

SHORTER NOTICE OF THE BOARD MEETING

Serial No-BM/5/2021-22

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 07/12/2021.

Dear Sirs,

Short notice is hereby given that the fifth meeting of Financial Year 2021-22 of the Board of Directors of **Rithwik Facility Management Services Limited** will be held on Tuesday the 7th December 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: 03/12/2021



AGENDA OF THE BOARD MEETING

AGENDA FOR THE FIFTH BOARD MEETING OF RITHWIK FACILITY MANAGEMENT SERVICES LIMITED TO BE HELD ON 7TH DECEMBER, 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 approve terms and conditions for availing loan from the Bank
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 12th November 2021 are to be read and confirmed by the Chairman of the meeting.

Item No:-3 To approve terms and conditions for availing loan from the Bank

The Chairperson may inform the Board that the Board authorised in its meeting held on 30th October 2021 to avail the working capital facility for the business operation of the Company up to Rs. 5,00,00,000(Rupees Five Crore Only). The Company approached and applied for the working capital facility from the Canara Bank, which is approved by the Bank to avail the working capital facility up to Rs. 2,00,00,000(Rupees Two Crore Only) which is within the limits prescribed under section 180 of Companies Act, 2013. The approval of the Board is to be accorded in accordance with section 179(3) of the Companies Act, 2013.

The Board to discuss the terms and conditions and pass the following resolution: –

“RESOLVED THAT pursuant to Section 179 (3)(d) and any other applicable provisions of the Companies Act, 2013 read with rules hereunder(including any statutory modifications and re-enactment thereof, for the time being in force) the consent of the Board of directors of the Company be and is hereby accorded to avail working capital facility from Canara Bank, St Mary's Road up to a maximum of Rs. 2,00,00,000(Rupees Two Crore Only) at a rate of interest of 6.90% p.a and upon such terms and conditions as may be mutually agreed upon”

“RESOLVED FURTHER THAT Mr.Rithwik Rajshekar Raman, Managing Director (DIN:07836658) and Mr.V Niranajan Rao, Whole Time Director (DIN:02918882), of the Company severally be and are hereby authorized to do all such other things, acts, and deeds, etc. as may be required to comply with all formalities in this regard.”

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