

**COVER PAGE**

**NOTICE OF THE 11<sup>TH</sup> ANNUAL GENERAL MEETING**

**Date of Notice: 31/08/2019**

**Dear Members/Directors/Statutory Auditor,**

You are cordially invited to attend the 11<sup>th</sup> Annual General Meeting (the 'AGM') of the members of **M/s PRO CLEANING COMPANY PRIVATE LIMITED** to be held as per the following schedule:

**Date of Meeting: 28<sup>th</sup> September 2019**

**Time of Meeting: 05.00 P.M**

**Venue of Meeting: 210, Padma Tower – II, 22, Rajendra Place, New Delhi - 110008**

The Notice of the meeting, containing the business to be transacted, is enclosed.

Thanking You,

**By Order of the Board of Directors**

**For PRO CLEANING COMPANY PRIVATE LIMITED**



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**(JATINDERPAL SINGH BAKSHI)**  
**DIRECTOR**  
**DIN: - 00631948**

**Enclosures:**

1. Notice of the AGM along with Notes
2. Attendance slip
3. Proxy form (MGT-11)
4. Route Map

**NOTICE**

NOTICE IS HEREBY GIVEN THAT THE 11<sup>TH</sup> ANNUAL GENERAL MEETING OF THE MEMBERS OF M/S PRO CLEANING COMPANY PRIVATE LIMITED WILL BE HELD ON SATURDAY, 28<sup>TH</sup> SEPTEMBER, 2019 AT 05.00 P.M AT THE REGISTERED OFFICE OF THE COMPANY AT PLOT NO. 210, PADMA TOWER-2 22, RAJENDRA PLACE, NEW DELHI – 110008

**TO TRANSACT THE FOLLOWING BUSINESSES:**

**ORDINARY BUSINESS:**

**Item No. 1 –**

**To receive, consider and adopt the Audited Financial Statements of the Company for the financial year ended 31<sup>st</sup> March 2019 and the Reports of the Board of Directors and Auditors thereon:**

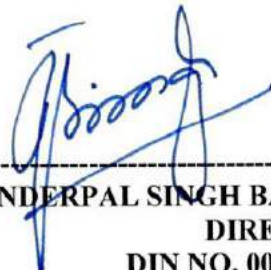
To consider and if thought fit to pass with or without modification(s) the following resolution as an Ordinary Resolution:

“RESOLVED THAT the Audited Balance Sheet, Statement of Profit and Loss Account and Cash Flow Statement for the financial year ended March 31, 2019 along with the Auditor’s Report and the Directors’ Report as circulated to the shareholders and laid before the meeting, be received, considered and adopted.”

Certified True Copy

Date :- 31.08.2019  
Place :- New Delhi

By Order of the Board  
For PRO CLEANING COMPANY PRIVATE LIMITED



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JATINDERPAL SINGH BAKSHI  
DIRECTOR  
DIN NO. 00631948  
ADDRESS: - 21, ABUL FAZAL ROAD,  
BANGALI MARKET, NEW DELHI - 110001


## NOTES

1. Explanatory statement as required under Section 102(1) of the Companies Act, 2013 is annexed hereto.
2. A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of himself and a proxy need not be a member. The proxies in order to be effective should reach the Company at least 48 hours before the commencement of the meeting. A proxy form (MGT-11) is sent herewith.
3. Proxy holder shall prove his identity at the time of attending the Meeting. A Proxy Form which does not state the name of the Proxy shall be considered invalid.
4. All documents referred to in the notice or in the accompanying explanatory statement are available for inspection by members on all working days, except Saturdays, Sundays and public holidays, between 11:00 A.M. to 02:00 P.M. prior to the date of the extraordinary general meeting and will also be available for inspection at the meeting.
5. Members/ proxies should bring the enclosed attendance slip duly filed in, for attending the meeting.
6. A Route Map along with prominent landmark for easy location to reach the venue is annexed to this notice.

**Certified True Copy**

**Date :- 31.08.2019**  
**Place :- New Delhi**

**By Order of the Board**  
**For PRO CLEANING COMPANY PRIVATE LIMITED**

A handwritten signature in blue ink, appearing to read "Jatinderpal Singh Bakshi", is written over a horizontal dashed line.

**JATINDERPAL SINGH BAKSHI**  
**DIRECTOR**  
**DIN NO. 00631948**  
**ADDRESS: - 21, ABUL FAZAL ROAD,**  
**BANGALI MARKET, NEW DELHI - 110001**

**ATTENDANCE SLIP**

**VENUE OF THE MEETING:** - PLOT NO. 210, PADMA TOWER-2 22, RAJENDRA PLACE,  
NEW DELHI - 110008

**DATE & TIME:** - 28.09.2019 AT 05.00 P.M.

**PLEASE FILL ATTENDANCE SLIP AND HAND IT OVER AT THE ENTRANCE OF THE MEETING VENUE**

Name	
Address	
DP Id*	N.A.
Client Id*	N.A.
Folio No.	
No. of Shares held	

\*Applicable for shareholders holding shares in electronic form.

I certify that I am a registered shareholder /Proxy for the registered Shareholders of the Company and hereby record my presence at the 11<sup>th</sup> Annual General Meeting of the Company held on Saturday ,28<sup>th</sup> September,2019 at 05.00 P.M at 210, Padma Tower – II, 22, Rajendra Place, New Delhi - 110008.

\_\_\_\_\_  
**Name of Member/Proxy**

\_\_\_\_\_  
**Signature of Member/ Proxy**

Note: - Please fill this attendance Slip and hand it over at the entrance of the hall.

**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]**

**CIN: U74900DL2008PTC182795**

**NAME OF THE COMPANY: PRO CLEANING COMPANY PRIVATE LIMITED**

**REGISTERED OFFICE: 210, PADMA TOWER – II, 22, RAJENDRA PLACE, NEW DELHI - 110008**

<p><b><u>Name of the Member (s):</u></b></p> <p><b><u>Registered Address:</u></b></p> <p><b><u>E-mail Id:</u></b></p> <p><b><u>Registered Folio No./ Client Id:</u></b></p> <p><b><u>DP ID:</u></b></p>
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I/We, being the member (s) of .....shares of the above-named company, hereby appoint

1. Name : .....  
Address : .....  
E-mail Id : .....  
Signature : ....., or failing him/her
2. Name : .....  
Address : .....  
E-mail Id : .....  
Signature : ..... or failing him/her
3. Name : .....  
Address : .....  
E-mail Id : .....  
Signature : ..... or failing him/her

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 17<sup>th</sup> Annual General Meeting of the company, to be held on the 28<sup>th</sup> day of September, 2019 at 05.00 P.M. at the Registered Office of the Company at 210, Padma Tower – II, 22, Rajendra Place, New Delhi – 110008 and at any adjournment thereof in respect of such resolutions as are indicated below:

Resolution No.

1. ....
2. ....
3. ....

Signed this .....Day of .....2019.

\_\_\_\_\_  
Signature of shareholder

Affix one rupee Revenue Stamp
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\_\_\_\_\_  
Signature of Proxy holder(s)

**NOTE: - This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company, not less than 48 hours before the commencement of the Meeting.**

**ROUTE MAP**

Pro Cleaning Co. Pvt. Ltd., 205, P. Q X



**Pro Cleaning Co. Pvt. Ltd.**

प्रो सफाई कंपनी प्राइवेट लिमिटेड

Cleaning service



Directions



Save



Nearby



Send to your phone



Share



Padma Tower II, 210, 22, Rajendra Place, New Delhi, Delhi 110008



JSWH+35 Delhi



procleaning.in

