

NOTICE OF THE ANNUAL GENERAL MEETING

NOTICE is hereby given that the 13TH ANNUAL GENERAL MEETING ('AGM') of HCIL COMTEL Private Limited (Formerly known as HCIL Comtel Limited) will be held at a Shorter Notice on Wednesday, 30th September 2020 at 10.00 a.m. at the registered office of the Company at 1, Shivji Marg, Westend Greens, N.H-8, New Delhi-110037 to transact the following business: -

ORDINARY BUSINESS:

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

1. To receive, consider and adopt the audited financial statements of the Company for the financial year ended March 31, 2020 together with the reports of the Directors' and Auditors' thereon of the Company for the financial year ended March 31, 2020.

"RESOLVED THAT the audited financial statements of the Company for the financial year ended March 31, 2020 together with the reports of the Directors' and Auditors' thereon for the financial year ended March 31, 2020 be and are hereby received, considered and adopted."

By order of the Board
HCIL Comtel Private Limited
(Formerly known as HCIL Comtel Limited)



Pranav Roach
Director
DIN: 00017425

Place : New Delhi
Date : September 21, 2020

NOTES:

1. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND ON A POLL ONLY TO VOTE INSTEAD OF HIMSELF. PROXY NEED NOT BE A MEMBER OF THE COMPANY. PROXY FORM (ATTACHED) IN ORDER TO BE EFFECTIVE MUST BE RECEIVED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN 48 HOURS BEFORE THE MEETING, DULY COMPLETED.**
2. Corporate members are requested to send to the registered office of the company a duly certified copy of the board resolution, pursuant to section 113 of the Companies Act, 2013, authorizing their representative to attend and vote at the general meeting.
3. The Register of Directors and Key Managerial Personnel and their shareholding, Register of Contracts or Arrangements in which Directors are interested and documents referred to in the notice, if any, are open for inspection at the Registered Office of the Company on all working days (Monday to Friday) between 11.00 a.m. and 1.00 p.m. upto the date of AGM.

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: U32204DL2007PTC168125

Name of the Company: HCIL COMTEL Private Limited

Registered office: 1, Shivji Marg, Westend Greens, NH-8, New Delhi - 110037

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;

3. Name: Address:

E-mail Id: Signature:

as my / our proxy to attend and vote (on a poll) for me / us and on my / our behalf at the 13th Annual General Meeting of the Company, to be held on Wednesday, September 30, 2020 at 10.00 a.m. at the registered office of the Company at 1, Shivji Marg, Westend Greens, NH-8, New Delhi - 110037 and at any adjournment thereof in respect of such resolutions as are indicated below:

Sl. No.	Resolutions
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1	To receive, consider and adopt the audited financial statements of the Company for the financial year ended March 31, 2020 together with the reports of the Directors' and Auditors' thereon of the Company for the financial year ended March 31, 2020.
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Affix the
revenue
stamp

Signed this day of

Signature of Shareholder

Signature of Proxy holder(s)

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.

AGM OF HCIL COMTEL PRIVATE LIMITED ON WEDNESDAY, SEPTEMBER 30, 2020 AT 10.00 AM

PLEASE COMPLETE THIS ATTENDANCE SLIP AND HAND IT OVER AT THE ENTRANCE
OF THE MEETING HALL

Name	
Address	
Folio No./D.P ID No.#	
Client ID No.#	
No of Equity shares held	
Name of the proxy holders/ Authorized representative*	

Applicable for shareholders holding shares in dematerialized form

* To be filled in by proxy in case he/she attends instead of the equity shareholder

I/We hereby record my/our presence at the 13th Annual General Meeting of the members of HCIL Comtel Private Limited, on Wednesday, September 30, 2020 at 10:00 a.m. at the registered office of the Company at 1, Shivji Marg, Westend Greens, NH-8, New Delhi-110037.

Signature of the Shareholder/proxy
holders/ Authorized Representative

NOTES:

1. Please fill this attendance slip and hand it over at the entrance of the Hall.
2. Members/Proxy Holders/ Authorized Representatives are requested to show their Photo ID Proof for attending the Meeting.
3. Authorized Representatives of Corporate Member(s) shall produce proper authorization issued in their favor.

Route Map for reaching to the HCIL COMTEL Private Limited venue of the Annual General Meeting

