

**NOTICE OF 4<sup>TH</sup> ANNUAL GENERAL MEETING ("AGM")**

**NOTICE** is hereby given that the **4<sup>th</sup> Annual General Meeting ("AGM")** of **Gipskarton India Private Limited** is scheduled to be held on **Monday, 29<sup>th</sup> day of November, 2021** at **02:00 P.M.** at the Registered Office of the Company situated at **405, D- Mall, A1, Netaji Subhash Place, Pitam Pura, New Delhi-110034** in order to transact the following business(es):-

**ORDINARY BUSINESS:-**

1. To receive, read, consider and approve, the Audited Financial Statements of the Company for the Financial Year ended 31<sup>st</sup> March, 2021 including Balance Sheet, Statement of Profit and Loss and Cash Flow Statement as on that date and the Reports of the Statutory Auditors and the Board of Directors thereon.

**By the order of the Board  
For Gipskarton India Private Limited**



**Mohit Gupta  
Director  
DIN: 02366798**

**Date: 22/10/2021**  
**Place: New Delhi**  
**Reg. office: 405, D-Mall, A1,**  
**Netaji Subhash Place, Pitam Pura, New Delhi-110034**  
**Email Id: [gipskartonindiapvtltd@gmail.com](mailto:gipskartonindiapvtltd@gmail.com)**  
**Phone: 011-45824477**  
**CIN: U36999DL2017PTC315260**

**NOTES:**

**1. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE 4<sup>TH</sup> ANNUAL GENERAL MEETING ('AGM') MAY APPOINT A PROXY TO ATTEND AND VOTE ON HIS/HER BEHALF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY. THE INSTRUMENT APPOINTING PROXY IN ORDER TO BE EFFECTIVE SHOULD BE DEPOSITED AT REGISTERED OFFICE OF THE COMPANY OR BY EMAIL AT [GIPSKARTONINDIAPVTLTD@GMAIL.COM](mailto:GIPSKARTONINDIAPVTLTD@GMAIL.COM) DULY COMPLETED AND SIGNED NOT LESS THAN FORTY EIGHT (48) HOURS BEFORE THE COMMENCEMENT OF THE MEETING. A BLANK PROXY FORM IS ENCLOSED HEREWITH.**

**FURTHER A PERSON CAN ACT AS PROXY ON BEHALF OF MEMBERS NOT EXCEEDING FIFTY (50) AND HOLDING IN THE AGGREGATE NOT MORE THAN TEN PERCENT (10%) OF THE TOTAL SHARE CAPITAL OF THE COMPANY CARRYING VOTING RIGHTS PROVIDED THAT A MEMBER HOLDING MORE THAN TEN PERCENT (10%) 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. Only bona fide Members of the Company whose names appear on Register of Members and in possession of valid attendance slips (as attached herewith) duly filled and signed will be permitted to attend the 4<sup>th</sup> Annual General Meeting. The Company reserves its right to take steps as may be deemed necessary to restrict non-members from attending the Meeting.

3. In order to support the Green Initiative, the Members who have not yet registered their e-mail address (es) with the Company are requested to do so to receive all the communications from the Company in electronic form.

4. To avoid any fraudulent transaction (s) or discrepancy, Members are advised to inform of any change in postal address immediately to the Company to receive the communications addressed to them effectively.

5. In the context of COVID-19 Pandemic, the Company is convening its 4<sup>th</sup> Annual General Meeting with following precautions and safety measures:-

(i) Entry to the Meeting venue shall be regulated by thermal screening. The person feeling symptoms of cold, cough or fever is requested not to attend the Meeting himself and exercise his right to vote through proxy.

(ii) Wearing of face-mask shall be mandatory at all times at the Meeting venue.

(iii) Attendees will be required to clean their hands on frequent basis with alcohol based sanitiser made available at Meeting venue.

(iv) Attendees shall be requested to follow social distancing guidelines as prescribed by the Central/State Government at the Meeting venue.

(v) The Company will not be providing any beverages or refreshments (except water bottles) at the Meeting venue.

6. The Register of Members and Share Transfer Books will remain closed from 25/11/2021 to 29/11/2021 (both days inclusive) pursuant to Section 91 of the Companies Act, 2013.

7. The following registers shall be available for inspection by the Members at 4<sup>th</sup> Annual General Meeting of the Company:-

(i) The Register of Directors and Key Managerial Personnel (KMP) and their Shareholding maintained under Section 170 of the Companies Act, 2013

(ii) The Register of Contracts or Arrangement in which Directors are interested maintained under Section 189 of the Companies Act, 2013.

(iii) The Register of Members and Share Transfer Books.

**8.** As per Section 72 of the Companies Act, 2013, members can nominate a person in respect of all the shares held by them singly or jointly. Members holding shares in physical form can avail the nomination facility by filling Form No. SH-13 induplicate with the Company.

**9.** Members desiring any information/clarification on the Financial Statements or any other information related to the working of the Company are requested to write to the Company in advance at least seven (7) days before the date of Meeting at the Registered office of the Company or by e-mail at [gipskartonindiapvtltd@gmail.com](mailto:gipskartonindiapvtltd@gmail.com), so as to keep the information ready at the time of AGM. Even those members who are unable to attend the AGM may also send their queries to the Company.

**10.** All the documents referred to in the accompanying notice will be available for inspection by the Members at the Registered Office of the Company during business hours of the Company between 10:00 A.M. and 06:00 P.M. on all working days (except Sundays and Public Holidays) up to the date of 4<sup>th</sup> Annual General Meeting of the Company and also during the continuation of the Meeting.