

NOTICE

To,

**All Shareholders;
Board of Directors; and
Statutory Auditors of the Company**

Notice is hereby given that the 09th Annual General Meeting of the Members of **Adroitec Engineering Solutions Private Limited** will be held on **Friday, the 25th day of September, 2020 at 11.30 A.M. by Video Conferencing through Zoom Call at A-43A, Shop No. 3, Panchsheel Vihar Malviya Nagar, New Delhi - 110017 (Deemed address)**, to transact the following business:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Financial Statements for the Financial Year ended March 31, 2020, together with the Reports of the Board of Directors' and Auditors' thereon.
2. **Re-appointment of M/s MJMJ & Associates LLP, Chartered Accountants (FRN: 027706N/C400013), retiring auditors of the Company.**

To consider and if thought fit, to pass with or without modification(s), the following resolution as an **Ordinary Resolution**:

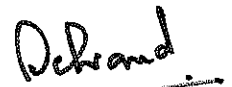
“RESOLVED THAT pursuant to the provisions of Section 139 and other applicable provisions, if any, of the Companies Act, 2013, read with rules made there under, M/s MJMJ & Associates LLP, Chartered Accountants (FRN: 027706N/C400013), retiring auditors of the Company, be and are hereby re-appointed as Statutory Auditors of the Company, to hold office from the conclusion of 09th Annual General Meeting until the conclusion of the 10th Annual General Meeting of the Company, at such remuneration plus service tax, out-of-pocket expenses etc., as may be mutually agreed between the Board of Directors of the Company and the Auditors.”

Place: Noida

Date: 27.08.2020

By order of the Board

For Adroitec Engineering Solutions Private Limited



**Saroop Chand
Director**

DIN: 01495222

**Address: 298, RPS Flats, Sheikh Sarai
Phase -I, New Delhi-110017**

NOTES:

1. A member entitled to attend and vote is entitled to appoint one or more proxy (ies) to attend and vote on poll at the meeting instead of himself/herself and the proxy need not be a member. An instrument appointing a proxy, i.e. Form MGT-11 (Enclosed), in order to be valid /effective must be duly filled in all respects and should be lodged with Company at its registered office at least 48 hours before the commencement of the meeting.

A person appointed as a Proxy shall act on behalf of such number of Member(s) not exceeding Fifty and holding in the aggregate not more than 10% of the total share capital of the Company, carrying voting rights. Further, 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 and such person shall not act as proxy for any other person or shareholder.

2. Members and Proxies should bring the attendance slip duly filled for attending the meeting. Bodies Corporate members are requested to send a certified copy of the board resolution authorizing their representative/s to attend and vote at the meeting pursuant to provisions of section 113 of the Companies Act, 2013.
3. Members are requested to notify change in address, if any, immediately to the Company.
4. Members who have not registered their e-mail addresses so far are requested to register their e-mail address for receiving all communication including Annual Report, Notices, Circulars and other communications from the Company electronically.
5. The Register of Director's and their Shareholding, Register of Contracts with related Party and contracts and Bodies in which directors are interested and Resister of Proxies would be available for Inspection by the Members at the meeting.

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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: U72200DL2011PTC216900

Name of the Company: Adroitec Engineering Solutions Private Limited

Registered office: A-43A, Shop No. 3, Panchsheel Vihar Malviya Nagar, New Delhi - 110017

Name of the Member(s):
Registered address:
E-mail Id:
Folio No/ Clint Id:
DP ID:

I/ We being the member(s) ofShares of the above named company, hereby appoint:

1. Name:

Address:

E-mail Id:

Signature:, or failing him/her

2. Name:

Address:

E-mail Id:

Signature:, or failing him/her

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 09

th Annual General Meeting of the Company, to be held on Friday, the 25th day of September, 2020 at 11.30 A.M. by Video Conferencing through Zoom Call at A-43A, Shop No. 3, Panchsheel Vihar Malviya Nagar, New Delhi - 110017 (Deemed address), and at any adjournment thereof in respect of resolutions as are indicated below:

Resolution No.

S.No	Resolution	For	Against
1.	Adoption of Audited Financial Statements for the Financial Year ended March 31, 2020, together with the Reports of the Board of Directors' and Auditors' thereon.		

2.	Re-appointment of M/s MJMJ & Associates LLP, Chartered Accountants (FRN: 027706N/C400013), retiring auditors of the Company.		
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Signed this day of..... 2020

Signature of Shareholder

Signature of Proxy holder(s)

Affix
Revenue
Stamp

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.

ATTENDANCE SLIP

ADROITEC ENGINEERING SOLUTIONS PRIVATE LIMITED

CIN: U72200DL2011PTC216900

Regd. Office: A-43A, Shop No. 3, Panchsheel Vihar Malviya Nagar, New Delhi - 110017

09TH ANNUAL GENERAL MEETING

Name of Member/Proxy (In Block Letters):.....

Registered Folio No.:.....

No. of Shares held:.....

I/We certify that I am a Member/proxy for the member(s) of the Company.

I/We hereby record my presence at the 09th Annual General Meeting of the Company being held on Friday, the 25th day of September, 2020 at 11.30 A.M. by Video Conferencing through Zoom Call at A-43A, Shop No. 3, Panchsheel Vihar Malviya Nagar, New Delhi - 110017 (Deemed address).

Signature of the Member/Proxy

NOTE:

Please fill up this Attendance Slip and hand it over at the entrance of the meeting hall.