



IFFCO TOKIO INSURANCE SERVICES LIMITED
Reg. Office : IFFCO Sadan, C 1, District Centre, Saket, New Delhi – 110017
Ph.No.+ 91-0124-2850100
CIN : U65999DL2000PLC121571

NOTICE OF THE SEVENTEENTH ANNUAL GENERAL MEETING

NOTICE is hereby given that the **SEVENTEENTH Annual General Meeting** of the Members of **M/s IFFCO-TOKIO Insurance Services Limited** will be held on Monday, the 20th July, 2020 at 10.00 AM at its Registered Office at IFFCO Sadan, C-1, District Centre, Saket, New Delhi -110017 through Video Conferencing to transact the following business:

ORDINARY BUSINESS

1. To receive, consider and adopt the audited Balance Sheet of the Company from 1st April 2019 to 31st March, 2020 together with Auditor's Report thereon and the Report of the Board of Directors to the Members.
2. To appoint a Director in Place of Mr. Kotha Somashekhar Rao (DIN No. 07581238) who retires by rotation and being eligible, offers himself for re-appointment.
3. To appoint a Director in place of Mr. P Perisamy (DIN No. 06910160) who retires by rotation and being eligible, offers himself for reappointment.
4. To appoint Auditors and fix their remuneration and for this purpose to consider and if thought fit, to pass the following Resolution with or without modification, as an Ordinary Resolution:

"RESOLVED THAT M/s Raghunath Rai & Co., Chartered Accountants be and is hereby appointed as Auditors of the Company to hold Office from the conclusion of this Annual General Meeting till the conclusion of the 22nd Annual General Meeting of the Company."

"RESOLVED FURTHER THAT the remuneration payable to M/s Raghunath Rai & Co for the financial year 2019-20 be and is hereby fixed at Rs. 40,000/- towards audit fee plus service tax as may be applicable plus reimbursement of out of pocket expenses as may be incurred by the auditors in connection with the audit."

Regd. Office: IFFCO Sadan,
C-1 District Centre, Saket,
New Delhi- 110017.
Dated: 25th June, 2020

By order of the Board


(Ramesh Kumar)
Chief Executive Officer

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.

IFFCO-TOKIO INSURANCE SERVICES LIMITED

(A Corporate Agent of IFFCO-TOKIO GENERAL INSURANCE CO. LTD.)

Corporate Office: FAI House, 2nd Floor, 10 Shaheed Jeet Singh Marg, Qutub Institutional Area, New Delhi-110067.
Phone: +91-11-43412160

Regd. Office: "IFFCO Sadan", C-1 Distt. Centre, Saket, New Delhi-110017
CIN: U65999DL2003PLC121571

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 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. Ramesh Kumar at his mail id Ramesh.kumar@iffcotokio.co.in.
3. In compliance with the aforesaid MCA Circulars, Notice of the AGM along with the Annual Report 2019 -20 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 Ramesh.kumar@iffcotokio.co.in