

NOTICE OF THE BOARD MEETING

Ref.No:-RFMS/BM/2/2022-23

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 15/06/2022.

Dear Sirs,

Notice is hereby given that the second meeting of the Board of Directors for the FY 2022-23 of **Rithwik Facility Management Services Limited** will be held on Wednesday the 15th June 2022 at 12:00 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: 07/06/2022



AGENDA OF THE BOARD MEETING

AGENDA FOR THE SECOND MEETING OF THE BOARD OF DIRECTORS FOR THE FY 2022-23 OF RITHWIK FACILITY MANAGEMENT SERVICES LIMITED TO BE HELD ON 15TH JUNE, 2022.

1. ITEM NO: 01/BM/2/2022-23: To appoint Chairman of the Meeting
2. ITEM NO: 02/BM/2/2022-23: Leave of Absence
3. ITEM NO: 03/BM/2/2022-23: Confirming minutes of the previous Board Meeting
4. ITEM NO: 04/BM/2/2022-23: To open fixed deposit with Banks
5. ITEM NO: 05/BM/2/2022-23: Any other matter with the permission of the Chair
6. ITEM NO: 06/BM/2/2022-23: Vote of Thanks



ITEM NO: 01/BM/2/2022-23: TO APPOINT CHAIRMAN OF THE MEETING

Mr Rithwik Rajshekhar Raman, Managing Director of the company shall take the chair and shall be welcomed by the members of the Board. Chairman will confirm the presence of quorum of the meeting.

ITEM NO: 02/BM/2/2022-23: LEAVE OF ABSENCE

Leave of absence may be granted to those Directors who are not present in the meeting.

ITEM NO: 03/BM/2/2022-23: CONFIRMING MINUTES OF THE PREVIOUS BOARD MEETING

Minutes of the 1st Board meeting for the financial year 2022-23 held on 25 May, 2022 which was circulated amongst the director of the company and shall be confirmed by the Board.

ITEM NO: 04/BM/2/2022-23: TO OPEN FIXED DEPOSIT WITH BANKS

The Chairman may inform the Board to deposit surplus money of the Company as fixed deposit with the Suryoday Small Finance Bank Limited where we maintain Current account. The Board may consider and approve to open fixed deposit of Rs.1,00,00,000 (Rupees One crore only) with Suryoday Small Finance Bank Limited, Nanganallur branch at Chennai. After due deliberation and discussion the Board to pass the following resolution:

RESOLVED THAT pursuant to Section 179(3)(e) and other applicable provisions, if any, of the Companies Act, 2013, consent of the Board be and is hereby accorded to open fixed deposit of Rs.1,00,00,000(Rupees One crore only) with Suryoday Small Finance Bank Limited Nanganallur branch at Chennai.

RESOLVED FURTHER THAT, Mr. Rithwik Rajshekhar Raman, Managing Director or Mr.V.Niranjana Rao, Whole Time Director of the Company be and hereby Severally authorised to sign the necessary documents and to receive the amount of the said Fixed Deposit Account(s) and interest thereon and / or renew the same for such period (s) as may be required by endorsing or discharging the Fixed Deposit Receipts.

ITEM NO: 05/BM/2/2022-23: ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR

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



ITEM NO: 06/BM/2/2022-23: 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: 07/06/2022

