



## **NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that the Annual General Meeting of the Members of Mitrata Inclusive Financial Services Private Limited (the 'Company') will be held at shorter notice on Tuesday, September 29, 2020, at 03.00 P.M. at Corporate office of the Company situated at V29/11A, DLF Phase-III, Gurugram, Haryana-122002 to consider and transact the following business:

### **ORDINARY BUSINESS:**

#### **ITEM NO. 01**

**To receive, consider and adopt the Audited Balance Sheet and the Statement of Profit and Loss Account for the year ended March 31, 2020 and the Reports of Directors and Auditors thereon.**

**“RESOLVED THAT** the Audited Accounts and the Balance Sheet as at 31st March, 2020, together with the Auditor’s Report thereon and the Directors’ Report, be and are hereby received, considered and adopted.”

#### **ITEM NO.02**

**To appoint M/s. R Gopal & Associates, Chartered Accountants as statutory auditors of the Company and to fix their remuneration.**

**“RESOLVED THAT** pursuant to provisions of Section 139, 142 and other applicable provisions of the Companies Act, 2013, if any, read with the Companies (Audit & Auditors) Rules, 2014, including any statutory enactment or modification thereof, M/s. R Gopal & Associates, Chartered Accountant, (FRN 000846C) be and is hereby appointed as the Statutory Auditors of the Company and to hold the office from the conclusion of this Annual General Meeting till the conclusion of the Annual General Meeting to be held in financial year 2023, on such remuneration, including out of pocket expenses and other expenses, as may be mutually agreed by and between the Board of Directors and the Auditor.

**RESOLVED FURTHER THAT** pursuant to the applicable provisions of Reserve Bank of India (“RBI”) and Companies Act, 2013 the consent of the members be and is hereby given to change the Statutory Auditors Firm partner for signing the balance sheet of the Company for financial year 2020-2021.

**RESOLVED FURTHER THAT** to give effect to the above resolution, Board of Directors of the Company be and is hereby authorised for and on behalf of the Company to take all necessary steps and to do all such acts, deeds, matters and things which may deem necessary in this behalf including issuing the letter to the statutory auditor for the partner rotation for signing the balance sheet.”

**By Order of the Board of Directors  
For Mitrata Inclusive Financial Services Private Limited**

**Date: September 07, 2020  
Place: Gurgaon**

**Sd/-**

**Ritika Agarwal  
Company Secretary  
Address: V29/11A, DLF Phase-III, Gurugram-122002**



**NOTES:**

1. MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE ON A POLL INSTEAD OF HIMSELF AND SUCH PROXY NEED NOT BE A MEMBER OF THE COMPANY. THE INSTRUMENT APPOINTING PROXY, IN ORDER TO BE EFFECTIVE MUST BE LODGED WITH THE REGISTERED OFFICE OF THE COMPANY NOT LATER THAN 48 HOURS BEFORE THE COMMENCEMENT OF THE MEETING. A PROXY FORM IS ENCLOSED AT THE END OF THE ANNUAL REPORT.
2. The annual report for the year ended 31 March 2020 containing inter-alia, the directors' report, auditors' report and the audited financial statements are enclosed.
3. Members/proxies attending the meeting are requested to bring their copy of AGM notice to the meeting and attendance slip duly signed to avoid inconvenience.
4. Corporate members intending to send their authorized representatives to attend the meeting are requested to send to the company a certified true copy of the board resolution authorizing their representative to attend and vote on their behalf at the meeting.
5. Queries at the AGM: Queries proposed to be raised at the Annual General Meeting may be sent to the company at its registered office at least seven days prior to the date of AGM to enable the management to compile the relevant information to reply the same in the meeting.
6. Address change intimation: members are requested to intimate change in their address, if any, immediately to the company.
7. For convenience of the members and proper conduct of the meeting, entry to the meeting venue will be regulated by attendance slip, which is enclosed with this annual report. Members are requested to sign at the place provided on the attendance slip and hand it over at the registration counter of the venue.
8. Documents referred to in the notice and explanatory statement are open for inspection by the members at the corporate office of the company on all working days Monday to Saturday (except Second and fourth Saturday) between 11:00 a.m. to 6:00 p.m. upto the date of the annual general meeting and will also be available for inspection at the meeting.

**By Order of the Board of Directors  
For Mitrata Inclusive Financial Services Private Limited**

**Date: September 07, 2020  
Place: Gurgaon**

**Sd/-**

**Ritika Agarwal  
Company Secretary  
Address: V29/11A, DLF Phase-III, Gurugram-122002**



**ATTENDANCE SLIP**

**ANNUAL GENERAL MEETING ON SEPTEMBER 29, 2020 AT 03:00P.M. AT THE CORPORATE OFFICE  
OF THE COMPANY**

I/We..... R/o..... hereby record my/our presence at the Annual General Meeting of the Company on Tuesday, 29<sup>th</sup> day of September, 2020 at 03.00 P.M at V-29/11A, DLF Phase-III, Gurugram, Haryana-122002.

DPID * :	Folio No. :
Client Id * :	No. of Shares :

\* Applicable for investors holding shares in electronic form.

**Signature of shareholder(s)/proxy**

**Note:**

1. Please fill this attendance slip and hand it over at the entrance of the hall.
2. Please complete the Folio / DP ID-Client ID No. and name, sign this Attendance Slip and hand it over at the Attendance Verification Counter at the ENTRANCE OF THE MEETING HALL.



**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	U74899DL1985PTC020900
Name of the company	Mitrata Inclusive Financial Services Private Limited
Registered Office	432, 4 <sup>th</sup> Floor, Somdutt Chambers-II, Bhikaji Cama Place, New Delhi-110066
Name of the Member(s)	
Registered Office	
E-mail Id	
Folio No /Client ID	
DP ID	

I/We \_\_\_\_\_ being a Member/Members of \_\_\_\_\_ shares of Mitrata Inclusive Financial Services Private Limited hereby appoint

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Emil Id: \_\_\_\_\_

Signature: \_\_\_\_\_

as my /our proxy to attend for me / us and on my / our behalf at the Annual General Meeting of the Company to be held on Tuesday, September 29, 2020, at 3:00 p.m. at the corporate office of the company at V29/11A, DLF Phase-III, Gurugram-122002 and at any adjournment(s) thereof in respect of such resolutions as are indicated below:

<b>S.No</b>	<b>Ordinary Resolution</b>	<b>For*</b>	<b>Against*</b>
1.	To receive, consider and adopt the Audited Balance Sheet and the Statement of Profit and Loss Account for the year ended March 31, 2020 and the Reports of Directors and Auditors thereon.		
2.	To appoint M/s. R Gopal & Associates, Chartered Accountants (FRN. 000846C) as statutory auditors of the Company and to fix their remuneration.		



as my/ our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the Annual General Meeting of the company, to be held on Tuesday, September 29<sup>th</sup> , 2020 at 03:00 p.m. at the corporate office of the Company situated at V29/11A, DLF Phase-III, Gurugram, Haryana-122002 and at any adjournment thereof in respect of such resolutions as are indicated below:

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2020

Signature of Member \_\_\_\_\_

Signature of proxy holder \_\_\_\_\_

Affix Re.1/- Revenue Stamp
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Note:

1. The proxy form should be signed by the member across the stamp.
2. A member intending to appoint a proxy should complete the Proxy Form and deposit it at the Company's Registered Office, at least 48 hours before the meeting.
3. \*It is optional to put "X" in the appropriate column against the resolution indicated in the box.

### Route Map

