**TO**

**THE MEMBERS OF**

**EMTEX ENGINEERING PRIVATE LIMITED**

**NOTICE & AGENDA**

Dear Members,

**NOTICE** is hereby given that the 7th Annual General Meeting of **EMTEX ENGINEERING PRIVATE LIMITED** will be held at the registered office of the company situated at **Khasra No. 401 & 402, 1st Floor, Near Kaluram Market, Ghitorni, New Delhi, South West, DL-110030, India** on **Friday, September 28, 2018 at 5.25 P M at shorter notice.** The Agenda for this meeting is as follows:

**ORDINARY BUSINESS:**

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| **Item No.** | **Agenda Item** | **Page No.** |
| **1.** | **To receive, consider and adopt the audited Financial Statements for the financial year ended 31st March, 2018, Reports of Board of Directors and Auditors thereon** |  |
| **2.** | **To fix the remuneration of M/s. S.R Batliboi & Co, LLP, Chartered Accountants**  **FRN: (301003E) statutory auditors of the company** |  |

**By Order of the Board**

Date: 28.09.2018 **SWATI GUPTA**

Place: New Delhi **(Whole Time Director)**

**DIN : 00231260**

**Address : A-4/1, 2nd Floor, Vasant Vihar-1,**

**South West Delhi, Delhi 110057 DL, India**

**NOTES:**

1. **A MEMBER ENTITLED TO ATTEND AND VOTE** **AT THE ANNUAL GENERAL MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF/HERSELF, AND THAT A PROXY NEED NOT BE A MEMBER OF THE COMPANY. PROXIES TO BE EFFECTIVE MUST BE RECEIVED BY COMPANY NOT LESS THAN 48 HOURS BEFORE THE COMMENCEMENT OF THE MEETING. A PERSON CAN ACT AS A PROXY ON BEHALF OF MEMBERS NOT EXCEEDING FIFTY.**
2. **A MEMBER HOLDING MORE THAN TEN PERCENT OF THE TOTAL SHARE CAPITAL OF THE COMPANY CARRYING VOTING RIGHTS MAY APPOINT A SINGLE PERSON AS PROXY, PROVIDED THAT THE PERSON DOES NOT ACT AS PROXY FOR ANY OTHER MEMBER**
3. Corporate members intending to send their authorized representatives to attend the meeting are requested to send to the Company a certified copy of the Board resolution authorizing their representative to attend and vote on their behalf at the meeting.
4. Only bonafide members of the Company whose names appear on the Register of Members/Proxy holders, in possession of valid attendance slips duly filled and signed will be permitted to attend the meeting. The Company reserves its right to take all steps as may be deemed necessary to restrict non-members from attending the meeting
5. In order to enable us to register your attendance at the venue of the Annual General Meeting, we request you to bring your folio number to enable us to give you a duly filled attendance slip for your signature and participation at the meeting.
6. Members holding shares in single name and in physical form are advised to make nomination in respect of their shareholding in the Company. The Nomination Form SH-13 prescribed by the requested to write to us at least ten (10) days before the meeting to enable us to keep the information ready.
7. The Registers under the Companies Act, 2013 will be available for inspection at the Registered Office of the Company during business hours between 11.00 am to 1.00 pm on all working days except on holidays. The said Registers will also be available for inspection by the members at the AGM.
8. The notice of the Annual General Meeting along with the Annual Report 2017-18 is being sent by electronic mode to those members whose e-mail addresses are registered with the Company, unless any member has requested for a physical copy of the same. For members who have not registered their e-mail addresses, physical copies are being sent by the permitted mode.

**On the letter head of company**

**ATTENDANCE SLIP**

**ANNUAL general meeting**

I /we hereby record my/our presence at the 7th ANNUAL general meeting of the Company being held on Friday, the 28th day of September, 2018 at 5:25 P.M. at the registered office of the company situated at Khasra No. 401 & 402, 1st Floor, Near Kaluram Market, Ghitorni, New Delhi, South West, DL-110030, India

|  |  |  |
| --- | --- | --- |
| SNO. | Name of the Members | Signature |
|  |  |  |

Notes:

1. Sign this attendance slip and hand it over at the attendance verification counter at the entrance of meeting hall.
2. Bodies Corporate, whether a company or not, who are members, may attend through their authorised representatives appointed under Section 113 of the Companies Act, 2013. A copy of authorization should be deposited with the Company.

Verified by the Chairman of the meeting.

**SWATI GUPTA**

(Whole Time Director)

DIN: 00231260

Address: **A-4/1, 2nd Floor, Vasant Vihar-1,**

**South West Delhi, Delhi 110057 DL, India**

Date: 28/09/2018

Place: New Delhi

**FORM NO. MGT 11**

**PROXY FORM**

[Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies (Management and Administration), Rules, 2014

CIN: U29100DL2011PTC226038

Name of the Company: EMTEX ENGINEERING PRIVATE LIMITED

Registered Office: Khasra No. 401 & 402, 1st Floor, Near Kaluram Market, Ghitorni, New Delhi, South West, DL-110030, India

|  |
| --- |
| Name of the Member(s):-  Registered Address:-  E-mail ID:-  Folio No/Client Id:  DP ID:- |

I/We, being the member (s) of.....................Shares of the above named Company, hereby appoint

1. Name:

Address:

E-mail id:

Signature................. or failing him

1. Name:

Address:

E-mail id:

Signature................. or failing him

1. Name:

Address:

E-mail id:

Signature................. or failing him

As my/our proxy to attend and vote (on a poll) for me /us and on my/ our behalf at the 7th ANNUAL General Meeting of the Company to be held on Friday, the 28th day of September, 2018 at 5:25 P.M. at Khasra No. 401 & 402, 1st Floor, Near Kaluram Market, Ghitorni, New Delhi, South West, DL-110030, India and at any adjournment thereof in respect of such resolutions as are indicated below:

Resolution:-

1. To receive, consider and adopt the audited Financial Statements for the financial year ended 31st March, 2018, Reports of Board of Directors and Auditors thereon
2. To fix the remuneration of M/s. S.R Batliboi & Co, LLP, Chartered Accountants

FRN: (301003E) statutory auditors of the company

Signed this…………………day of………..2018

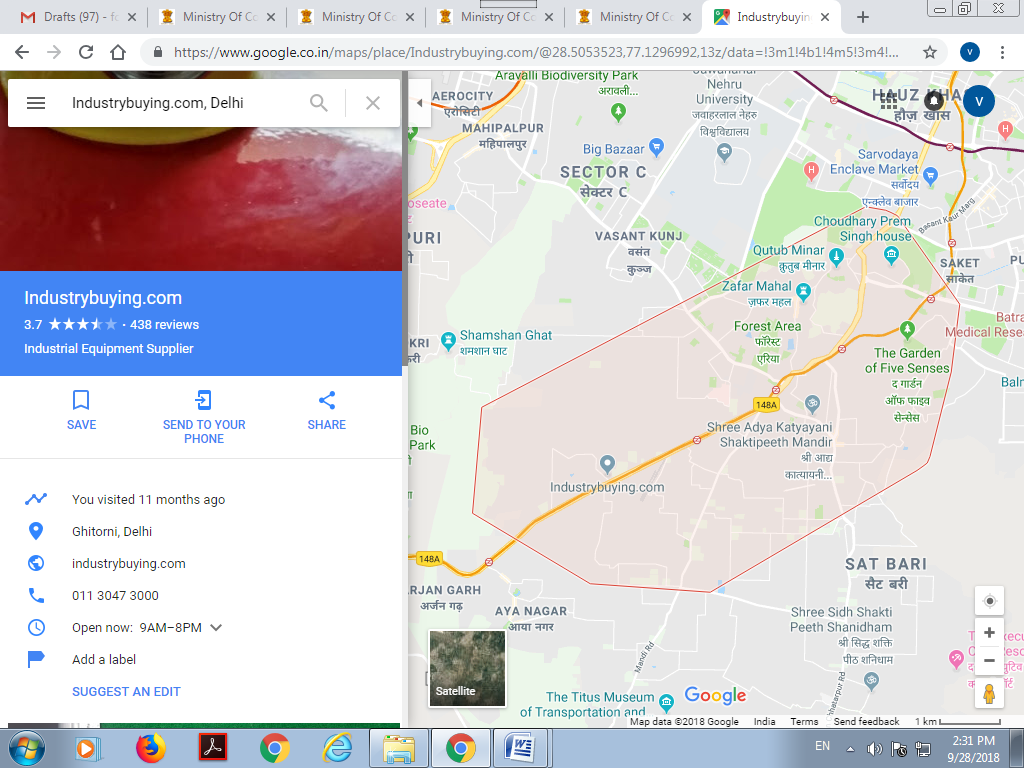
|  |
| --- |
| Affix Revenue Stamp |

Signature of Shareholder:

Signature of Proxy holder(s) :

**Note: This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company, not less than 48 hours before the commencement of the Meeting.**

**Route Map**

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