

## NOTICE OF THE BOARD MEETING

Ref.No:-RFMS/BM/1/2022-23

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 25/05/2022.

Dear Sirs,

Notice is hereby given that the First meeting of the Board of Directors for the FY 2022-23 of **Rithwik Facility Management Services Limited** will be held on Wednesday the 25th May 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: 16/05/2022



## **AGENDA OF THE BOARD MEETING**

**AGENDA FOR THE FIRST MEETING OF THE BOARD OF DIRECTORS FOR THE FY 2022-23 OF RITHWIK FACILITY MANAGEMENT SERVICES LIMITED TO BE HELD ON 25<sup>TH</sup> MAY, 2021.**

1. ITEM NO: 01/BM/1/2022-23: To appoint Chairman of the Meeting
2. ITEM NO: 02/BM/1/2022-23: Leave of Absence
3. ITEM NO: 03/BM/1/2022-23: To take note of the Minutes of the Committees Meeting
4. ITEM NO: 04/BM/1/2022-23: Noting of minutes of the previous Board Meeting
5. ITEM NO: 05/BM/1/2022-23: To Consider and approve the accounts for the half year and financial year ended 31<sup>st</sup> March, 2022
6. ITEM NO: 06/BM/1/2022-23: To take note of the disclosure of interests by Directors
7. ITEM NO: 07/BM/1/2022-23: To take note of declarations by Independent Directors that they meet the criteria of independence laid down in the Act
8. ITEM NO: 08/BM/1/2022-23: To take note on the Compliances by the Company submitted to the various Regulatory agencies.
9. ITEM NO: 09/BM/1/2022-23: Any other matter with the permission of the Chair
10. ITEM NO: 10/BM/1/2022-23: Vote of Thanks

**ITEM NO: 01/BM/1/2022-23: 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/1/2022-23: LEAVE OF ABSENCE**

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

**ITEM NO: 03/BM/1/2022-23: TO TAKE NOTE OF THE MINUTES OF THE COMMITTEES MEETING**

Minutes of the 4th Audit committee meeting and the first Nomination and remuneration committee meeting for the year 2021-22 held on March 21st, 2022 which was circulated amongst the directors of the company and shall be noted by the Board.

**ITEM NO: 04/BM/1/2022-23: NOTING OF MINUTES OF THE PREVIOUS BOARD MEETING**

Minutes of the 6th Board meeting for the year 2021-22 held on March 21st, 2022 which was circulated amongst the director of the company and shall be noted by the Board.

**ITEM NO: 05/BM/1/2022-23: TO CONSIDER AND APPROVE THE ACCOUNTS FOR THE HALF YEAR AND FINANCIAL YEAR ENDED 31<sup>ST</sup> MARCH, 2022**

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 31<sup>st</sup> March, 2022 together with the accounting policies and notes forming part of the accounts for the 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 31<sup>st</sup> March, 2022 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: 06/BM/1/2022-23: 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 Niranjana 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: 07/BM/1/2022-23: 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 noting. 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: 08/BM/1/2022-23: TO TAKE NOTE ON THE COMPLIANCES BY THE COMPANY SUBMITTED TO THE VARIOUS REGULATORY AGENCIES**

The Chairman inform the Board about the status of the Investor complaints for the period ended 31<sup>st</sup> March 2022 as recommended by the Stakeholders Relationship Committee, the compliances by the Company under various Acts, and Statutes etc for the financial year ended 31<sup>st</sup> March 2022,. The Board to consider and take note on record.

**ITEM NO: 09/BM/1/2022-23: ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR**

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

**ITEM NO: 09/BM/1/2022-23: 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: 16/05/2022

