

**PROCEEDINGS OF THE ANNUAL GENERAL MEETING (AGM) OF RITHWIK FACILITY MANAGEMENT SERVICES LIMITED HELD ON FRIDAY 25<sup>TH</sup> SEPTEMBER 2020 AT 12.00 PM**

1. Pursuant to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, this is to inform you that The Annual General Meeting (AGM) of the Members of RITHWIK FACILITY MANAGEMENT SERVICES LIMITED ('the Company') was held on Friday, September, 25 2020 at 12.00 PM (IST) through video conference and other audio-visual means (VC).
2. The meeting was held in compliance with the General Circular numbers 20/2020, 14/2020, 17/2020 issued by the Ministry of Corporate Affairs (MCA) and Circular number SEBI/HO/CFD/CMD1/CIR/P/2020/79 issued by the Securities and Exchange Board of India (SEBI) and as per the applicable provisions of the Companies Act, 2013 and the Rules made thereunder.

| <b>DIRECTORS IN ATTENDANCE</b>   |
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| RITHWIK RAJSHEKARRAMAN<br>Managing Director                              |
| VYAKARNA<br>Wholetime Director   |
| P SUDHAKAR<br>Director   |
| SHAMA PRASANNA TIPPARAJU<br>Director                                     |
| JAYARAMAN<br>Director  |
| TIPPAVAJJALA SURESH BABU<br>CFO (KMP)                                    |
| SUBBIAH JAYAPANDI<br>Company Secretary                                   |
| <b>QUORUM OF THE MEETING</b>   |
| A total of 10 members representing 1,83,000 shares attended the meeting. |

3. The meeting commenced at 12.00 PM (IST) and concluded at 12.30 PM (IST) (including time allowed for e-voting at EGM). Mr. Rithwik Rajshekarraman chaired the meeting. The Chairmen informed that this Extraordinary General Meeting is being held through video conference in accordance with the circulars issued by the Ministry of Corporate Affairs and SEBI.

4. The requisite quorum being present, the Chairperson called the meeting to order. The Company Secretary welcomed all shareholders, auditors and other invitees joining over VC and delivered her speech. The Company Secretary informed that the Company had provided members the facility to cast their vote electronically, on all resolutions set forth in the Notice. The following items of business, as per the Notice of AGM dated August 21, 2020, were transacted at the meeting. The details of the businesses transacted at the AGM are as follow:

| <b>Item No.</b>         | <b>Resolutions</b>  | <b>Type of Resolution</b> |
|-------------------------|---|---------------------------|
| <b>Special Business</b> |   |                           |
| <b>01</b>               | Approval of Audited Standalone Financial Statements of the Company for the financial year ended 31 <sup>st</sup> March, 2020.                   | Ordinary Resolution       |
| <b>02</b>               | Appointment of M/s.Kalyanasundaram & Associates., Chartered Accountants, (FRN No.005455S) as Auditors of the Company and fix their remuneration | Ordinary Resolution       |

5. Shareholders were provided a facility to ask questions or express their views through VC, audio and through chat on the aforesaid resolutions.
6. The Board of Directors had appointed Mr. P Muthukumaran of M/s. P Muthukumaran and Associates as the Scrutinizer to supervise the e-voting process. The Chairperson informed the members that the consolidated results of remote e-voting and e- voting at the Annual General Meeting would be announced within 48 hours from the closure of EGM and shall be intimated to the Stock Exchange and posted on the website of the Company and Central Depository Services Limited.

Kindly take this into your records and acknowledge the receipt.

Thanking you,

Yours sincerely,

**For RITHWIK FACILITY MANAGEMENT SERVICES LIMITED**

**-Sd-**

**RITHWIK RAJSHEKARRAMAN**

**Manging Director**

**DIN: 07836658**