



kontor

**NOTICE** is hereby given that the Fifth Annual General Meeting of the Members of the Kontor Space Limited will be held on Saturday, 30<sup>th</sup> September, 2023 at 11.00 A.M. at the Registered Office of the Company Situated at Office No. A1 & B1, 9th Floor, Ashar IT Park, Road No. 16 Z, Wagle Industrial Estate, Thane West, Thane - 400604 Maharashtra, India to transact the following business :-

### **ORDINARY BUSINESS**

1. To consider and adopt the Audited Financial Statements of the Company for the financial year ended March 31<sup>st</sup>, 2023 together with the reports of the Board of Directors and Independent Auditors thereon.
2. To appoint a Director in place of Ms. Neha Mittal (DIN: 08607494), who retires by rotation and being eligible offers herself for re-appointment.
3. To appoint M/s P R Agarwal & Awasthi, Chartered Accountants, (Firm Registration No. 117940W) as the Statutory Auditors of the Company and to fix their remuneration.

### **SPECIAL BUSINESS**

4. Regularization of Mr. Rahul Jhuthawat (DIN: 07653746) as a Non-Executive Independent Director.

To consider and if thought fit, to pass, with or without modification(s), the following resolution as an Ordinary Resolution:

**“RESOLVED THAT** pursuant to provisions of Section 149, 152 161 and all other applicable provisions, if any, of the Companies Act, 2013, read with the Companies (Appointment and Qualification of Directors) Rules, 2014, the SEBI (Listing Obligation and Disclosure) Regulations, 2015, Mr. Rahul Jhuthawat (DIN: 07653746) who was appointed by Board of Directors as an Additional Non-Executive Independent Director of the Company with effect from 28<sup>th</sup> July, 2023 and whose term of appointment expires at this Annual General Meeting and who is eligible to be reappointed and who has signified his consent to act as a Non-Executive Independent Director of the Company and in respect of whom the Company has received a notice in writing from a member under Section 160 of the Companies Act, 2013 proposing his candidature for the office of Director of the Company, be and is hereby appointed as a Non-Executive Independent Director of the Company.

**“RESOLVED FURTHER THAT** the Board of Directors of the Company be and are hereby severally authorised to sign and

### **Kontor Space Limited**

*(Formerly known as Kontor Space Private Limited)*

**Address:** Office No. A1 & B1, 9th Floor, Ashar IT Park Road No. 16 Z, Wagle Industrial Estate, Thane West 400604 MH IN

**Contact:** 022 - 6279000  
[Info@kontorspace.in](mailto:Info@kontorspace.in)

**Website:** [www.kontorspace.in](http://www.kontorspace.in)

**CIN No:** U70109MH2018PLC304258

submit all the necessary documents and papers, to enter and execute all the necessary agreements and arrangements, to take all the necessary steps and actions, for and on behalf of the Company, in the matter of appointment of Mr. Rahul Jhuthawat as Non-Executive Independent Director and to give effect to above resolution.”

**Place: Thane**  
**Date: 01.09.2023**

**By Order of the Board of Directors**  
**For Kontor Space Limited**

**Sd/-**  
**Anamika Talesara**  
**Company Secretary and Compliance Officer**

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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.

**Place: Thane**  
**Date: 01.09.2023**

**By Order of the Board of Directors**  
**For Kontor Space Limited**

**Sd/-**  
**Anamika Talesara**  
**Company Secretary and Compliance Officer**



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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, 9<sup>th</sup> 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 A1 & B1, 9<sup>th</sup> Floor, Ashar IT Park Road, Road No 16Z, Wagle Industrial Estate, Thane West, Maharashtra -400604.



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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, 9<sup>th</sup> 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 Saturday, September 30, 2023 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 .....2023

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.

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