

SHORTER NOTICE OF THE BOARD MEETING

Serial No-BM/3/2021-22

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 30/10/2021.

Dear Sirs,

Short notice is hereby given that the third meeting of Financial Year 2021-22 of the Board of Directors of **Rithwik Facility Management Services Limited** will be held on Saturday the 30th October 2021 at 11:00 A.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 Conferencing (VC) or Other Audio-Visual Means (OAVM). The meeting Id and password will be communicated 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: 27/10/2021

AGENDA OF THE BOARD MEETING

AGENDA FOR THE BOARD MEETING OF RITHWIK FACILITY MANAGEMENT SERVICES LIMITED TO BE HELD ON 30TH OCTOBER, 2021.

| 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 the last Board Meeting |
| 3 | To discuss and approve for availing loan from the Bank or Financial Institution |
| 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 the Board of Directors held on 27th August 2021 are to be read and confirmed by the Chairman of the meeting.

Item No:-3 To discuss and approve for availing loan from the Bank or Financial Institution

The chairman may inform the Board that the Company is looking for financial assistance from the Banks or Financial Institutions to meet the working capital requirements of the company. The Company approached the Canara Bank, St.Mary's Road Branch for the requirements and the Bank is willing to provide financial assistance as per terms and conditions contained in the Loan Agreement. The Board has to consider and approve the same and to pass the following resolution:

RESOLVED THAT the company do hereby obtain and avail financial assistance/Credit facility of an amount not exceeding Rs.5,00,00,000 (Rupees Five Crore) from Canara Bank, St. Mary's Road Branch to meet the working capital requirements of the company, and such loan shall be obtained on such terms and conditions as specified or contained in the Loan Agreement.

RESOLVED FURTHER THAT the consent and approval of the Board be and is hereby accorded to the company to borrow the aforesaid funds on such terms and conditions as mentioned in the loan agreement.

RESOLVED FURTHER THAT Mr. Rithwik Rajshekar Raman, Managing Director(DIN:07836658) and Mr.V Niranjan Rao, Whole Time Director (DIN:02918882) of the company be and is hereby severally authorized in relation to the said facility to act on behalf of the company to sign and execute the requisite documents, agreements, deeds, undertakings, indemnities, etc.,

Item No:-4 Any other matter with the permission of the Chair

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

Item No:-5 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

