

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 13/11/2020.

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 13th November 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: cs@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: 06/11/2020



AGENDA OF THE BOARD MEETING

AGENDA FOR THE BOARD MEETING OF RITHWIK FACILITY MANAGEMENT SERVICES LIMITED TO BE HELD ON 13th NOVEMBER, 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 and adoption of Financials for the half year ended 30 th September 2020
4	Any other matter with the permission of the Chair
5	Vote of Thanks

Item No:-1 To grant leave of absence, if any

The Board is required to grant leave of absence, if any, to the Director(s) who will not be available to attend the meeting. The Directors may apply for Leave of Absence in the prescribed format of the Company.

Item No:-2 Confirmation of Minutes of Meeting of Board of Directors

The minutes of the previous meeting of Board of Directors is to be read, confirmed and signed by the Chairman of the meeting.

Item No: - 3 Approval and adoption of Financials for the half year ended 30th September 2020

The Chairman is requested to place before the Board, Balance Sheet, Statement of Profit and Loss and Cash Flow Statement for the half year ended 30th September 2020 together with accounting policies and notes forming part of the accounts for approval of the Board and their comments thereon. The Board is requested to note the contents of the Balance Sheet and Statement of Profit & Loss and Cash Flow Statement for the said year and after due deliberation and discussion the Board to pass the following resolution:

“RESOLVED THAT the Balance Sheet, Statement of Profit and Loss and Cash Flow Statement for the half year ended 30th September 2020 together with Accounting Policies and Notes forming part of the accounts be and are hereby approved and that Mr.Rithwik Rajshekar Raman (DIN: 07836658) and Mr.V Niranjan Rao (DIN: 02918882), Directors of the Company be and are hereby authorized to sign the same and the said accounts be submitted to the Auditors for their Report thereon.”

Thereafter the Balance Sheet, Statement of Profit and Loss and Cash Flow Statement for the half year ended 30th September 2020 together with accounting policies and notes forming part of the accounts are to be forwarded to M/s.Kalyanasundaram & Associates, Chartered Accountants, to sign the same and for their Report thereon.

Item No:-5 Any other matter with the permission of the Chair

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

Item No:-6 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: 06/11/2020

