

November 02, 2023

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

Dear Sir(s) and Madam,

**Sub: 4<sup>th</sup> Board Meeting (2023-24)**

Notice is hereby given that the meeting of the Board of Directors of the Company will be held on **Thursday, November 9, 2023 at 2.00 P.M.** at, RR Tower III, Thiru Vi Ka Industrial Estate, Guindy, Chennai - 600032. inter-alia, to consider and approve the Un-audited Financial Results for the Half Year ended September 30, 2023.

The agenda along with the relevant papers will be sent to you later. Kindly make it convenient to attend the meeting.

Thanking You,

Yours faithfully,

For RITHWIK FACILITY MANAGEMENT SERVICES LIMITED



**S.JAYAPANDI**

**COMPANY SECRETARY AND COMPLIANCE OFFICER**

