

NOTICE OF THE ANNUAL GENERAL MEETING

SHORTER NOTICE IS HEREBY GIVEN THAT THE 17TH ANNUAL GENERAL MEETING ('AGM') OF THE MEMBERS OF HCIL COMTEL PRIVATE LIMITED will be held on Friday, 13th September 2024 at 4:00 PM. at the registered office of the Company situated 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, with or without modification(s) the following resolution as an **Ordinary Resolution:**

1. **To receive, consider and adopt the audited financial statements of the Company for the financial year ended March 31, 2024 together with the reports of the Directors' and Auditors' thereon of the Company for the financial year ended March 31, 2024.**

"RESOLVED THAT the audited financial statements of the Company for the financial year ended March 31, 2024 together with the reports of the Board of Directors' and Auditors' thereon for the financial year ended 31st March, 2024 be and are hereby received, considered and adopted."

2. **To re-appointment M/s. B S R & Co. LLP, Chartered Accountants as the Statutory Auditors of the Company**

"RESOLVED THAT pursuant to the provisions of Section 139(1) and other applicable provisions, if any, of the Companies Act, 2013 and Rules made thereunder the appointment of M/s. B S R & Co. LLP (Firm Registration No. 101248W/W-100022) as Statutory Auditor of the Company be and is hereby approved, to hold office from the conclusion of the Seventeenth Annual General Meeting till the conclusion of the Twenty Second Annual General Meeting of the Company, at a remuneration to be decided by the Directors of the Company."

By order of the Board
HCIL Comtel Private Limited



Nidhi Chawla
Authorised Signatory
M No:F6870

Place : New Delhi
Date : September 11, 2024

NOTES:

- 1) **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND TO VOTE INSTEAD OF HIMSELF. SUCH PROXY NEEDS NOT TO BE A MEMBER OF THE COMPANY. PROXIES IN ORDER TO BE EFFECTIVE SHOULD BE DULY COMPLETED AND SIGNED IN THE ENCLOSED FORM AND MUST BE DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN 48 HOURS BEFORE THE COMMENCEMENT OF THE MEETING. THE BLANK PROXY FORM IS ENCLOSED.**

A PERSON CAN ACT AS PROXY ON BEHALF OF MEMBERS NOT EXCEEDING FIFTY (50) AND HOLDING IN THE AGGREGATE NOT MORE THAN TEN PERCENT OF THE TOTAL SHARE CAPITAL OF THE COMPANY CARRYING VOTING RIGHTS. HOWEVER, 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 SHAREHOLDER.

- 2) Members/Proxies are requested to fill in and sign Attendance Slip for attending the meeting. The attendance slip is enclosed.
- 3) Corporate Members are requested to send a duly certified copy of the Board Resolution or authorization letter, pursuant to Section 113 of the Companies Act, 2013, authorizing their representative to attend and vote at the General Meeting.
- 4) Members/Proxy Holders/Authorized Representatives are requested to show their Photo ID Proof for attending the Meeting.
- 5) The Register of Directors and Key Managerial Personnel and their shareholding, Register of Contracts or Arrangements in which Directors are interested and other documents referred in the notice and the explanatory statement, 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 and will also be available for inspection at the venue of the AGM.
- 6) A Route Map along with prominent landmark for easy location to reach the venue of General Meeting is annexed to this notice.

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 15th Annual General Meeting of the Company, to be held on Friday, 13th September 2024 at 4:00 PM at the registered office of the Company situated 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:

S. No.	Resolution
1	To receive, consider and adopt the audited financial statements of the Company for the financial year ended March 31, 2024 together with the reports of the Directors' and Auditors' thereon of the Company for the financial year ended March 31, 2024.
2	To re-appointment M/s. B S R & Co. LLP, Chartered Accountants as the Statutory Auditors of the Company.

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 FRIDAY, 13TH SEPTEMBER 2024 AT 4:00 PM

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 17th Annual General Meeting of the members of HCIL Comtel Private Limited, on Friday, 13th September 2024 at 4:00 PM 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. 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

