

NOTICE OF THE BOARD MEETING

The Board of Directors,
Rithwik Facility Management Services Limited
RR Tower III, Thiru-Vi-Ka Industrial Estate,
Guindy, Chennai -600 032

Subject:-Notice of Board Meeting to be held on 21/08/2020.

Dear Sirs,

Notice is hereby given that the next meeting of the Board of Directors of **Rithwik Facility Management Services Limited** will be held on Friday the 21st August 2020 at 12:00 P.M at Registered Office of the Company RR Tower III, Thiru-Vi-Ka Industrial Estate, Guindy, Chennai -600 032, to transact the business listed in the agenda attached with this notice.

We would like to inform you that, you may attend the Board Meeting through Video Conference.

The mode of participation may please be confirmed to the undersigned (Mobile No. 9841640309, Email id: info@rithwik.co.in). In the absence of your confirmation, it shall be presumed that you will be attending the Board Meeting physically and not through Video Conference. The conference Id and password will be mailed to you separately.

Kindly make it convenient to attend the meeting.

Yours Truly,

For **RITHWIK FACILITY MANAGEMENT SERVICES LIMITED**



(S Jayapandi)

Company Secretary

M.No.A21909

Date: 14/08/2020



AGENDA OF THE BOARD MEETING

AGENDA FOR THE BOARD MEETING OF RITHWIK FACILITY MANAGEMENT SERVICES LIMITED TO BE HELD ON 21ST AUGUST, 2020.

AGENDA ITEMS /MATTERS TO BE DISCUSSED AT THE MEETING	
S.No	Items /Matters
1	To grant leave of absence, if any
2	To confirm the minutes of last Board Meeting
3	Approval of Draft Notice and date of convening the Annual General Meeting
4	Approval of Draft Directors' Report for the Financial Year 2019-20
5	Approval for the re- appointment of Statutory Auditors
6	Adoption of the Secretarial Audit Report for the Financial Year 2019-20
7	Appointment of Internal Auditor
8	Book Closure date
9	Appointment of CDSL for conducting E-voting for the 10 th AGM
10	Any other matter with the permission of the Chair
11	Vote of Thanks



“RESOLVED FURTHER THAT pursuant to provisions stipulated under sub section 3 of Section 179 of the Companies Act, 2013 read with Companies (Meetings of Board and its Powers) Rules, 2014, Mr.Rithwik Rajshekar Raman, Managing Director and Mr.V Niranjan Rao, Whole - Time Director of the Company be & is hereby authorized severally to file the resolution with the Registrar of Companies along with requisite e-Form.”

Item No:-5 Approval for the re- appointment of Statutory Auditors

The Chairman apprised the Board and the Statutory Auditors to be appointed, as per the recommendation of the Audit Committee and subject to the approval of the members in the forthcoming Annual General Meeting for auditing the Annual Accounts of the Company for Financial Year 2019-20. A letter of consent and certificate of eligibility is received from the auditors regarding a reappointment was also placed for identification and initialed the same for identification purpose.

Draft Resolution:

RESOLVED THAT pursuant to the provisions of Section 139 and other applicable provisions, if any, of the Companies Act, 2013, read with rules made there under, Kalyanasundaram & Associates., Chartered Accountants, (FRN No.0054555), retiring auditor of the Company be and are hereby re-appointed as Statutory Auditors of the Company, to hold office from the conclusion of this Annual General Meeting until the conclusion of the next Annual General Meeting of the Company, subject to ratification of the appointment by the Members of the Company at every Annual General Meeting as per the provisions of the Companies Act, 2013, at such remuneration plus service tax, out-of-pocket, travelling and living expenses, etc., as may be mutually agreed between the Board of Directors of the Company and the Auditors.

RESOLVED FURTHER THAT Mr.Rithwik Rajshekar Raman, Managing Director and Mr.V Niranjan Rao, Whole -Time Director of the Company be & is hereby authorized severally to file the resolution with the Registrar of Companies along with requisite e-Form.”

Item No:-6 Adoption of the Secretarial Audit Report for the Financial Year 2019-20

The chairman shall inform the Board that the Secretarial Audit for the Financial Year ended 2019-20 was conducted by Mr.S Vasudevan, Practising Company secretary and the copy of the Report place before the meeting for perusal and consideration of the Board.

The Board take note of the contents of the report and also note there are any qualification or observation or other remarks made in the report.

“RESOLVED THAT pursuant to the provisions of section 204 of the Companies Act, 2013 read with rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules,2014, the secretarial audit report of the company for the financial year ended 31st March, 2020 as given by Mr.S.Vasudevan, Practising Company Secretary and tabled before the Board, be and is hereby adopted”.



Draft resolution:

"RESOLVED FURTHER THAT pursuant to the provisions of Section 108,if any, of the Companies Act, 2013 and the Companies (Management and Administration) Rules,2014,as amended, and SEBI(Listing Obligations and Disclosure Requirements) Regulations, 2015 and other applicable provisions, the Central Depository Services (India) Ltd (**CDSL**) be and is hereby appointed to provide our members e-voting facility to exercise their right to vote on resolutions proposed to be passed in the 10th Annual General Meeting, scheduled on Friday the 25th September 2020 at 11.00 a.m by electronic means('remote e-voting).

"RESOLVED FURTHER THAT Mr. V Niranjan Rao, Whole Time Director or Mr. S Jayapandi, Company Secretary be and is hereby authorised to enter and excute necessary agreements and documents on behalf of the Company.

Item No:-10 Any other matter with the permission of the Chair

To discuss any other matter with the permission of the chair.

Item No:-11 Vote of Thanks

To thank the chairman and close the Meeting.

Yours Truly,

For **RITHWIK FACILITY MANAGEMENT SERVICES LIMITED**


(S Jayapandi)

Company Secretary

M.No.A21909

Date: 14/08/2020

