

NOTICE OF THE BOARD MEETING

Serial No-BM/4/2021-22

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

Subject:-Notice of Board Meeting to be held on 12/11/2021.

Dear Sir/Madam,

Notice is hereby given that the fourth meeting of the Board of Directors for the FY 2021-22 of **Rithwik Facility Management Services Limited** will be held on Friday the 12th November 2021 at Noon 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.

We would like to inform you that, you may attend the Board Meeting through Video Conference. The conference Id and password will be communicated to you separately.

Kindly make it convenient to attend the meeting.

Yours Truly,

For **RITHWIK FACILITY MANAGEMENT SERVICES LIMITED**



(S Jayapandi)

Company Secretary

M.No.A21909

Date: 05/11/2021



AGENDA OF THE BOARD MEETING

AGENDA FOR THE FOURTH MEETING OF THE BOARD OF DIRECTORS FOR THE FY 2021-22 OF RITHWIK FACILITY MANAGEMENT SERVICES LIMITED TO BE HELD ON 12TH NOVEMBER, 2021.

AGENDA ITEMS /MATTERS TO BE DISCUSSED AT THE MEETING	
Item No	Items /Matters
<u>1/BM/4/2021-22</u>	To grant leave of absence, if any
<u>2/BM/4/2021-22</u>	To confirm the minutes of the last Board Meeting
<u>3/BM/4/2021-22</u>	Approval and adoption of Accounts for the Half-year ended 30 th September 2021
<u>4/BM/4/2021-22</u>	Any other matter with the permission of the Chair
<u>5/BM/4/2021-22</u>	Vote of Thanks

Item No.1/BM/4/2021-22 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 in the prescribed format of the Company.

Item No. 2/BM/4/2021-22: Confirmation of Minutes of Meeting of Board of Directors

The minutes of the previous meeting of the Board of Directors held on 30th October 2021 are to be read and confirmed.

Item No.3/BM/4/2021-22: Approval and adoption of Accounts for the Half-year ended 30th September 2021

The Chairman is requested to place before the Board, the Balance Sheet, the Statement of Profit & Loss account and Cash Flow Statement for the half-year ended 30th September 2021 together with the accounting policies and notes forming part of the accounts for approval of the Board and their comments thereon as recommended by the Audit Committee. The Board is requested to note the contents of the Balance Sheet and Statement of Profit & Loss and Cash Flow Statement for the said period and after due deliberation and discussion the Board to pass the following resolution:

"RESOLVED THAT the Balance Sheet, the Statement of Profit & Loss account and Cash Flow Statement for the half-year ended 30th September 2021 together with Accounting Policies and Notes forming part of the accounts, as reviewed and recommended by the Audit Committee be and are hereby considered, approved and that Mr.Rithwik Rajshekar Raman (DIN: 07836658) Managing Director, Mr.V Niranjan Rao (DIN: 02918882), Whole Time Director, T Suresh Babu, Chief Financial Officer and S Jayapandi, Company Secretary of the Company be and are hereby authorized to sign the same and the said accounts be submitted to the Auditors for their Report thereon."

Item No.4/BM/4/2021-22: Any other matter with the permission of the Chair

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

Item No.5/BM/4/2021-22: 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: 05/11/2021