

**NOTICE**

**NOTICE IS HEREBY GIVEN THAT THE TWENTY SEVENTH ANNUAL GENERAL MEETING OF THE MEMBERS OF XANDER FINANCE PRIVATE LIMITED WILL BE HELD ON MONDAY, SEPTEMBER 25, 2023 AT 5:00 P.M. (IST) THROUGH VIDEO CONFERENCING/AUDIO-VISUAL ELECTRONIC COMMUNICATION MEANS (“VC/AVEC”), TO TRANSACT THE FOLLOWING BUSINESSES:**

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**ORDINARY BUSINESS:**

1. To receive, consider and adopt:
  - a) the Audited Standalone Financial Statements of the Company for the Financial Year ended March 31, 2023 together with the Reports of the Board of Directors and the Auditors thereon; and
  - b) the Audited Consolidated Financial Statements of the Company for the Financial Year ended March 31, 2023 together with the Report of the Auditors thereon.

**By order of the Board of Directors  
Xander Finance Private Limited**

**Mansi Gandhi**  
**Company Secretary**  
ICSI Membership No: ACS-58471

Date: September 20, 2023  
Place: Mumbai

**Notes:**

1. Due to outbreak of COVID-19 pandemic, the Ministry Of Corporate Affairs (“MCA”) has vide its General Circular No. 14/2020 dated April 08, 2020, General Circular No. 17/2020 dated April 13, 2020, General Circular No. 20/2020 dated May 5, 2020, General Circular No. 33/2020 dated September 28, 2020, General Circular No. 02/2021 dated January 13, 2021, General Circular No. 19/2021 dated December 08, 2021, General Circular No. 21/2021 dated December 14, 2021, General Circular No. 02/2022 dated May 05, 2022 and General Circular No. 10/2022 dated December 28, 2022 and other applicable circulars, has permitted to hold the Annual General Meeting (“AGM / Meeting”) of Members of the Company through Video Conferencing (“VC”) / Audio-Visual Electronic Communication means (“AVEC”) without the presence of the Members at a common venue. In due compliance with the above MCA Circulars, the AGM of the Company is being convened through VC/AVEC.

2. The Members are requested to follow the below instructions: -

a) Participation:

- i. Pursuant to the aforementioned general circulars, the physical presence of the Members has been dispensed with and therefore the appointment of Proxy(ies) is/are not permitted. However, in pursuance of Section 112 and 113 of the Companies Act, 2013 (“the Act”), Members may appoint representatives for the purpose of participation and voting in the meeting. The Corporate Members proposing to participate at the meeting through their representative(s), will be required to forward the necessary authorization under Section 113 of the Act and such representation to the Company should be communicated by sending an e-mail to Ms. Mansi Gandhi, Company Secretary at [mansi\\_gandhi@xanderfinance.com](mailto:mansi_gandhi@xanderfinance.com) before the commencement of the Meeting.
- ii. Members participating through the VC/AVEC facility shall be reckoned for the purpose of quorum under Section 103 of the Companies Act, 2013.
- iii. The Meeting of the Members will be held through VC/AVEC as per MCA circulars. The Members are requested to use the Dial-in details as mentioned below to join the Meeting:

Weblink	<a href="https://us06web.zoom.us/j/83148836549?pwd=4bdTlqxCAoRaPWAw95zgCRYt6MLvYa.1">https://us06web.zoom.us/j/83148836549?pwd=4bdTlqxCAoRaPWAw95zgCRYt6MLvYa.1</a>
Meeting ID	831 4883 6549
Password	336509

3. For ease of participation of the Members, during the Meeting, Members (including their representatives) may post questions through typing in the “comment box”/ “chat box” in the above Dial-in. The Members may also, submit any questions they may have through e-mail at [mansi\\_gandhi@xanderfinance.com](mailto:mansi_gandhi@xanderfinance.com) before the commencement of the Meeting.

4. On the date of the Meeting, the Members, Directors, Key Managerial Personnel and all other persons authorized to attend the meeting, may join, using above the Dial-in details from 5:00 P.M. (IST) post which, no person shall be able to join the meeting.

5. In case, any member requires assistance for using the aforementioned Dial-in before or during the Meeting, you may reach out to Ms. Mansi Gandhi, Company Secretary at [mansi\\_gandhi@xanderfinance.com](mailto:mansi_gandhi@xanderfinance.com).

6. Voting:

- a. In case a poll is demanded, Chairman shall follow the procedure provided in Section 109 of the Act, and Rules made thereunder, in all other cases matter will be put to vote by way of a show of hands.
- b. On demand of the poll, the Members may vote by sending an e-mail on the designated E-mail ID: mansi\_gandhi@xanderfinance.com stating their assent/ dissent.

*Please note that the e-mail with the vote of a member should be sent only from the registered Email ID of the member.*

7. Other instructions/ information:

- a. Members are requested to address all communications through their registered E-mail ID only.
- b. The recorded transcript shall be maintained in safe custody of the Company.
- c. The Register of Directors and Key Managerial Personnel and their shareholding, maintained under Section 170 of the Act and the Register of Contracts or Arrangements in which Directors are interested, maintained under Section 189 of the Act read with Rules made thereunder, authorizations for voting by body corporates and the Articles of Association of the Company will be available for inspection by the Members through electronic mode. Also, the documents referred to in this Notice are available electronically for inspection without any fee by the Members from the date of circulation of this Notice up to the date of the Annual General Meeting. Members seeking to inspect such registers/ documents can send an email to mansi\_gandhi@xanderfinance.com
- d. The Audited Financial Statements (standalone & consolidated) of the Company for the Financial Year ended on March 31, 2023, the Reports of the Board of Directors and Auditors thereon shall be sent to the Members and to all other persons so entitled on their email IDs registered with the Company/ Registrar and Transfer Agents or with the Depository Participant(s).
- e. Members who hold shares in physical form and have not registered / updated their Email addresses with the Company, are requested to register / update the same by writing to the Company at mansi\_gandhi@xanderfinance.com stating details of folio number and attaching a self attested copy of PAN card.
- f. Members holding shares in dematerialised mode, who have not registered / updated their email addresses with their Depository Participants, are requested to register / update their email addresses with the Depository Participants with whom they maintain their Demat accounts.
- g. Members, who need assistance before or during the AGM, can contact Ms. Mansi Gandhi, Company Secretary at 022-61196090 or email her at mansi\_gandhi@xanderfinance.com.
- h. Since the AGM will be held through VC/OAVM, the Route Map is not annexed in this Notice.

**By order of the Board of Directors**  
**Xander Finance Private Limited**

**Mansi Gandhi**  
**Company Secretary**  
ICSI Membership No:ACS-58471

Date: September 20, 2023  
Place: Mumbai