

November 24, 2023

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

Dear Sir / Madam,

**Sub: 5<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 **Friday, December 1, 2023 at 12.00 Noon** at, RR Tower III, Thiru Vi Ka Industrial Estate, Guindy, Chennai - 600032.

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

Thanking You,

Yours Sincerely,

For RITHWIK FACILITY MANAGEMENT SERVICES LIMITED



**S.JAYAPANDI**  
**COMPANY SECRETARY AND COMPLIANCE OFFICER**