



Date: 24-09-2021

**BSE Limited**  
**BSE SME Platform**  
Phiroze Jeejeebhoy Towers,  
Dalal Street,  
Mumbai - 400 001

**Scrip Code:- 540843 (Rithwik Facility Management Services Ltd)**  
**Sub.: - Proceeding of the 11<sup>th</sup> Annual General Meeting under regulation 30 of SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015.**

Dear Sir/Madam,

Pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed herewith the proceeding of the 11<sup>th</sup> Annual General Meeting of the Company held on 24<sup>th</sup> September, 2021.

You are requested to take above information on your records.

Yours faithfully,

**For Rithwik Facility Management Services Limited**



Company Secretary & Compliance Officer.  
ACS No.21909

## Summary of proceedings of the 11th Annual General Meeting

The 11th Annual General Meeting ('AGM' or 'Meeting') of the Members of Rithwik Facility Management Services Limited ('the Company') was held on Friday, 24th September 2021 at 12.00 noon via two way Video Conferencing ("VC") or Other Audio Visual Means ("OAVM"). The Company, while conducting the Meeting, adhered to the circulars issued by the Ministry of Corporate Affairs ('MCA'), the Securities and Exchange Board of India ('SEBI').

The requisite quorum being present and confirmed by the Company Secretary, the Chairman called the Meeting to order.

Mr. Rithwik Rajshekar Raman, Chairman welcomed the members to the Meeting and introduced the Board members. Mr. Vyakarna Niranjana Rao, Whole Time Director, Mr. S. Jayapandi, Company Secretary attended the Meeting from the Registered office at Chennai. Mr. Jayaraman, Independent Director and Chairman of the Audit Committee and Nomination and Remuneration Committee, Mrs. Shama Prasanna Tipparaju, Independent Director and Chairman of the Stakeholders Relationship Committee and Mr. P. Sudhakar, Independent Director attended the Meeting on video conference from their respective locations. Since there was no physical attendance of Members and in compliance with the Circulars issued by MCA and SEBI, the requirement of appointing proxies was not applicable, except for the authorized representatives of corporate shareholders. The Registers as required under the Companies Act, 2013 and other relevant documents mentioned in the Notice were available for inspection.

The Chairman informed the representatives of M/s. Kalyanasundaram & Associates, Statutory Auditors, and M/s. Khandelwal Arun & Associates, Secretarial Auditors and Scrutinizer, were also present at the Meeting through VC.

With the consent of the Members, the Notice of the Meeting was taken as read. The Chairman informed the Members that the Company had provided its Members the facility to cast their vote electronically through the Central Depository Services Limited ('CDSL') from 21st September 2021 (9.00 A.M) to 23rd September 2021 (5.00 P.M). The Members were informed that the Statutory Auditors' Report and Secretarial Audit Report did not have any qualifications and hence, the same were not required to be read. Then, the Chairman presented the performance of the Company.

He further informed that the Board of Directors had appointed Mr. Arun Kumar Khandelwal, Practicing Company Secretary as the Scrutinizer to supervise the remote e-voting and e-voting at the AGM.



The following items of business, as per the Notice of AGM 27<sup>th</sup> August 2021, were transacted at the meeting through remote e-voting:

Item No.	Details of the Agenda	Resolution Required
1	To receive, consider and adopt the Audited Standalone Financial Statements of the Company for the financial year ended 31 <sup>st</sup> March, 2021 and the Reports of the Board of Directors together with Auditors thereon;	Ordinary Resolution:
2	To appoint a Director in place of Mr. Vyakarna Niranjan Rao (DIN: 02918882), who retires by rotation and being eligible, offers himself for re-appointment.	Ordinary Resolution:
3	To appoint Auditors of the Company and fix their remuneration.	Ordinary Resolution:

The Chairman informed that the e-voting facility was also made available during the AGM for the benefit of Members who were present during the Meeting and had not cast their votes earlier through remote e-voting. He then invited the Members to seek clarifications, if any, on the operations and financial performance of the Company and on the resolutions set out in the Notice. No queries were made by the members of the Company.

The Chairman authorised Company Secretary or CFO of the Company to accept, countersign and announce the result of e-voting.

He also informed the Members that the combined results of the remote e-voting before as well as e-voting during the AGM would be announced within 48 hours and the results along with the Scrutinizer's Report would be intimated to the Stock Exchange in terms of the SEBI LODR and would be placed on the websites of the Company at [www.rithwik.co.in](http://www.rithwik.co.in). The Chairman then thanked the Members for their continued support and for attending and participating in the Meeting. The AGM concluded at 12.10 P.M.

