



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 07/05/2018.

Dear Sir,

Notice is hereby given that next meeting of the Board of Directors of **Rithwik Facility Management Services Limited** will be held on ,Monday, 7th May, 2018 at 11:00 A.M at Registered Office i.e. RR Tower III, Thiru-Vi-Ka Industrial Estate, Guindy, Chennai -600 032 to transact the business listed in the agenda attached with this notice.

Please find enclosed agenda for the meeting.

Kindly make it convenient to attend the meeting.

Yours faithfully,

For **RITHWIK FACILITY MANAGEMENT SERVICES LIMITED**

(S Jayapandi)

Company Secretary

M.No.A21909

Date: 27/04/2018



AGENDA OF THE BOARD MEETING

AGENDA FOR THE BOARD MEETING OF RITHWIK FACILITY MANAGEMENT SERVICES LIMITED TO BE HELD ON 7TH MAY, 2018.

AGENDA ITEMS /MATTERS TO BE DISCUSSED AT THE MEETING	
S.No	Items /Matters
A. INTRODUCTORY MATTERS	
1	To grant leave of absence
2	To confirm the minutes of last Board Meeting
B. MATTERS FOR NOTING ,DISCUSSION AND APPROVAL	
3	Appointment of an Additional Director(Independent)
4	To consider and approve the resignation of Mr.Narayanasamy Natarajan
5	Approval and adoption of Annual Accounts for the year ending 31 st March,2018.
6	To Take note of circular resolution passed on 27-03-2018.
7	Discussion about new projects and any other matter.
C. OTHER MATTERS	
8	Vote of Thanks



A. INTRODUCTORY MATTERS

Item No:-1 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.

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

The minutes of the previous meeting of Board of Directors held on 29th January, 2018 is to be read, confirmed and signed by the Chairman of the meeting.

B. MATTERS FOR NOTING, DISCUSSION AND APPROVAL

Item No:-3 Appointment of an Additional Director (Independent)

The Board is required to appoint Mr.Jayaraman(DIN- 0008112010) as a independent Director who will hold the office up to the date of ensuing Annual General Meeting. The Board to consider the same and to passé the following resolution:

“RESOLVED THAT pursuant to the provisions of Section 161 and other applicable provisions, if any, of the Companies Act, 2013 and Article 45 of the Articles of Association of the Company, Mr.Jayaraman (DIN- 0008112010) who has consented to act as such, be and is hereby appointed as an additional Director of the Company with immediate effect to hold office till the conclusion of the ensuing Annual General Meeting of the Shareholders of the Company.

“RESOLVED FURTHER THAT Mr.V Niranjan Rao,the 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.”

Item No:-4 To consider resignation of Mr.Narayanasamy Natarajan

"The Board was informed that Mr.Narayanasamy Natarajan has, owing to his personal reasons/commitment, tendered his/her resignation from the post of "Independent Director" w.e.f. 17th March, 2018.

Letter of resignation received from Mr.Narayanasamy Natarajan to be placed at the meeting.

The Board wishes to record its deep appreciation for the contributions of Mr.Narayanasamy Natarajan as "Independent Director" throughout his directorship and also for the significant contributions he has made to the management of affairs of the Company and for the valuable advises he made to the Board from time to time.



The Board to consider his resignation and to pass the following resolution:

“RESOLVED THAT the Board do hereby accept the resignation of Mr. Narayanasamy Natarajan as “Independent Director” of the Company with effect from 17th March, 2018.

RESOLVED FURTHER to record the appreciation of Board for the services rendered by Mr.Narayanasamy Natarajan during his tenure as “Independent Director” of the Company.

RESOLVED FURTHER THAT Mr. V Niranjn Rao, Whole Time Director of the Company be and is hereby severally authorized to file the necessary form with the Registrar of Companies and to do all such acts, deeds and things as may be necessary to give effect to this resolution.”

Item No:- 5 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, 2018 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, 2018 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 Niranjn 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, 2018 together with accounting policies and notes forming part of the accounts were forwarded to M/s.Kalyanasundaram & Associates, Chartered Accountants, to sign the same and for their report thereon.

Item No:-6 To Take note of circular resolution passed on 27-03-2018.

The Board is required to take note of the proposal to open a Current Account with the Suryoday Small Finance Bank Limited. In this regard, the Board is requested to confirm the resolutions passed by circulation on 27-03-2018 as reproduced below and pass the following resolution:



"RESOLVED THAT the Resolutions by circulation passed by the Directors, as per circulation effected on 27th March,2018, as reproduced below and as evidenced by the signed resolutions placed before the meeting be and are hereby confirmed and taken on record."

RESOLVED THAT

1. A Current Account ("Account") in the name of the Company be opened with Suryoday Small Finance Bank Limited, ("SSFB") at Nanganallur Branch and Shri.Rithwik Rajashekar Ramanand Shri.V Niranjan Rao severally be authorised to sign and deliver necessary Application Forms and other Documents therefore and do all acts and deeds as may be required by SSFB in connection with opening / activating the Account and that the Company do accept the terms and conditions applicable for the Current Account as may be contained in the Application Forms and displayed on the website of Bank www.suryodaybank.com ("Website") or any other terms & conditions as may be notified by SSFB from time to time in connection with the provision of products and services offered in respect of the Current Account.

2. SSFB be instructed to accept and credit to the Account all monies deposited with or owing by SSFB on any account or accounts at any time or times, kept or to be kept in the name of the Company and the amount of all cheques, notes, bills, other negotiable instruments, orders or receipt, provided they are endorsed/signed/issued by **Shri. Rithwik Rajashekar Raman** and **Shri. V Niranjan Rao** the Managing Director and Whole Time Director of the Company for the time being, severally on behalf of the Company.

3.SSFB be instructed to honour all cheques, promissory notes, & other instruments drawn by and all bills accepted on behalf of the Company upto the Limit of Rs.2500000 per instrument / bill, so long as the Account being in credit balance or, where overdraft facility is provided by SSFB in respect of the Account, so long as it is within the overdraft limit, and are endorsed/signed/issued by **Shri. Rithwik Rajashekar Raman** and **Shri. V Niranjan Rao** the Managing Director and Whole Time Director of the Company for the time being, severally on behalf of the Company and such signature(s) shall be sufficient authority to bind the Company in all transactions between SSFB and the Company including those specifically referred to herein.

4.The Company do also operate the Account through the mode of Phone Banking, Internet Banking, Email Banking,Debit Card,ATM Card offered by SSFB for operation of the Account from time to time and the following Officials are authorised to operate the Account under different Limits in the manner set out below:

Corporate Internet Banking(CIB)

Name Of the Official (User)	Limit(Rs)		To be approved by Official (approver should be a user in CIB)
	From	To	
Shri. Rithwik Rajashekar Raman	500000	2500000	
Shri.V Niranjan Rao	500000	2500000	



Phone Banking,Email Banking,

Sr.No	Name Of the Official (User)
1	Shri. Rithwik Rajashekar Raman
2	Shri.V Niranjan Rao

ATM Card,Debit Card

Sr.No	Name Of the Official (User)
1	Shri. Rithwik Rajashekar Raman
2	Shri.V Niranjan Rao

and the aforesaid authorised Officials be and are hereby authorised to complete the formalities for applying for and obtaining connected Login id and Password(s)/Debit Cards/ATM Cards, as the case may be, as applicable, to each of the above mode of operations and operate the Account, as per the Limit and in the manner indicated above , as the case may be, and **Shri.Rithwik Rajashekar Raman** and **Shri.V Niranjan Rao** the Managing Director and Whole Time Director of the Company are severally authorised to collect the applications and other documents from authorised Officials, submit the same to SSFB and collect the Login id and Pass- word(s)/ Debit Cards/ATM Cards as the case may be, from SSFB and deliver the same to the respective authorised Officials.

5.The Managing Director / Executive Director / Finance Director of the Company are severally authorised to additionally authorize such other Official(s) to operate the Account in any of the modes indicated above / evaluate and decide on adopting any other mode of operation of the Account that SSFB Bank may offer from time to time & details of every such additional authorization / adoption of mode of operation shall be placed before the next following Meeting of Board of Directors for information.

6.The Company do convey to SSFB that the transactions done under the mode of operations adopted by the Company are binding on the Company not with standing any fraud, negligence, allowing unauthorized use, failure to maintain confidentiality of Login id and / or Password or default on the part of the authorised Official(s) in the operation of the Account and the Company agrees to hold SSFB harmless and its interest protected on execution of every transaction and shall not hold the Bank liable for any such unauthorized or fraudulent transactions.



7. 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.

Item No:-7 Discussion about new projects and any other matter

The Board is required to discuss the possible new Projects in future.

C.OTHER MATTERS

Item No:-8 Vote of Thanks

To thank the chairman and close the Meeting.

Yours faithfully,

For **RITHWIK FACILITY MANAGEMENT SERVICES LIMITED**



(S Jayapandi)

Company Secretary

M.No.A21909

Date: 27/04/2018

