

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

Subject:-Notice of Board Meeting to be held on 29/06/2021.

Dear Sirs,

Notice is hereby given that the First meeting of the Board of Directors for the FY 2021-22 of **Rithwik Facility Management Services Limited** will be held on Tuesday the 29th June 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.

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: 21/06/2021



AGENDA OF THE BOARD MEETING

AGENDA FOR THE FIRST MEETING OF THE BOARD OF DIRECTORS FOR THE FY 2021-22 OF RITHWIK FACILITY MANAGEMENT SERVICES LIMITED TO BE HELD ON 29TH JUNE, 2021.

AGENDA ITEMS /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	Approval and adoption of Accounts for the Half year and Financial year ended 31 st March, 2021
4	To take note of the disclosure of interests by Directors
5	To take note of declarations by Independent Directors that they meet the criteria of independence laid down in the Act
6	To take note on the Compliances by the Company submitted to the various Regulatory agencies.
7	Any other matter with the permission of the Chair
8	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 in the prescribed format of the Company.

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

The minutes of the previous meeting of Board of Directors held on 4th March 2021 is to be read and confirmed.

Item No:- 3 Approval and adoption of Accounts for the Half year and Financial year ended 31st March, 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 and financial year ended 31st March, 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 periods 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 and financial year ended 31st March, 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 Suesh 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 To take note of the disclosure of interests by Directors

The Chairman informs the Board that pursuant to Section 184(1) of the Companies Act, 2013, it is necessary for the board members to disclose their concern or interest, in any Company or companies or bodies corporate, firms, or other association of individuals which shall include the shareholding, in Form MBP.1 at the first Board Meeting in every financial year.

The notice of disclosure of interest in prescribed form MBP.1 as received from Directors shall be placed before the meeting. The Board shall discuss the matter and pass the following resolution:



"RESOLVED THAT pursuant to Section 184 (1) of the Companies Act, 2013 read with Rule 9 (1) of the Companies (Meetings of Board and its Powers) Rules, 2014, and other applicable provisions of Companies Act, 2013, the general notice of disclosure of interest or concern in Form MBP.1 received from Mr.Rithwik Rajshekar Raman, Mr.V Niranjan Rao, Mr.P Sudhakar, Mrs Shama Prasanna Tipparaju and Mr Jayaraman Directors of the Company, as placed before the meeting, be and are hereby noted and taken on record by the Board".

"RESOLVED FURTHER THAT Mr.S jayapandi, Company Secretary of the Company, be and is hereby authorized to make necessary entries in the Registrar maintained for the purpose".

Item No:- 5 To take note of declarations by Independent Directors that they meet the criteria of independence laid down in the Act

The Chairman informs the Board that pursuant to Section 149(7) of the Companies Act, 2013, it is necessary for the Independent Directors to declare their independence as provided in section 149(6) and the declaration shall be placed before the Board for taking note. The Board shall take on record and pass the following resolution:

"Resolved that pursuant to the provisions of section 149(7) of the Companies Act, 2013, declaration of independence received from Independent Directors of the Company as placed before the Board, be and is hereby taken on record".

Item No:- 6 To take note on the Compliances by the Company submitted to the various Regulatory agencies

The Chairman inform the Board about the compliances by the Company under various Acts, Statutes etc, and Investor complaints status for the period ended 31st March 2021 as recommended by the Stakeholders Relationship Committee. He placed on the table the Compliance Calendar and the Board to take note on the same. The Board to consider & take note on record.

Item No:-7 Any other matter with the permission of the Chair

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

Item No:-8 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: 21/06/2021

