

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 5th Annual General Meeting of the members of IAVI India is scheduled to be held on Saturday 29th September 2018 11:00 AM at 4 Factory Road. Behind Safdarjung Hospital New Delhi -110029 India to transact the following business:

Ordinary Business: -

To receive, consider and adopt the Audited financial statement of the Company as on 31st March, 2018 together with annexure thereto, and the Reports of the Directors and Auditors there on.

By order of the Board
For IAVI INDIA



(Director)

Name - Sandeep Mathur

DIN No.: 03502264

Address - A-1/65 Paschim Vihar New Delhi 110063 Delhi India

Date: 04.09.2018

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 NOT BE 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 ensuing 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/ Authorized 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 & Arrangements in which directors are interested and other documents shall be open for inspection at the meeting for the Members.
7. The requirement to place the matter relating to appointment of Auditors for ratification by members at every Annual General Meeting is done away with vide notification dated May 7, 2018 issued by the Ministry of Corporate Affairs, New Delhi. Accordingly, no resolution is proposed for ratification of appointment of Auditors, who were appointed in the Annual General Meeting held on 30th September, 2015.

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



(Director)

Name - Sandeep Mathur

DIN No.: 03502264

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