



IHB Private Limited

6th Floor, Indian Oil Bhawan,

A-1, Sector - 1

Udyog Marg, Noida - 201301

Email: ihbpvtltd@gmail.com

Phone: 0120-2448844, 2448888



NOTICE OF 1ST (FIRST) ANNUAL GENERAL MEETING

Notice is hereby given that the **1st (First) Annual General Meeting** of the Members of **IHB Private Limited** (hereinafter referred as "IHBPL") will be held on **Tuesday, the 24th Day of November, 2020** at **1130 Hours through Video Conferencing** to transact the following business:

AS ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Financial Statement of the Company for the financial year ended on 31st March, 2020 and the Reports of the Board of Directors and the Statutory Auditors and the Comments of the Comptroller & Auditor General of India thereon.
2. To authorize the Board of Directors to decide remuneration of the Statutory Auditors for the financial year 2020-21 in terms of the provisions of Section 142 of the Companies Act, 2013 and the rules made thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force) and to pass the following resolution, with or without modification, as an Ordinary Resolution: -

"RESOLVED THAT the Board of Directors of the Company be and are hereby authorized to fix the remuneration of the Statutory Auditors as appointed by the Comptroller & Auditor General of India for the financial year 2020-21".

By Order of the Board of Directors

(Pallavi Tripathi)
Company Secretary

Date: 27.10.2020

Place: Noida

CIN: U60230GJ2019PTC109127

Regd Off: IOCL, Sabarmati Terminal Near D' Cabin, Sabarmati, Ahmedabad - 380019, Gujarat

Note:

1. In view of the outbreak of the COVID-19 pandemic, social distancing norms to be followed and the continuing restriction on movement of persons at several places in the country and pursuant to General Circular dated May 5, 2020 read with Circulars dated April 8, 2020 and April 13, 2020 issued by the Ministry of Corporate Affairs (“MCA Circulars”) and in compliance with the provisions of the Act, the 1st AGM of the Company is being conducted through VC/OAVM Facility, without physical presence of members at a common venue. The deemed venue for the 1st AGM shall be the Registered Office of the Company.
2. Attendance of members through Video Conferencing shall be counted for the purpose of quorum.
3. In line with the MCA Circulars, the Notice calling the AGM and Annual Report 2019-20 is being sent only through electronic mode to those Members whose email addresses are registered with the Company/ Depositories. Members may note that Notice and Annual Report 2019-20 will also be made available on the Company’s website at www.ihbl.in.
4. A member entitled to vote at the AGM is entitled to appoint proxy to attend and vote on his/her behalf and proxy need not be a member. Further in terms of MCA Circulars, since physical attendance of Members has been dispensed with, there is no requirement of appointment of proxies. Accordingly, facility of appointment of proxies by Members under Section 105 of the Act, will not be available for the AGM and hence the Proxy Form and Attendance Slip are not annexed to the Notice. However, in pursuance of Section 112 and 113 of the Companies Act, 2013, representatives of the members may be appointed for the purpose of participation and voting in the meeting through Video Conferencing.
5. Corporate members intending to send their authorized representatives to attend the meeting are requested to send to the company a certified copy of the Board Resolution authorizing their representatives to attend and vote on their behalf at the meeting.
6. The facility for joining the meeting will open 15 minutes before the time scheduled to start the meeting i.e. 1130 hours and will not be closed till the expiry of 15 minutes after such scheduled time. Link for joining the meeting through video Conferencing/Other Audio Visual Mode for the AGM will be shared separately.

7. Corporate Members intending to appoint their authorised representatives pursuant to Sections 112 and 113 of the Act, as the case may be, are requested to send the signed copy of the nomination letter in advance.
8. The participants attending the meeting through Video Conferencing are allowed to pose questions concurrently or they can submit their questions in advance at the Email address i.e. cs@ihbl.in.
9. During the meeting held through Video Conferencing, where a poll on any item is required, the members shall cast their vote on the resolutions only by sending emails through their registered email addresses which are registered with the Company. The said emails shall only be sent to the email address i.e. cs@ihbl.in.
10. The Chairman may decide to conduct a vote by show of hands unless a demand for poll is made by any member.
11. Since the AGM will be held through VC/OAVM, the route map is not annexed with the Notice.

By Order of the Board of Directors

(Pallavi Tripathi)
Company Secretary
Date: 27.10.2020
Place: Noida