

February 15, 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: 6th Board Meeting (2023-24)

Notice is hereby given that the meeting of the Board of Directors of the Company will be held on **Thursday, February 22, 2024 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

