

Date: 27-07-2023

Summary of the proceedings of the EXTRA-ORDINARY GENERAL MEETING of RITHWIK FACILITY MANAGEMENT SERVICES LIMITED held on JULY 27, 2023

The Extra-ordinary General Meeting (EGM) of the Company (Members) was held on Thursday, July 27, 2023 at 11.00 a.m at R R Towers III, Thiru VI Ka Industrial Estate, Guindy, Chennai – 600 032.

Mr. Rithwik Rajshekhar Raman, Chaired the EGM. The requisite quorum being present, the Chairman called the EGM to order. The requisite quorum was present throughout the EGM. Members of the Company were present at the EGM (Including Members who attended through proxy)

The Chairman introduced all the Directors on the Dias and conveyed regrets on behalf of directors who could not attend the EGM. The Chairman informed that the Statutory Auditor couldn't attended the meeting due to pre-occupation and the Secretarial Auditor was also present.

With the consent of the Members present, the Notice of the EGM was taken as read.

The Members were also informed that in accordance with the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company has provided remote e-voting facility to its Members for casting the votes through electronic means. The remote e-voting commenced on 9.00 a.m on Monday, July 24, 2023 and ended at 5.00 p.m on Wednesday, July 26, 2023. The facility for voting through electronic voting system was made available at the EGM for Members who had not cast their votes through remote e-voting.

The Company appointed Mr. Arun Kumar Khandelwal, Practicing Company Secretary as the scrutinizer for the purpose of scrutinizing e-voting and electronic voting at the EGM.

Thereafter the Chairman put the following special resolution as set out in the notice convening the EGM for proposing and seconding by the Members.

- 1. Re-Appointment of Mr. G Jayaraman as Independent Director for the second term of five years commencing from May 7, 2023 to May 6, 2028**
- 2. Regularisation of Mrs. Anitha Radhakrishnan as Non Executive Non Independent Director**

The Chairman then invited the Members to express their views, ask questions and seek clarifications on the proposed resolutions. The Members were given an opportunity to speak in the order in which they had registered their names. After giving sufficient time to all Members who wished to speak the Chairman responded to the queries raised by them.

Thereafter the Chairman announced that for voting to be done electronically (e-voting) and requested Mr. Arun Kumar Khandelwal, the scrutinizer for the orderly conduct of the voting at the EGM venue.



The Members were informed that the voting results along with the consolidated scrutinizer report would be announced within 48 hours from the conclusion of the EGM and the results would be informed to the BSE Limited and also will be placed on the website of the Company and NSDL and CDSL.

The meeting then concluded at 11.10 a.m with vote of thanks to the Chair.

For Rithwik Facility Management Services Limited

**JAYAPANDI
SUBBIAH**

Digitally signed by
JAYAPANDI SUBBIAH
Date: 2023.07.27 11:37:25
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S.Jayapandi

Company Secretary

