

September 29, 2023

The General Manager  
Bombay Stock Exchange Limited  
P J Towers, Dalal Street  
Mumbai - 400 001

Dear Sir/ Madam,

**SUB: PROCEEDINGS OF 13<sup>TH</sup> ANNUAL GENERAL MEETING**

We enclose herewith the proceedings of 13<sup>th</sup> Annual General Meeting of the company held on Thursday, September 28, 2023, pursuant to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements), 2015.

We wish to inform you that, all the resolutions set out in the Notice of 13<sup>th</sup> AGM were passed with the requisite majority.

This is for your kind information and records.

Thanking You,

Yours Sincerely,  
For RITHWIK FACILITY MANAGEMENT SERVICES LIMITED



S.JAYAPANDI  
Company Secretary



Encl: As above

## PROCEEDINGS OF 13<sup>TH</sup> ANNUAL GENERAL MEETING

1. The 13<sup>th</sup> Annual General Meeting of the Company was held on Thursday, September 28, 2023, at 11:30 A.M at the Registered Office of the Company.
2. Mr. Rithwik Rajsekhar Raman, Managing Director was elected as Chairman and took the chair. He then, welcomed the Members to the 13<sup>th</sup> Annual General Meeting of the Company. After ascertaining the requisite quorum, he called the meeting to order.
3. The Chairman introduced all the Directors, Key Managerial Personnel, Statutory Auditors, Secretarial Auditors and the Chairman of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee.
4. The Chairman informed the Members that the Statutory Registers and relevant documents as required under the Companies Act, 2013 were made available for inspection for the members during the meeting.
5. The Chairman then moved to the formal business of the AGM on all the Resolutions as set out in the Notice of 13<sup>th</sup> AGM. The following items as stated in the Notice of the 13<sup>th</sup> AGM were transacted at the Meeting.
  1. Adoption of the Audited Standalone Financial Statements of the Company for the year ended 31<sup>st</sup> March, 2023 and the reports of the Board of Directors together with Auditors thereon.
  2. Declaration of Dividend on Equity Shares for the year 2022-23.
  3. Appointment of a Director in place of Mr.Niranjan Rao (DIN: 02918882), who retires by rotation and being eligible, offers himself for re-appointment.
6. Thereafter the Chairman of the meeting informed that pursuant to the provisions of the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the company has provided the remote e-voting facility to the members to cast their votes electronically for the following businesses set out in the notice of 13<sup>th</sup> AGM. Remote E-voting commenced at 9.00 A.M on September 25, 2023 and concluded at 5.00 P.M on September 27, 2023. He further informed to the members those who were not voted through remote e-voting may cast their vote through I-Vote platform by Bigshare E-voting portal during the AGM.



7. The Chairman authorised Mr.S.Jayapandi, Company Secretary or Mr.T.Suresh Babu, Chief Financial Officer of the Company to receive the consolidated Scrutinizer's Report and also counter - sign the same and declare the results of e-voting.
8. The Chairman requested the members to raise any queries, if any with regard to the business listed in the notice of the 13<sup>th</sup> Annual General Meeting. No query was raised by the shareholders.
9. The Chairman of the meeting informed the members that the voting results shall be disseminated in the website of the Stock Exchange and the Company within 48 hours from conclusion of the meeting.
10. The meeting was concluded at 12 Noon.

The Chairman thanked all the members for the active participation and support extended to the Company.

Yours Sincerely,  
For RITHWIK FACILITY MANAGEMENT SERVICES LIMITED



S.JAYAPANDI  
Company Secretary