

**September 21, 2024**

The Board of Directors,  
Rithwik Facility Management Services Limited,  
RR Tower III, Thiru Vi Ka Industrial Estate,  
Guindy, Chennai – 600032.

Dear Sir /Madam,

**Sub: 3<sup>rd</sup> Board Meeting (2024-25)**

Shorter Notice is hereby given that the meeting of the Board of Directors of the Company will be held on **Tuesday, September 24, 2024** at **02.30 P.M** at RR Tower III, Thiru Vi Ka Industrial Estate, Guindy, Chennai – 600032.

The agenda is herewith attached for your reference. Kindly make it convenient to attend the meeting.

Thanking You,

**Yours Sincerely,**

**For RITHWIK FACILITY MANAGEMENT SERVICES LIMITED**

**SD/-**

**S.JAYAPANDI**

**COMPANY SECRETARY AND COMPLIANCE OFFICER**

**M.No.A21909**