



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 12/11/2018.

Dear Sir/Madam,

Notice is hereby given that the meeting of the Board of Directors of **Rithwik Facility Management Services Limited** will be held on, Monday, 12th November, 2018 at 2:00 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 in the agenda attached with this notice.

Kindly make it convenient to attend the meeting.

Yours faithfully,

(By order of the Board)

For **RITHWIK FACILITY MANAGEMENT SERVICES LIMITED**

(S Jayapandi)

Company Secretary

M.No.A21909

Date: 01-11-2018



AGENDA OF THE BOARD MEETING

AGENDA FOR THE BOARD MEETING OF RITHWIK FACILITY MANAGEMENT SERVICES LIMITED TO BE HELD ON 12TH NOVEMBER, 2018.

AGENDA ITEMS /MATTERS TO BE DISCUSSED AT THE MEETING	
S.No	Items /Matters
1	To take the chair and welcome of Board Members
2	To grant leave of absence
3	To confirm the minutes of last Board Meeting
4	Approval of Accounts for the Half year ended 30 th September, 2018.
5	Addition of Authorised Signatory in Bank Account
6	Any other matter with the permission of the Chair
7	Vote of Thanks

1 To take the chair and welcome of Board Members

Mr.Rithwik Rajshekar Raman appointed as Chairman of the Company in accordance with Articles of Association of the company may take the chair and give welcome speech to the members.

2 To grant leave of absence

The Board is required 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.

3 Confirmation of Minutes of Meeting of Board of Directors

The minutes of the previous meeting of Board of Directors held on 27th August, 2018 is to be read, confirmed and signed by the Chairman of the meeting.

4. Approval of Accounts for the Half year ended 30th September, 2018.

The Chairman is proposed to place before the audited Financial Results ended 30th September, 2018. The Board to consider the same and to pass the following resolution:

"RESOLVED THAT the audited Financial Results for the Half Year ended 30th September, 2018, initialed by the Chairman for the purpose of identification, reproduced hereunder be and are hereby approved.

"RESOLVED FURTHER THAT any Directors of the Company be and are hereby severally authorized to file the necessary forms / returns with the Registrar of Companies, and to do all such acts, deeds and things as may be necessary in connection with the above."

5. Addition of Authorised Signatory to operate Bank Account

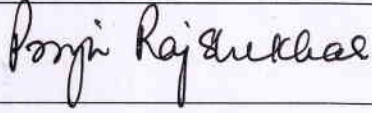
The Chairman proposed the Board about the addition of Mrs. Priya Rajshekar as an Authorised Signatory at Suryoday Small Finance Bank Limited, ("SSFB") at Nanganallur Branch.

Draft Resolution:

RESOLVED THAT Mrs. Priya Rajshekar W/o. Rajashekar, No.54,Beach Road,Kalakshetra Colony,Chennai-is hereby appointed as an authorised signatory in addition to the existing signatories for the company's current Account No.182070000225 at Suryoday Small Finance Bank Limited, ("SSFB") at Nanganallur Branch.

RESOLVED FURTHER THAT Mrs. Priya Rajshekar is also further authorised to sign, execute all deeds, acts and things as may be required in order to operate the above current account of the company."

Specimen Signatures of Authorised Signatory:

Name of Authorized Signatory	Designation	Specimen Signature
Mrs.Priya Rajshekar	Authorized Signatory	

RESOLVED ALSO THAT the copies of the foregoing Resolutions certified to be true copies by the Chairman / Managing Director / Secretary / Directors of the Company be furnished to SSFB and it be requested to act thereon.

6 Any other matter with the permission of the Chair

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

7 Vote of Thanks

To thank the chairman and close the Meeting.

Yours faithfully,

(By order of the Board)

For RITHWIK FACILITY MANAGEMENT SERVICES LIMITED



(S Jayapandi)

Company Secretary

M.No.A21909

Date: 01-11-2018

