

EMBASSY SERVICES PRIVATE LIMITED

(Formerly known as Embassy Property Services Private Limited)

CIN: U70102KA2006PTC038910

Regd. Office: 1st Floor, Embassy Point, 150 Infantry Road, Bangalore – 560 001

Tel. No: 080 49030000 Fax No: 080 49030046 Email: secretarialteam@embassyindia.com

Website: <https://embassyservices.in/>

NOTICE

NOTICE is hereby given that the 17th Annual General Meeting of members of Embassy Services Private Limited (CIN: **U70102KA2006PTC038910**) will be held on Saturday, 30th September 2023 at 11:00 A.M. at the registered office of the Company at 1st Floor, Embassy Point, 150, Infantry Road, Bengaluru – 560 001, Karnataka, India to transact the following business:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Balance Sheet as at March 31, 2023, statement of Profit & Loss and the Cash Flow Statement of the Company for the year ended on that date and the Reports of the Board of Directors and Auditors thereon.

SPECIAL BUSINESS:

2. **Appointment of Cost Auditor for the FY 2023-24 and fix their remuneration:**

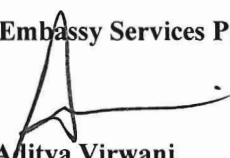
To consider, and if thought fit, to pass, the following resolution as an **ORDINARY RESOLUTION**:

“**RESOLVED THAT** pursuant to Section 148 and all applicable provisions of the Companies Act, 2013, the Companies (Audit and Auditors) Rules, 2014 and the Companies (Cost Records and Audit) Rules, 2014 (including any statutory modification(s), amendment(s) or re-enactment(s) thereof for the time being in force), the remuneration payable to M/s. Starp & Associates, Cost Accountants, Chennai (Firm Registration No.: 004143), appointed as the Cost Auditors of the Company, to conduct an audit of the cost records of the Company for the Financial Year ending on March 31, 2024, at Rs. 75,000/- (Rupees Seventy-Five Thousand Only) and reimbursement of out-of-pocket expenses, be and is hereby approved.”

“**RESOLVED FURTHER THAT** the Directors of the Company be and are hereby severally authorized to take all such steps, as may be necessary, proper or expedient, to give effect to this resolution and to do all such acts, deeds, matters and things as may be incidental thereto.”

By the order of the Board of the Directors

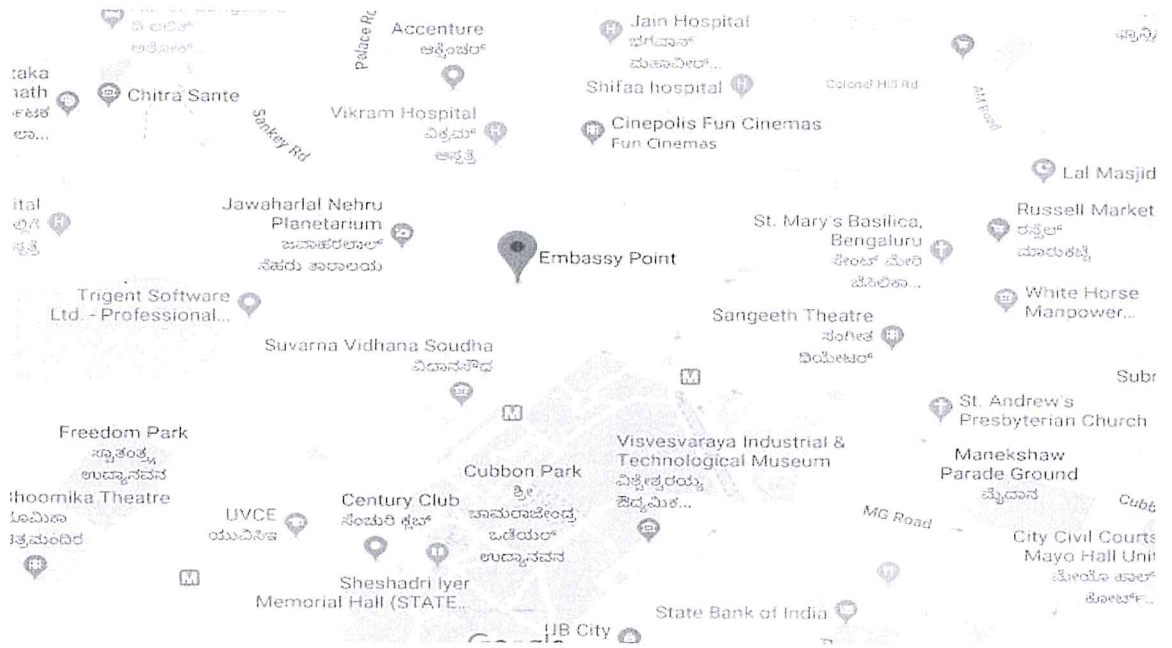
For Embassy Services Private Limited


Aditya Virwani
Director
06480521

Place: Bengaluru
Date: 29/09/2023

NOTES:

1. A member entitled to vote is entitled to appoint a proxy to attend and vote instead of him / her and a proxy need not be a member of the Company.
2. Proxies, in order to be valid shall be lodged, duly executed with the Company at its Registered Office at least forty-eight hours before the commencement of the meeting.
3. Members are requested to promptly notify any change in their postal address/ E-mail address to the Registered Office of the Company.
4. Members/Proxies should bring the attendance slip duly filled in and signed for attending the Meeting.
5. Corporate Members intending to send their authorized representatives to attend the Annual General Meeting (AGM) are requested to send a certified copy of the Board Resolution/Authority Letter authorizing their representative to attend and vote on their behalf at the Meeting
6. Members are requested to notify immediately any change in their addresses and/or the Bank Mandate details to the Company's Registrars and Share Transfer Agents, or shares held in physical form and to their respective Depository Participants (DP) for shares held in electronic form.
7. Necessary documents shall be available for inspection at any time during the working hours from Monday to Friday at the Registered Office of the Company.
8. An Explanatory statement pursuant to Section 102 of the Companies Act, 2013 is annexed hereto.
9. The route map showing direction to reach the venue of the AGM is given below.



EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013:

Ordinary Resolution under Item No. 2:

The Board of Directors of the Company, at its Meeting held on September 12, 2023, has appointed M/s. Starp & Associates, Cost Accountants, Chennai (Firm Registration No.: 004143) as the "Cost Auditors" of the Company for the Financial Year (F.Y.) 2023-24, pursuant to Section 148 and other applicable provisions of the Companies Act, 2013 ("the Act"), the Companies (Audit and Auditors) Rules, 2014 and the Companies (Cost Records and Audit) Rules, 2014. The remuneration of Rs. 75,000/- (Rupees Seventy-Five Thousand Only), and reimbursement of out-of-pocket expenses, if any, payable to the Cost Auditors has been approved by the Board of Directors. Pursuant to Rule 14 of the Companies (Audit and Auditors) Rules, 2014, payment of such remuneration to the Cost Auditors shall require subsequent ratification by the Members. Hence, this Ordinary Resolution at Item No. 2 is placed for the consideration and approval by the Members.

None of the Directors, Key Managerial Personnel of the Company or their relatives is in any way, concerned or interested, financially or otherwise, in the aforementioned resolution.

The Board recommends the Ordinary Resolution set forth in Item No. 2 for approval of the Members.

By the order of the Board of the Directors

For Embassy Services Private Limited


Aditya Virwani
Director
06480521

Place: Bengaluru
Date: 29/09/2023

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 : U70102KA2006PTC038910

Name of the Company : Embassy Services Private Limited

Registered Office : 1st Floor, Embassy Point, 150 Infantry Road, Bangalore – 560001

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
2. Name :
Address :
E-mail Id :
Signature :, or failing him

as my/our proxy to attend and vote (on poll) for me/us and on my/our behalf at the 17th Annual General Meeting of the company, to be held on Saturday, 30th September 2023 at 11.00 A.M. at 1st Floor, Embassy Point, 150 Infantry Road, Bangalore - 560001, and at any adjournment thereof in respect of such resolutions as are indicated below:

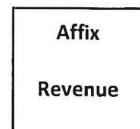
Resolution No.:

1. To receive, consider and adopt the Audited Balance Sheet as at March 31, 2023, Statement of Profit & Loss and the Cash Flow Statement of the Company for the year ended on that date and the Reports of the Board of Directors and Auditors thereon.
2. Appointment of Cost Auditor for F.Y 2023-24 and fix their remuneration.

Signed this day of 2023

Signature of Shareholder

Signature of Proxy holder



Note:

- a) Revenue Stamp to be affixed on this form.
- b) 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.

ATTENDENCE SLIP

Embassy Services Private Limited

Registered Office: 1st Floor, Embassy Point, 150 Infantry Road, Bangalore – 560001

Please complete this Attendance Slip and hand it over at the entrance of the place of the meeting

Folio No. _____

Client ID No. _____

Name of the Shareholder/Proxy _____

Address _____

No. of shares held _____

I hereby record my presence at the 17th Annual General Meeting of the Company held at 1st Floor, Embassy Point, 150 Infantry Road, Bangalore - 560001, on Saturday, 30th September 2023 at 11.00 A.M.