

Plot No 4, Factory Road, Near Safdarjung Hospital, Ansari Nagar West, New Delhi-110029. (India)
Tel : 011-47376000, 26160210 | Email:rgoyal@iavi.org

NOTICE

Notice is hereby given that 7th Annual General Meeting of the members of IAVI India is scheduled to be held on Wednesday 30th December, 2020 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 financial statement of the Company as on 31st March, 2020 together with annexure thereto, and the Reports of the Directors and Auditors there on.

2. APPOINTMENT OF STATUTORY AUDITOR OF THE COMPANY

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 of the Companies Act, 2013, read with the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force) approval of the Members of the Company be and is hereby given to appoint M/s. T R Chadha & Co LLP, Chartered Accountants (Firm Registration No. 006711N/N500028), as Statutory Auditors of the Company to hold office from conclusion of this meeting until the conclusion of 12th Annual General Meeting of the Company at a Remuneration to be mutually agreed by the Board of Directors of the Company in consultation with the Auditors.”

By order of the Board
For IAVI INDIA


(Director)

Name – Rajat Goyal

DIN No.: 03192623

Address – D-6/3 Vasant Vihar -1, South Delhi 110057 Delhi, India

Date: 25.12.2020
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.

By order of the Board
For IAVI INDIA


(Director)

Name - Rajat Goyal

DIN No.: 03192623

Address - D-6/3 Vasant Vihar -1, South Delhi 110057 Delhi, India

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 7th Annual General Meeting of the Company on Wednesday 30th December, 2020 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 7th Annual general meeting of the company, to be held on the Wednesday 30th December, 2020 at 11 am 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, 2020, together with annexure thereto, and the Reports of the Directors and Auditors there on.
2. Appointment of Statutory Auditor

Signed this..... day of.....2020

Affix Revenue Stamp

Signature of shareholder

Signature of Proxy holder(s)

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.