

KONTOR SPACE PRIVATE LTD.

Office No. A1 & B1, 9th Floor, Ashar IT Park Road, Road No. 16 Z, Waghle Industrial Estate, Thane West, Maharashtra 400 604
Tel No: 022-6134 0900 Email: jay.sanghvi@spg.net.in

CIN NO: U70109MH2018PTC304258

NOTICE

NOTICE is hereby given that the Second Annual General Meeting of the Members of Kontor Space Private Limited will be held on Thursday, December 31, 2020 at 11:00 A.M at the Registered Office situated at Office No. A1 & B1, 9th Floor, Ashar IT Park Road, Road No. 16 Z, Waghle Industrial Estate, Thane West, Maharashtra 400 604 to transact the following business:-

ORDINARY BUSINESS

1. To receive, consider and adopt the Audited Balance Sheet as at 31st March, 2020 and the Statement of Profit and Loss Account and Cash Flow Statement for the year ended on that date, the Report of the Directors and Auditors thereon.
2. To regularize appointment of Mrs. Neha Mittal as a Director of the Company:
To consider and, if thought fit, to pass, with or without modification(s), the following resolution as an Ordinary Resolution:

"RESOLVED THAT Mrs. Neha Mittal (DIN: 08607494), who was appointed as an Additional Director of the Company by the Board of Directors with effect from 10th November 2019 pursuant to the provisions of Section 161(1) of the Companies Act, 2013 read with provision of Articles of Association of the Company and whose term of office expires at this Annual General Meeting and in respect of whom the Company has received a notice in writing from him under Section 160 of the Act proposing himself as candidature for the office of Director, be and is hereby appointed as a Director of the Company."

On Behalf of the Board
For Kontor Space Private Limited
For KONTOR SPACE PVT. LTD.

Princy Goyal

Princy Prince Goyal
Director

DIN: 08014647
Date: 01/10/2020
Place: Mumbai

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NOTES FOR MEMBERS' ATTENTION:

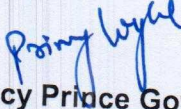
1. APPOINTMENT OF PROXY

A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND THE PROXY NEED NOT BE A MEMBER.

The instrument of proxy, in order to be effective, must be received by the Company, duly filled, stamped and signed, at its Registered Office not less than 48 hours before the Meeting. A person can act as proxy on behalf of Members holding in the aggregate not more than 10% of the total share capital of the Company carrying voting rights. In case a proxy is proposed to be appointed by Member holding more than 10% of the total share capital of the Company carrying voting rights, then such proxy shall not act as a proxy for any other person or shareholder.

2. Corporate Members intending to send their authorized representatives to attend the Meeting are requested to send a duly certified copy of their Board resolution authorizing their representatives to attend and vote at the Meeting.
3. Members/ proxies/representatives should bring the attendance slip sent herewith, duly filled in, for attending the meeting.
4. The Members desirous of getting any information about the Accounts of the Company are requested to write to the company at least seven days in advance of the meeting, so that the information can be kept ready at the meeting.

On Behalf of the Board
For Kontor Space Private Limited
For KONTOR SPACE PVT. LTD.


Princy Prince Goyal
Director
DIN: 08014647
Date: 01/10/2020
Place: Mumbai

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Attendance - Slip

Name of the Member(s) :
Registered Address :
Folio No/ Client ID :
No. of Shares held :

I/We hereby record my/our presence at the Annual General Meeting held at the Registered Office of the Company situated at A1 & B1, 9th Floor, Ashar IT Park Road, Road No 16Z, Wagle Industrial Estate, Thane West, Maharashtra -400604.

Member's Folio No

Member's / Proxy Name in Block Letters

Member's /Proxy's Signature

Note:

1. Please fill the Folio No and Name, sign this attendance slip and hand it over at the Attendance Verification Counter at the Entrance of the Meeting Hall.
2. Members holding shares in physical form are requested to advise the change in their address, if any, to any of the Directors of the Company at Unit No 1207, B Wing, One BKC, Plot No C-66, Bandra Kurla Complex, Bandra East Mumbai – 400051.

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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]

Regd. Off: A1 & B1, 9th Floor, Ashar IT Park Road, Road No 16Z, Wagle Industrial Estate, Thane West, Maharashtra -400604.

I/We of
..... being a member/members of the above mentioned Company
hereby appoint
..... of as my/our proxy to vote for me/us on my/our
behalf at Second Annual General Meeting of the Company to be held on Thursday, December 31,
2020 at 11.00 A.M and any adjournment thereof.

Folio No: _____

DP ID/ Client ID
(For shares held in Demat)

No. of shares held: _____

Signed this date of 2020
Signature _____

Affix
Re. 1
Rev
Stamp

Note: The Proxy should be deposited at the Registered Office of the Company not less than 48 hours before the Commencement of the Meeting. The Proxy need not be a member of the Company.