS (if any)

4. To consider and, if thought fit, to pass the following resolution as an ______ Resolution:

____

____

NOTES

a. A member entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of himself/herself, and the proxy need not be a member. The instrument of proxy (Form MGT-11) must be deposited at the registered office not less than 48 hours before the meeting. (For a meeting held wholly through VC-OAVM, physical attendance and proxies do not apply.)

b. An Explanatory Statement under Section 102 in respect of the special business is annexed.

c. Where applicable (listed company or company with 1,000 or more members), the facility of remote e-voting is provided; details of the e-voting agency, cut-off date and voting period are: ______ .

EXPLANATORY STATEMENT (Section 102) - Item 4

____

____

None of the directors, key managerial personnel or their relatives is concerned or interested in the resolution, except: ______ .

By order of the Board of Directors

Name ____________________

Designation (Director / Company Secretary) ____________________

Place ____________________

Date ____________________