



RITHWIK FACILITY MANAGEMENT SERVICES LIMITED

(Formerly Known as : Rithwik Building Services Private Limited)

Regd. Office : R R Tower III, Thiru-Vi-Ka Industrial Estate, Guindy, Chennai - 600 032
Phone : 91 - 44 - 4353 4441 E-mail : info@rithwik.co.in Website : www.rithwik.co.in

NOTICE OF THE BOARD MEETING

The Board of Directors,
Rithwik Facility Management Services Limited
RR Tower III, Thiru-Vi-Ka Industrial Estate,
Guindy, Chennai -600 032

Subject:-Notice of Board Meeting to be held on 22/05/2019.

Dear Sirs,

Notice is hereby given that the next meeting of the Board of Directors of **Rithwik Facility Management Services Limited** will be held on Wednesday the 22nd May, 2019 at 02:00 P.M at Registered Office of the Company RR Tower III, Thiru-Vi-Ka Industrial Estate, Guindy, Chennai -600 032, to transact the business listed in the agenda attached with this notice.

Kindly make it convenient to attend the meeting.

Yours Truly,

For RITHWIK FACILITY MANAGEMENT SERVICES LIMITED


(S Jayapandi)

Company Secretary

M.No.A21909

Date: 13/05/2019



AGENDA OF THE BOARD MEETING

AGENDA FOR THE BOARD MEETING OF RITHWIK FACILITY MANAGEMENT SERVICES LIMITED TO BE HELD ON 22nd MAY, 2019.

AGENDA ITEMS /MATTERS TO BE DISCUSSED AT THE MEETING	
S.No	Items /Matters
1	To grant leave of absence
2	To confirm the minutes of last Board Meeting
3	Approval and adoption of Annual Accounts for the year ending 31 st March, 2019.
4	Any other matter with the permission of the Chair
5	Vote of Thanks

Item No:-1 To grant leave of absence

The Board is required to grant leave of absence, if any, to the Director(s) who will not be available to attend the meeting. The Directors may apply for Leave of Absence in the prescribed format of the Company.

Item No:-2 Confirmation of Minutes of Meeting of Board of Directors

The minutes of the previous meeting of Board of Directors held on 8th April, 2019 is to be read, confirmed and signed by the Chairman of the meeting

Item No:- 3 Approval and adoption of Annual Accounts

The Chairman is requested to place before the Board, Balance Sheet, Statement of Profit and Loss and Cash Flow Statement for the financial year ended 31st March, 2019 together with accounting policies and notes forming part of the accounts for approval of the Board and their comments thereon. The Board is requested to note the contents of the Balance Sheet and Statement of Profit & Loss and Cash Flow Statement for the said year and after due deliberation and discussion the Board to pass the following resolution:

“RESOLVED THAT the Balance Sheet, Statement of Profit and Loss and Cash Flow Statement for the year ended 31st March, 2019 together with Accounting Policies and Notes forming part of the accounts be and are hereby approved and that Mr.Rithwik Rajshekar Raman (DIN: 07836658) and Mr.V Niranjan Rao (DIN: 02918882), Directors of the Company be and are hereby authorized to sign the same and the said accounts be submitted to the Auditors for their Report thereon.”

Thereafter the Balance Sheet, Statement of Profit and Loss and Cash Flow Statement for the year ended 31st March, 2019 together with accounting policies and notes forming part of the accounts are to be forwarded to M/s.Kalyanasundaram & Associates, Chartered Accountants, to sign the same and for their Report thereon.

Item No:-4 Any other matter with the permission of the Chair

To discuss any other matter with the permission of the chair.

Item No:-5 Vote of Thanks

To thank the chairman and close the Meeting.

Yours Truly,

For **RITHWIK FACILITY MANAGEMENT SERVICES LIMITED**



(S Jayapandi)

Company Secretary

M.No.A21909

Date: 13/05/2019

