**NOTICE**

NOTICE is hereby given that [NUMBER] Annual General Meeting of the Members of [NAME OF COMPANY] will be held on [DATE, TIME , PLACE AND HOUR] at to transact the following business:-

# ORDINARY BUSINESS

1. To consider and adopt:
	1. the audited financial statement of the Company for the financial year ended \_\_\_\_\_\_\_\_\_\_\_ the reports of the Board of Directors and Auditors thereon; and
	2. the audited consolidated financial statement of the Company for the financial year ended \_\_\_\_\_\_\_\_\_\_\_.
2. To declare a dividend on equity shares.
3. To ratify the appoint Statutory Auditors and to fix their remuneration and, to consider, and, if thought fit, to pass with or without modification(s), the following resolution as an Ordinary Resolution:-

“RESOLVED THAT pursuant to Section 139, 142 and other applicable provisions of the Companies Act, 2013 and the Rules made thereunder, pursuant to the recommendations of the audit committee of the Board of Directors, and pursuant to the resolution passed by the members at the AGM held on \_\_\_\_\_\_\_\_\_\_, the appointment of \_\_\_\_\_\_\_\_\_\_\_\_\_, Chartered Accountants (Firm Registration No. \_\_\_\_\_\_\_\_\_\_) as the Statutory Auditors of the Company to hold office from the conclusion of this Annual General Meeting till the conclusion of the \_\_\_\_\_\_\_\_\_Annual General Meeting be and is hereby ratified and the Board of Directors be and is hereby authorized to fix the remuneration payable to them as may be determined by the audit committee in consultation with the auditors."

OR

To appoint Statutory Auditors and to fix their remuneration and, to consider, and, if thought fit, to pass with or without modification(s), the following resolution as an Ordinary Resolution:-

“RESOLVED THAT pursuant to Section 139, 142 and other applicable provisions of the Companies Act, 2013 and the Rules made thereunder, pursuant to the recommendations of the audit committee of the Board of Directors, \_\_\_\_\_\_\_\_\_\_\_\_\_, Chartered Accountants (Firm Registration No. \_\_\_\_\_\_\_\_\_\_) be and are hereby appointed as the Statutory Auditors of the Company to hold office from the conclusion of this Annual General Meeting till the conclusion of the \_\_\_\_\_\_\_\_\_Annual General Meeting and the Board of Directors be and is hereby authorized to fix the remuneration payable to them as may be determined by the audit committee in consultation with the auditors."

**SPECIAL BUSINESS**

1. To consider and, if thought fit, to pass, with or without modification(s), the resolution for re-appointment of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as a **Special Resolution**:

 By Order of the Board of Directors

 **For [COMPANY NAME]**

Place : \_\_\_\_\_\_\_

Dated : \_\_\_\_\_\_\_\_

**[NAME]**

 [DESIGNATION]

[DIN\_\_\_\_\_\_\_\_\_\_]

DETAILS OF ADDRESS OF REGISTERED OFFICE

**NOTE(S):**

1. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE ANNUAL GENERAL MEETING (HEREIN AFTER REFERRED AS “THE MEETING”) IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND THAT PROXY NEED NOT BE A MEMBER OF THE COMPANY.** The instrument appointing the proxy should, however, be deposited at the registered office of the company, duly completed and signed not less than forty-eight hours before the commencement of the meeting. A proxy form is sent herewith. Proxies submitted on behalf of the companies, societies etc., must be supported by an appropriate resolution/authority, as applicable.
2. 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 shareholder.
3. Pursuant to the section 91 of the Companies Act, 2013 (herein after referred as “the Act”) the Register of Members and the Share Transfer Books will remain closed from [DAY & DATE] to [DAY & DATE] (both days inclusive) for determining the names of members eligible for dividend on Equity Shares, if declared at the Meeting.
4. All documents referred to in accompanying Notice and Statement pursuant to section 102 shall be open for inspection at the registered office of the Company during the office hours on all working days between [TIME]. upto the date of conclusion of AGM.
5. Members wishing to seek further information or clarification on the Annual Accounts or operations of the Company at the Meeting are requested to send their queries at least a week in advance of the date of the Meeting addressed to the Company Secretary & Head-Legal at the following address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Only individual members/shareholders, holding shares in physical form who wish to nominate a person under section 72 of the Act, may furnish us required details in the prescribed Form SH-13, which is available on demand..
2. Members / Proxies should bring their copies of Annual Reports and Attendance Slips duly filled in, for attending the meeting Corporate Members are requested to send in advance, duly certified copy of the Board Resolution/ Power of Attorney authorizing their representative to attend the AGM pursuant to section 113 of the Act.
3. Members who hold shares in physical form in multiple folios in identical names or joint holding in the same order of names are requested to send the share certificates to the Company.
4. Members can inspect the register of director and key managerial personnel and their shareholding , required maintained under section 170 of the Companies Act 2013 and register if contracts or arrangements in which directors are interested maintained under section 189 of the Companies Act 2013 during the course of the meeting at the venue.
5. Route map of venue of annual general meeting is annexed to this Notice

STATEMENT IN RESPECT OF SPECIAL BUSINESS SET OUT IN THE NOTICE OF ANNUAL GENERAL MEETING PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013:

In case of appointment/re-appointment or increase in remuneration of any director, following details are required under SS-2

|  |  |
| --- | --- |
| **Name** |  |
| **Age** |  |
| **Date of****first appointment on the Board,** |  |
| **Qualifications** |  |
| **Experience** |  |
| **Terms and conditions of appointment or****re-appointment along with details of remuneration sought to be paid** |  |
| **Last drawn remuneration, if applicable** |  |
| **Shareholding in the company** |  |
| **Relationship****with other Directors, Manager and other Key Managerial Personnel of****the company** |  |
| **The number of Meetings of the Board attended during the****Year** |  |
| **Other Directorships, Membership/ Chairmanship of Committees****of other Boards** |  |