



**30 September 2022**

**Bombay Stock Exchange Limited  
PJ Towers  
Dalal Street  
Mumbai – 400 001, Maharashtra  
Scrip Code : 54083  
ISIN No: INE819Y01015**

Dear Sir,

**Sub: Compliance under Regulation 30 of the Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") – Proceedings of the 12th Annual General Meeting**

We wish to inform you that the 12th Annual General Meeting ("AGM") of the Company was held on Friday, September 30, 2022 through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM"). The proceedings of the AGM were deemed to be conducted at the Registered Office of the Company at RR Towers III, Thiru Vi Ka Industrial Estate, Guindy, Chennai – 600 032 which was the deemed venue of the AGM.

As per the provisions of the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") read with the relevant Circulars issued in this regard, the Company had provided the facility of remote voting and e-voting at the AGM to the Shareholders holding shares as on the cut off date i.e. September 23, 2022, to enable them to cast their vote electronically on the Resolutions proposed in the Notice of the 12th AGM. The remote e-voting was open from Tuesday, September 27, 2022 (9.00 a.m. 1ST) to Thursday, September 29, 2022 (5.00 p.m. 1ST).

The Board of Directors had appointed Mr. Arun Kumar Khandelwal, Proprietor, M/s Khandelwal Arun & Associates, Practicing Company Secretaries, as the Scrutinizer for the remote e-voting and e-voting at the AGM. Mr. Arun Kumar Khandelwal has carried out the scrutiny of all the electronic votes received upto 5.00 p.m. (IST) on Friday, September 29, 2022 and e-voting at the AGM till the conclusion of the AGM and has submitted his report on September 30, 2022.

Based on the consolidated report of the Scrutinizer, all the Resolutions as set out in the Notice of the 12th AGM have been duly approved by the Shareholders with requisite majority.



In this regard, please find enclosed the proceedings of the 12th AGM of the Company pursuant to Regulation 30 of the SEBI Listing Regulations given as Annexure A.

The AGM commenced at 12 noon (1ST) and concluded at 12.10 p.m. (1ST).

Kindly take the same on record.

Thanking you,

Yours faithfully,

**For Rithwik Facility Management Services Limited**

A handwritten signature in black ink, appearing to read "S Jayapandi", is written over the typed name.

**S Jayapandi,  
Company Secretary  
ACS 21909**





## Annexure A

### **Proceeding of the 12<sup>th</sup> Annual General Meeting of the Company pursuant to the provisions of Regulation 30 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015**

The 12<sup>th</sup> Annual General Meeting (“AGM” or “meeting”) of the Members of the Rithwik Facility Management Services Limited (“the Company”) was held on Friday, 30<sup>th</sup> September 2022 at 12 noon through Video Conferencing (“VC”) / Other Audio Visual Means (“OVAM”) in compliance with the Circulars issued by Ministry of Corporate Affairs (“MCA”), the Securities and Exchange Board of India (“SEBI”). The proceedings of the AGM were deemed to be conducted at the Registered Office of the Company at R R Tower III, Thiru Vi Ka Industrial Estate, Guindy, Chennai – 600 032 which was deemed venue of the AGM.

Mr. Rithwik Rajshekhar Raman, Chairman and Managing Director of the Board, chaired the meeting. He welcomed the Members joined through VC and also introduced his fellow Board Members who had joined the meeting through VC. He also informed that Mr. Niranjana V Rao, whole time Director was unavailable to join the meeting due to a medical emergency. He further introduced the Secretarial Auditors present at the meeting. The requisite quorum being present, the Chairman called the meeting in order.

The Chairman informed the Members that the Statutory Registers under the Companies Act, 2013 were made available for inspection in electronic platform for the members during the meeting. The Chairman informed that the Company had provided the members, the facility to cast their votes by remote e-voting and e-voting at the meeting on all the resolutions set forth in the notice through CDSL platform. Further, e-voting facility was made available during the AGM for the members who had not exercised their votes earlier through remote e-voting. He further briefed on the following item of business laid down in the Notice of 12<sup>th</sup> AGM and which were transacted at the AGM:

Sl.No	Particulars	Type of Resolution
<b>A</b>	<b>ORDINARY BUSINESS(ES)</b>	
1	Adoption of Audited Financial Statements, Boards’ Report and Auditors Report for the Financial Year ended March 31, 2022	ORDINARY
2	Re-appointment of Mr. Rithwik Rajshekhar Raman (DIN: 07836658) who retires by rotation	ORDINARY
<b>B</b>	<b>SPECIAL BUSINESS(ES)</b>	
3	Re-appointment of Mr. Rithwik Rajshekhar Raman (DIN: 07836658) as Managing Director for 5 years with effect from October 30, 2022 to October 29, 2027	ORDINARY
4	Re-appointment of Mr. Niranjana V Rao (DIN: 02918882) as	ORDINARY





	Whole-Time Director for 5 years with effect from September 30, 2022 to September 29, 2027	
5	Re-appointment of Mr. Sudhakar P (DIN: 02483116) as Independent Director for the 2 <sup>nd</sup> Term for 5 Continuous years with effect from September 21, 2022 to September 20, 2027	SPECIAL
6	Re-appointment of Mrs. Shama Prasanna (DIN: 07922496) as Independent Director for the 2 <sup>nd</sup> Term for 5 Continuous years with effect from September 21, 2022 to September 20, 2027	SPECIAL

He further informed that there are no Qualifications in the Statutory Auditors' Report on the financial statements and Secretarial Audit Report were taken as read.

The chairman then ordered activation of the e-voting window for the members attending the AGM but did not cast their votes through remote e-voting.

The Chairman then invited the members who had registered themselves as speakers, to ask Queries, give suggestions and seek clarifications, if any and the same were responded by the Chairman.

The Board of Directors had appointed Mr. Arun Kumar Khandelwal of M/s Khandelwal Arun & associates, Practicing Company Secretaries as the scrutinizer for the remote e-voting and e-voting at the AGM. The Chairman authorized Mr. S Jayapandi, Company Secretary to receive the Scrutinizer's Register, Report on e-voting and other related papers and also counter-sign the Scrutinizer's Report and declare the results of e-voting.

The Scrutinizer's Report was received on September 30, 2022 and accordingly, all the Resolutions as set out in the Notice of the 12th AGM were declared as passed with the requisite majority

**For Rithwik Facility Management Services Limited**

**S Jayapandi,  
Company Secretary  
ACS 21909**

