

NOTICE OF THE BOARD MEETING

Date: 18/08/2020

The Department of Corporate Services,
BSE Limited
P J Towers, Dalal Street,
Mumbai-400001.

Dear Sir/Madam,

Subject:-Notice of Board Meeting to be held on 21/08/2020.

Notice is hereby given that next meeting of the Board of Directors of **Rithwik Facility Management Services Limited** will be held through Video Conferencing, on Friday the 21st August 2020 at 12:00 P.M at the Registered office of the Company at RR Tower III, Thiru-Vi-Ka Industrial Estate, Guindy, Chennai -600 032 to transact the business listed below.

1	Approval of Draft Notice and date of convening the Annual General Meeting
2	Approval of Draft Directors' Report for the Financial Year 2019-20
3	Approval for the re- appointment of Statutory Auditors
4	Appointment of Secretarial Auditor
5	Appointment of Internal Auditor
6	Book Closure date
7	Appointment of CDSL for conducting E-voting for the 10 th AGM
8	Any other matter with the permission of the Chair

You are requested to take the same on your records.

Yours Truly,

(By order of the Board)

For RITHWIK FACILITY MANAGEMENT SERVICES LIMITED


(S Jayapandi)
Company Secretary
M.No.A21909

