



IFFCO-TOKIO GENERAL INSURANCE CO. LTD.

Regd. Office: IFFCO Sadan, C1, Distt. Centre, Saket, New Delhi 110017.

Phone No.+91-0124-2850100, Email: info@iffcotokio.co.in

CIN: U74899DL2000PLC107621

NOTICE OF THE TWENTY FIRST ANNUAL GENERAL MEETING

TO THE MEMBERS

NOTICE is hereby given that the **TWENTY FIRST ANNUAL GENERAL MEETING** of the Members of **IFFCO TOKIO General Insurance Company Limited** will be held on Tuesday, the 22nd June, 2021 at 10.00 A.M. at its **Registered Office at IFFCO Sadan, C-1, District Centre, Saket, New Delhi -110017 through Video Conferencing ("VC") / other Audio Visual Means ("OAVM")** to transact the following business:

ORDINARY BUSINESS

1. To receive, consider and adopt the Audited Financial Statements and Consolidated Financial Statements of the Company as at 31st March, 2021 together with Auditors' Report thereon and the Report of the Board of Directors to the Members.
2. To appoint Director in place of Dr. P.S. Gahlaut (DIN 0000049401) who retires by rotation and is eligible for reappointment.
3. To appoint Director in place of Mr. K. Srinivasa Gowda (DIN- 0000059811) who retires by rotation and is eligible for reappointment.
4. To appoint Director in place of Mr. Chisato Kojima (DIN- 0007855569) who retires by rotation and is eligible for reappointment.
5. To appoint Statutory Auditors of the Company and to consider and if thought fit, to pass the following Resolution with or without modification, as an Ordinary Resolution:

"RESOLVED THAT M/s S.K. Mehta & Co., Chartered Accountants (FRN. 000478N), be and are hereby appointed as Joint Statutory Auditors of the Company for the period of 5 years (from the financial year 2021-22 to 2025-26) in terms of Section 139(1) of the Companies Act, 2013, to hold the office from the conclusion of 21st Annual General Meeting till the conclusion of the 26th Annual General Meeting on a remuneration decided by the Board of Directors of the Company"

Registered Office,
IFFCO Sadan, C1,
District Centre, Saket
New Delhi 110017.
Dated:24thMay, 2021

By Order of the Board,

AMIT JAIN Digitally signed by AMIT JAIN
Date: 2021.05.24 18:28:10 +05'30'

(AMIT JAIN)
Company Secretary

NOTES:

1. In view of the continuing COVID -19 pandemic, the Ministry of Corporate Affairs (MCA) has vide its Circular dated 5th May, 2020 read with Circulars dated 8th April, 2020 and 13th April, 2020 permitted the holding of the Annual General Meeting ("AGM") through VC / OAVM, without the physical presence of the Members at a common venue. In compliance with the provisions of the Companies Act, 2013 and MCA Circulars, the AGM of the Company is being held through VC / OAVM.
2. Pursuant to the provisions of the Act, a Member entitled to attend and vote at this AGM is entitled to appoint a proxy to attend and vote on his /her behalf and the proxy need not be a member of the Company. Since this AGM is pursuant to the MCA Circulars through VC / OAVM, physical attendance of the Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for this AGM and hence the Proxy Form and the Attendance Slip are not annexed to this Notice. However, in pursuance of Section 112 and 113 of the Act, representatives of the Members may be appointed for the purpose of voting or for participation in the Meeting held through VC or OAVM. The Board or Governing body resolution / Authorization etc. authorizing its representative to attend the AGM through VC / OAVM on its behalf can be sent to Mr. Amit Jain at his mail id amit.jain@iffcotokio.co.in

3. In compliance with the aforesaid MCA Circulars, Notice of the AGM along with the Annual Report 2020-21 containing all the relevant annexures is being sent through electronic mode to all the Members at the email ids registered with the Company.
4. Members attending the AGM through VC / OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.
5. Though the Meeting is conducted through Video Conferencing ("VC") / OAVM, in terms of Clarification issued by the Institute of Company Secretaries of India (ICSI), on 15.04.2020, the proceedings of AGM shall be deemed to be made at Registered Office.
6. Since the AGM will be held through VC / OAVM, the Route Map is not annexed in this notice.
7. Instructions of joining the AGM are as follows:
 - Members will be able to attend the AGM through VC / OAVM for which the link will be circulated separately through email.
 - Facility of joining the AGM through VC / OAVM shall open 15 minutes before the time scheduled for the Meeting and shall not be closed till the expiry of 15 minutes after the scheduled time.
 - Keep all your other Electronic devices on mute/ silent/ switched off mode so as to avoid interference of any type.
 - All the participants will be Muted at the start of the Meeting. You may switch on your Cameras.
 - Roll Call will be done soon after, Members can raise their hands to confirm their participation.
 - After the Meeting has started, Members are expected to raise their hands if they wish to say something. The speaker would be unmuted.
 - After each Agenda Item, Chairman would speak to conclude the point.
8. Participants / Members who need any assistance before or during the AGM, can contact Mr. Amit Jain, Vice President and Company Secretary at +91 9810735897. In case of poll, members can cast their vote by sending email at amit.jain@iffcotokio.co.in.