

**TO
THE MEMBERS OF
EMTEX ENGINEERING PRIVATE LIMITED**

NOTICE & AGENDA

Dear Members,

NOTICE is hereby given that the 8th 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 **Monday, September 30, 2019 at 5.25 P M at shorter notice**. The Agenda for this meeting is as follows:

ORDINARY BUSINESS:

Item No.	Agenda Item	Page No.
1.	To receive, consider and adopt the audited Financial Statements for the financial year ended 31st March, 2019, 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: 30.09.2019

Place: New Delhi

SWATI GUPTA

(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. 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. 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.
7. The notice of the Annual General Meeting along with the Annual Report 2018-19 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.