

18<sup>th</sup> May, 2024

To,  
The Board of Directors  
KONTOR SPACE LIMITED ('the Company')

**Sub: Notice Calling 01<sup>st</sup>/2024-25 meeting of the Board of Directors scheduled to be held on Monday, May 27<sup>th</sup>, 2024 at 04.00 P.M. at the registered office of the Company.**

Respected Sir/Madam,

The detailed agenda for the meeting along with the draft resolutions and minutes of the previous meeting is enclosed herewith.

You are requested to make it convenient to attend the meeting on time.

For & on behalf of  
KONTOR SPACE LIMITED

**TARUN GUPTA**  
COMPANY SECRETARY AND COMPLIANCE OFFICER



kontor

**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 - 62790000  
[info@kontorspace.in](mailto:info@kontorspace.in)

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

**CIN No:** U70109MH2018PLC304258

**Strictly Private & Confidential**

To,  
Board of Directors  
KONTOR SPACE LIMITED

**Agenda of 01/2024-25 Board Meeting scheduled to be held on Monday, May 27<sup>th</sup>, 2024.**

The 01<sup>st</sup>/2024-25 meeting of the Board of Directors of Kontor Space Limited is scheduled to be held on Monday, May 27<sup>th</sup>, 2024 at 04:00 PM at the Registered Office situated at Office No. A1 & B1, 9th Floor, Ashar IT Park Road No. 16 Z, Wagle Industrial Estate, Thane West, Thane - 400604, Maharashtra, India.

The agenda items for the meeting are as follows:

Item No.	Item	Board Action Required
1.	<b>To elect Chairperson of the Meeting</b>	
2.	<b>To grant leave of absence, if any</b> Request for leave of absence from the meeting	-
3.	<b>To take note of the quorum</b> To confirm the requirement of the necessary quorum for the meeting	For confirmation
4.	<b>Confirmation of Minutes</b> Minutes of the previous Board Meeting shall be tabled at the meeting.	For confirmation & Signature
5.	<b>Noting of Disclosure of Interest of Directors</b> To take note of the Disclosures received from the Directors.	For Noting
6.	<b>Statement of Investor Grievance for the quarter ended 31st March, 2024.</b> To take note of the Statement of Investor Grievance for the quarter ended 31st March, 2023.	For Noting
7.	<b>Shareholding Pattern for the half year ended 31st March, 2024.</b> To take note of the Shareholding Pattern for the half year ended 31st March, 2024.	For Noting
8.	<b>Utilization of Funds received from IPO</b> To take note of the Utilisation of Funds received from IPO.	For Noting
9.	<b>Audited Financial Results for the half year and year ended 31st March, 2024 along with Statement of Assets and Liabilities as per Securities and Exchange Board of India (Listing</b>	For Approval



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	<b>Obligations and Disclosure Requirements) Regulations, 2015</b> To consider and approve the Standalone Audited Financial Results for the half year and year ended 31st March, 2024 along with Statement of Assets and Liabilities as per Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015	
10.	<b>Annual Accounts along with Auditor's Report as per Companies Act, 2013</b> To consider and approve the Annual Accounts along with the Auditor's Report as per the Companies Act, 2013.	For Approval
11.	Any other matter with the permission of the Chairperson	-

For & on behalf of  
**KONTOR SPACE LIMITED**

**TARUN GUPTA**  
**COMPANY SECRETARY AND COMPLIANCE OFFICER**