

**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 TWENTY FIRST ANNUAL GENERAL MEETING**

NOTICE is hereby given that the **TWENTY FIRST Annual General Meeting** of the Members of **M/s IFFCO-TOKIO Insurance Services Limited** will be held on Tuesday, 23<sup>rd</sup> July, 2024 at 11.00 AM (IST) 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 Balance Sheet of the Company as at 31<sup>st</sup> March, 2024 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. Santimoy Dey (DIN: 06875452) who retires by rotation and being eligible, offers himself for re-appointment.
3. To appoint a Director in place of Mr. Sunil Kumar (DIN: 06903603) who retires by rotation and being eligible, offers himself for reappointment.

Regd. Office: IFFCO Sadan,  
C-1 District Centre, Saket,  
New Delhi- 110017.  
Dated: 28<sup>th</sup> June, 2024

By order of the Board



(Ramesh Kumar)  
Chief Executive Officer

**NOTES:**

1. The Ministry of Corporate Affairs (MCA) has vide its Circular dated 25<sup>th</sup> September, 2023 read with Circulars dated 5<sup>th</sup> May, 2020, and 13<sup>th</sup> 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 in 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. Ramesh Kumar at his mail id [ramesh.kumar@iffcotokio.co.in](mailto:ramesh.kumar@iffcotokio.co.in).
3. In compliance with the aforesaid MCA Circulars, Notice of the AGM along with the Annual Report 2023-24 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. Ramesh Kumar, CEO, at 0124-2850456. In case of poll, members can cast their vote by sending email at [ramesh.kumar@iffcotokio.co.in](mailto:ramesh.kumar@iffcotokio.co.in).