

# IAVI-INDIA

(A company registered under Sec 25 of the Indian Companies Act 1956)

Plot No 4, Factory Road, Near Safdarjung Hospital, Ansari Nagar West, New Delhi-110029. (India)

Tel : 011-47376000 | Email:rgoyal@iavi.org

## NOTICE

Notice is hereby given that 3<sup>rd</sup> Annual General Meeting of the members of IAVI INDIA is scheduled to be held on 27<sup>th</sup> September 2016 (Tuesday) 11:00 AM at 4 Factory Road. Behind Safdarjung Hospital New Delhi -110029 India to transact the following business:

### Ordinary business :

1. To receive, consider and adopt the Audited Statement of Assets and Liabilities & Statement of Income And Expenditure of the Company as on 31st March, 2016, together with annexure thereto, and the Reports of the Directors and Auditors there on.

2. **Ratification of appointment of Auditor:**

To consider and if thought fit to pass with or without modification(s) the following Resolution as an Ordinary Resolution:

**"RESOLVED THAT** subject to the provisions of Section 139 & other applicable provisions, if any, of the Companies Act, 2013 and the rules framed thereunder, as amended from time to time, appointment of M/s T R Chadha & Co. LLP (Registration No. 006711N/N500028) be and are hereby ratified as Auditors of the Company to hold the office from the conclusion of this Annual General Meeting (AGM) till the conclusion of the next AGM at such remuneration plus service tax etc., as may be mutually agreed between the Board of Directors of the Company and the Auditors."

**By order of the Board**

**For IAVI INDIA**



(Director)

Name - Rajat Goyal

DINNo.: 03192623

Address - L 1/8 2nd Floor, Hauz Khas Enclave,  
New Delhi, 110016, Delhi, INDIA


Date:-19/08/2016

Place: - New Delhi

**NOTES:**

1. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND ON A POLL TO VOTE INSTEAD OF HIMSELF AND A PROXY NEED TO A MEMBER OF THE COMPANY. A blank form of proxy is attached and, if intended to be used, it should be returned duly completed at the registered office of the company not less than 48 hours before the schedule time of the commencement of 3<sup>rd</sup> Annual General Meeting.
2. A Person can act as proxy on behalf of Member(s) not exceeding fifty in number and holding in the aggregate not more than ten percent of the total share capital of the company carrying Voting Rights. However a member holding more than a 10% of the total share capital of the company carrying voting rights may appoint a single person as proxy and such person shall not act as proxy for any other person or shareholder.
3. Corporate members intended to send their authorized representatives to attend the meeting are requested to send to the company a certified copy of board resolution authorizing their representative to attend and vote on their behalf at the meeting .
4. Proxies/ Authorised representative must carry their photo identity proof to the AGM venue and shall produce at the attendance verification counter on demand.
5. Every member entitled to vote at the meeting, or on any resolution to be moved thereat, shall be entitled during the period beginning 24 hours before the time fixed for the commencement of the meeting and ending with the conclusion of the meeting, to inspect the proxies lodged, at any time during the business hours of the company, provided not less than three days' notice in writing of the intention so to inspect is given to the company.
6. All the documents referred in the accompanying Notice are open for inspection at the Registered Office of the Company on all working days (except Saturdays) between 10.00 am to 4.00 pm prior to the date of Annual General Meeting. The Register of Directors' and Key Managerial Personnel & their Shareholding and the Register of Contracts &

**By order of the Board  
For IAVI INDIA**

  
(Director)

Name - Rajat Goyal  
DIN No.: 03192623  
Address - L 1/8 2nd Floor, Hauz Khas Enclave,  
New Delhi, 110016, Delhi, INDIA  
Date:-19/08/2016  
Place:- New Delhi

Please fill the attendance slip and hand it over at the entrance of the meeting venue.

**ATTENDANCE SLIP**

Regd. Folio No.

Name and Address of the Shareholder:

No. of share(s) held:

Name of Proxy/Authorized Representative:

I hereby record my presence at the 3<sup>rd</sup> Annual General Meeting of the Company on 28th September 2016, (Wednesday) 11:00 AM at 4 Factory Road. Behind Safdarjang Hospital New Delhi -110029 India

Signature of the shareholder or proxy holder \_\_\_\_\_

Note: Shareholder/Proxy holder/Authorised Representative desiring to attend the Meeting should bring his copy of the Annual Report to the Meeting.

**Form No. MGT-11**

**Proxy form**

*[Pursuant to section 105(6) of the Companies Act, 2013 and rule 19(3) of the Companies (Management and Administration) Rules, 2014]*

**CIN: U73100DL2013NPL261195**

**Name of the company: IAVI India**

**Registered office: 4 Factory Road. Behind Safdarjang Hospital New Delhi -110029 India**

**Name of the member (s):**

**Registered address:**

**E-mail Id:**

**Folio No/ Client Id:**

**DP ID:**

**I/We, being the member (s) of ..... shares of the above named company, hereby appoint**

**1. Name: .....**

**Address:**

**E-mail Id:**

**Signature:....., or failing him**

**2. Name: .....**

**Address:**

**E-mail Id:**

**Signature:....., or failing him**

**3. Name: .....**

**Address:**

**E-mail Id:**

**Signature:.....**

**as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 3<sup>rd</sup> Annual general meeting of the company, to be held on the 27<sup>th</sup> September 2016 (Tuesday) at 11 a.m. at 4 Factory Road. Behind Safdarjang Hospital New Delhi -110029 India and at any adjournment thereof in respect of such resolutions as are indicated below:**

**Resolution No.**

1. To receive, consider and adopt the Audited financial statement of the Company as on 31st March, 2016, together with annexure thereto, and the Reports of the Directors and Auditors there on.
2. Ratification of appointment of Auditor:

Signed this..... day of..... 2016

Signature of shareholder

Signature of Proxy holder(s)

Affix Revenue Stamp
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**Note: This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company, not less than 48 hours before the commencement of the Meeting.**