

## NOTICE OF THE BOARD MEETING

The Board of Directors,  
**Rithwik Facility Management Services Limited**  
RR Tower III, Thiru-Vi-Ka Industrial Estate,  
Guindy, Chennai -600 032

Dear Sirs,

Subject:-Notice of Board Meeting to be held on 04/03/2021.

Notice is hereby given that the next meeting of the Board of Directors of **Rithwik Facility Management Services Limited** will be held on Thursday the 4th March 2021 at 12:00 P.M at Registered Office of the Company, RR Tower III, Thiru-Vi-Ka Industrial Estate, Guindy, Chennai -600 032, to transact the business listed in the agenda attached with this notice.

Kindly make it convenient to attend the meeting.

Yours Truly,

For **RITHWIK FACILITY MANAGEMENT SERVICES LIMITED**



(S Jayapandi)

Company Secretary



M.No.A21909

Date: 22/02/2021

## AGENDA OF THE BOARD MEETING

AGENDA FOR THE BOARD MEETING OF RITHWIK FACILITY MANAGEMENT SERVICES LIMITED TO BE HELD ON 4<sup>th</sup> MARCH, 2021.

AGENDA /MATTERS TO BE DISCUSSED AT THE MEETING	
S.No	Items /Matters
1	To grant leave of absence, if any
2	To confirm the minutes of last Board Meeting
3	To take note on cessation of Market making services with Rikhav Securities Ltd
4	Review of business for the quarter ended December 2020
5	Appointment of Secretarial Auditor
6	Any other matter with the permission of the Chair
7	Vote of thanks

**Item No:-1 To grant leave of absence, if any**

The Board is required to grant leave of absence, if any, to the Director(s) who will not be available to attend the meeting. The Directors may apply for Leave of Absence for the Board meeting.

**Item No:-2 Confirmation of Minutes of Meeting of Board of Directors**

The minutes of the previous meeting of Board of Directors is to be read and confirmed by the Chairman of the meeting.

**Item No: - 3 To take note on cessation of Market making services with Rikhav Securities Ltd**

The Chairman informs the Board that the compulsory market making period of 3(three) years under regulation 261 SEBI (ICDR) Regulations, 2018 ended on 10 January 2021. As the compulsory market making period is ended, it is decided that the market maker agreement shall not be extended further. The Board to consider and pass the following resolution:

“RESOLVED THAT the compulsory market making agreement between the Company and Rikhav Securities Limited, as per regulation 261 SEBI (ICDR) Regulations, 2018 was ended on 10<sup>th</sup> January 2021.The Board noted the same and decided to rescind the agreement”.

“RESOLVED FURTHER THAT the Board hereby authorize Mr.Jayapandi, Company Secretary cum Compliance Officer of the Company, to take further necessary steps to intimate to Bombay Stock Exchange (BSE), Market Maker and other regulatory bodies”.

**Item No:-4 Review of business for the quarter ended December 2020**

Status of the project between September 2020 and December 2020,any additions, any new projects including CAMS' enquiry and any improvement in leasing.

**Item No:-5 Appointment of Secretarial Auditor**

The Chairman informs the Board to appoint M/s Khandelwal Arun & Associates,Chennai as the Secretarial Auditor of the Company for the financial year 2020-21 and as per the recommendation of the Audit Committee, the Board may consider and approve the appointment of M/s Khandelwal Arun & Associates, as the Secretarial Auditor for the Company for the financial year 2020-21.The Board to consider and pass the following resolution:

"RESOLVED THAT pursuant to the provision of Section 204(1) of the Companies Act 2013 rule 9 of the companies (Appointment and Remuneration personnel) Rules 2014 and other applicable provisions if any of the Companies Act 2013, Consent of the Board be and is hereby given for appointment of M/s Khandelwal Arun & Associates to be the Secretarial Auditor of the Company for the financial year 2020-21 and Directors of the Company be and are hereby authorized to fix the remuneration with the consent of Audit Committee".

"RESOLVED FURTHER THAT the appointment letter has been placed before the Board and the same has been approved by the Board and has been signed by the Chairman of the Board for the purpose of appointment of M/s Khandelwal Arun & Associates as Secretarial Auditor of the Company",

"RESOLVED FURTHER THAT Mr.Rithwik Rajshekar Raman, Managing Director or Mr.V Niranjan Rao, Whole -Time Director of the Company be and is hereby severally authorized to file necessary forms with Registrar of companies, do acts,deeds and things as may be necessary to give effect to the above said resolution".

**Item No:-6 Any other matter with the permission of the Chair**


To discuss any other matter with the permission of the chair.

**Item No:-7 Vote of Thanks**

To thank the chairman and close the Meeting.

Yours Truly,

For RITHWIK FACILITY MANAGEMENT SERVICES LIMITED

  
(S Jayapandi)  
Company Secretary  
M.No.A21909  
Date: 22/02/2021

