

NOTICE

Shorter Notice is hereby given that the 3rd Extraordinary General Meeting of FY 2024-2025 of the Members of **Meta Infotech Limited (Formerly Known as Meta Infotech Private Limited)** will be held at the Registered Office of the Company situated at 118/119, first floor, Ackruti Star, Near Ackruti Centre Point, MIDC, Andheri (East), Mumbai 400093 on Monday, 21st October, 2024 at 01.00 P.M. to transact, with or without modification, as may be permissible, to transact the following business:

SPECIAL BUSINESS:

To consider and, if thought fit, to pass the following Resolution as a Special Resolution:

1. Change in designation of Mr. Venu Gopal Peruri (DIN: 01179369), as a Chairman and Managing Director of the company:

“RESOLVED THAT pursuant to Sections 2(54), 196, 197, 198, 203 and other applicable provisions of if any, of the Companies Act, 2013 (“the Act”) and rules made there under (including any statutory modifications or re-enactment(s) thereof for the time being) read with Schedule V of the Companies Act, 2013 and Articles of Association of the Company, consent of shareholder in General Meeting of the company, be and is hereby accorded to change in designation of **Mr. Venu Gopal Peruri (DIN: 01179369)**, as Chairman and Managing Director of the Company, whose period of office shall not be liable to retire by rotation, for a period of 3 (three) Years w.e.f 21st October, 2024 as well as the payment of salary and perquisites (hereinafter referred to as “remuneration”), upon the terms and conditions as detailed in the explanatory statement attached hereto, which is hereby approved and sanctioned with authority to the Board of Directors to alter and vary the terms and conditions of the said appointment and / or agreement in such manner as may be agreed to between the Board of Directors and Mr. Venu Gopal Peruri (DIN: 01179369).

The details of remuneration payable to Mr. Venu Gopal Peruri (DIN: 01179369), and the terms and conditions of the appointment are given below:

I. Period:

For a period of 3 years from 21st October, 2024

II. Remuneration:

For a period of 3 years, Rs. 1,08,00,000/-per annum and the board shall be entrusted to revise either by enhancement or reduction in the said remuneration from time to time as board deem fit in line with the provisions of Schedule V of the Act provided that the total remuneration to be paid to Managing Director shall not exceed Rs. 3,00,00,000/- (Indian Rupees Three-Crores only) per annum during the period of 3 years of continuation of his appointment.

III. Perquisites:

The Managing Director shall be entitled to all the perquisites listed herein below in addition to the salary mentioned above;

- a) **Medical Re-imbusement:** Reimbursement of medical expenses incurred, including premium paid on health insurance policies, whether in India or abroad, for self and family including hospitalisation, surgical charges, nursing charges and domiciliary charges for self and for family.

- b) **Leave Travel Concession:** For self and family every year incurred in accordance with the rules of the Company.
- c) **Club Fees:** Fees of clubs, subject to a maximum of three clubs.
- d) **Personal Accident Insurance/Group Life Insurance:** Premium not to exceed Rs. 1,00,000/- per annum.
- e) **Provident Fund/Pension:** Contribution to Provident Fund and Pension Fund to the extent such contributions, either singly or put together are exempt under the Income Tax Act, 1961. Contribution to Pension Fund will be paid on basic salary and commission.
- f) **Gratuity:** Gratuity payable shall be in accordance with the provisions of the Payment of Gratuity Act and to the extent not taxable under the Income Tax law.
- g) **Rent Free Accommodation:** Rent-Free Residential accommodation (furnished or otherwise) with the Company bearing the cost of repairs, maintenance, society charges and utilities for the accommodation.

The perquisites as listed in para (III) above shall be valued as per the Income Tax Rules, 1962, as may be applicable.

RESOLVED FURTHER THAT notwithstanding anything contained herein above, if in any financial year during the currency of his appointment, the Company has no profits or its profits are inadequate, the Salary, Perquisites and any other allowances along with Provident Fund, Gratuity and Leave Encashment as detailed in the above resolutions shall continue to be paid to Mr. Venu Gopal Peruri, in accordance with the provisions of the Companies Act, 2013.

RESOLVED FURTHER THAT the Board of Directors of the company be and are hereby authorized to do all such acts, deeds and things as may be required to give effect to this resolution, including filing of necessary statutory forms, as per the provisions of the Companies Act, 2013, and to do all such act, deeds and things in this regard .”

2.Change in designation Of Mr. Mohammed Laeek Abdul Kader Golandaz(DIN: 07937438), from Executive Director to Whole Time Director of the company:

“**RESOLVED THAT** pursuant to Sections 2(94), 152, 196, 197, 198, 203 and other applicable provisions of if any, of the Companies Act, 2013 (“the Act”) and rules made there under (including any statutory modifications or re-enactment(s) thereof for the time being) read with Schedule V of the Companies Act, 2013 and Articles of Association of the Company, consent of shareholder in General Meeting of the company, be and is hereby accorded to change in designation of **Mohammed Laeek Abdul Kader Golandaz (DIN: 07937438)** from Executive Director to Whole Time Director of the Company, whose period of office shall be liable to retire by rotation, for a period of 3 (three) Years w.e.f 21st October, 2024 as well as the payment of salary and perquisites (hereinafter referred to as “remuneration”), upon the terms and conditions as detailed in the explanatory statement attached hereto, which is hereby approved and sanctioned with authority to the Board of Directors to alter and vary the terms and conditions of the said appointment and / or agreement in such manner as may be agreed to between the Board of Directors and and Mohammed Laeek Abdul Kader Golandaz.(DIN: 07937438).

The details of remuneration payable to Mohammed Laeek Abdul Kader Golandaz (DIN: 07937438), and the terms and conditions of the appointment are given below:

I. Period:

For a period of 3 years from 21st October, 2024

II. Remuneration:

For a period of 3 years, Rs. 54,00,000/-per annum and the board shall be entrusted to revise either by enhancement or reduction in the said remuneration from time to time as board deem fit in line with the provisions of Schedule V of the Act provided that the total remuneration to be paid to Whole Time Director shall not exceed Rs. 3,00,00,000/- (Indian Rupees Three-Crores only) per annum during the period of 3 years of continuation of his appointment.

III. Perquisites:

The Whole Time Director shall be entitled to all the perquisites listed herein below in addition to the salary mentioned above;

- a. **Medical Re-imburement:** Reimbursement of medical expenses incurred, including premium paid on health insurance policies, whether in India or abroad, for self and family including hospitalisation, surgical charges, nursing charges and domiciliary charges for self and for family.
- b. **Leave Travel Concession:** For self and family every year incurred in accordance with the rules of the Company.
- c. **Club Fees:** Fees of clubs, subject to a maximum of three clubs.
- d. **Personal Accident Insurance/Group Life Insurance:** Premium not to exceed Rs. 1,00,000/- per annum.
- e. **Provident Fund/Pension:** Contribution to Provident Fund and Pension Fund to the extent such contributions, either singly or put together are exempt under the Income Tax Act, 1961. Contribution to Pension Fund will be paid on basic salary and commission.
- f. **Gratuity:** Gratuity payable shall be in accordance with the provisions of the Payment of Gratuity Act and to the extent not taxable under the Income Tax law.

The perquisites as listed in para (III) above shall be valued as per the Income Tax Rules, 1962, as may be applicable.

RESOLVED FURTHER THAT notwithstanding anything contained herein above, if in any financial year during the currency of his appointment, the Company has no profits or its profits are inadequate, the Salary, Perquisites and any other allowances along with Provident Fund, Gratuity and Leave Encashment as detailed in the above resolutions shall continue to be paid to Mohammed Laeek Abdul Kader Golandaz, in accordance with the provisions of the Companies Act, 2013.

RESOLVED FURTHER THAT the Board of Directors of the company be and are hereby authorized to do all such acts, deeds and things as may be required to give effect to this resolution, including filing of necessary statutory forms, as per the provisions of the Companies Act, 2013, and to do all such act, deeds and things in this regard .”

3. Change in designation Of Mr. Rama Krishna Kishore Achuthani (DIN: 07644817), from Executive Director to Whole Time Director of the company:

“RESOLVED THAT pursuant to Sections 2(94), 152, 196, 197, 198, 203 and other applicable provisions of if any, of the Companies Act, 2013 (“the Act”) and rules made there under (including any statutory modifications or re-enactment(s) thereof for the time being) read with Schedule V of the Companies Act, 2013 and Articles of Association of the Company, consent of shareholder in General Meeting of the company, be and is hereby accorded to change in designation of **Mr. Rama Krishna Kishore Achuthani (DIN: 07644817)** from Executive Director to Whole Time Director of the Company, whose period of office shall be liable to retire by

rotation, for a period of 3 (three) Years w.e.f 21st October, 2024 as well as the payment of salary and perquisites (hereinafter referred to as “remuneration”), upon the terms and conditions as detailed in the explanatory statement attached hereto, which is hereby approved and sanctioned with authority to the Board of Directors to alter and vary the terms and conditions of the said appointment and / or agreement in such manner as may be agreed to between the Board of Directors and Mr. Rama Krishna Kishore Achuthani (DIN: 07644817).

“RESOLVED FURTHER THAT the remuneration payable to Mr. Rama Krishna Kishore Achuthani (DIN: 07644817), shall not exceed the overall ceiling of the total managerial remuneration as provided under Schedule V and Section 197 of the Companies Act, 2013 or such other limits as may be prescribed from time to time.

The details of remuneration payable to Mr. Rama Krishna Kishore Achuthani (DIN: 07644817), and the terms and conditions of the appointment are given below:

I. Period:

For a period of 3 years from 21st October, 2024

II. Remuneration:

For a period of 3 years, Rs. 36,00,000/-per annum and the board shall be entrusted to revise either by enhancement or reduction in the said remuneration from time to time as board deem fit in line with the provisions of Schedule V of the Act provided that the total remuneration to be paid to Whole Time Director shall not exceed Rs. 3,00,00,000/- (Indian Rupees Three-Crores only) per annum during the period of 3 years of continuation of his appointment.

III. Perquisites:

The Whole Time Director shall be entitled to all the perquisites listed herein below in addition to the salary mentioned above;

- a. **Medical Re-imbusement:** Reimbursement of medical expenses incurred, including premium paid on health insurance policies, whether in India or abroad, for self and family including hospitalisation, surgical charges, nursing charges and domiciliary charges for self and for family.
- b. **Leave Travel Concession:** For self and family every year incurred in accordance with the rules of the Company.
- c. **Club Fees:** Fees of clubs, subject to a maximum of three clubs.
- d. **Personal Accident Insurance/Group Life Insurance:** Premium not to exceed Rs. 1,00,000/- per annum.
- e. **Provident Fund/Pension:** Contribution to Provident Fund and Pension Fund to the extent such contributions, either singly or put together are exempt under the Income Tax Act, 1961. Contribution to Pension Fund will be paid on basic salary and commission.
- f. **Gratuity:** Gratuity payable shall be in accordance with the provisions of the Payment of Gratuity Act and to the extent not taxable under the Income Tax law.

The perquisites as listed in para (III) above shall be valued as per the Income Tax Rules, 1962, as may be applicable.

RESOLVED FURTHER THAT notwithstanding anything contained herein above, if in any financial year during the currency of his appointment, the Company has no profits or its profits are inadequate, the Salary, Perquisites and any other allowances along with Provident Fund, Gratuity and Leave Encashment as detailed in the above resolutions shall continue to be paid to Mr. Rama Krishna Kishore Achuthani, in accordance with the provisions of the Companies Act, 2013

RESOLVED FURTHER THAT the Board of Directors of the company be and are hereby authorized to do all such acts, deeds and things as may be required to give effect to this resolution, including filing of necessary statutory forms, as per the provisions of the Companies Act, 2013, and to do all such act, deeds and things in this regard.”

4. To create Charge/Mortgage over the properties of the Company for the purpose of borrowing in the terms of section 180(1)(a) of the Companies Act ,2013

“**RESOLVED THAT** in supersession of the earlier resolution passed in this regard and pursuant to the provisions of Sections 179(3), 180(1)(a) and all other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modifications or re-enactments thereof, for the time being in force) read with the rules made thereunder, as may be amended from time to time, consent of the Members of the Company be and is hereby accorded to the Board of Directors (hereinafter referred as ‘Board’ which term shall include a Committee thereof authorized for the purpose) of the Company, to mortgage, hypothecate, pledge and / or charge all or any of the movable and / or immovable properties of the Company (both present and future) and /or any other assets including tangible and intangible assets or properties of the Company and / or the whole or part of any of the undertaking of the Company together with or without the power to take over the management of the business or any undertaking of the Company in case of events of defaults, in favour of the Banks, Financial Institutions, any other Lender(s), Agent(s) and Trustee(s), for securing the borrowing availed or to be availed by the Company or subsidiary(ies) of Company, by way of loans, debentures (comprising fully/partly Convertible Debentures and/or Secured/ Unsecured Non-Convertible Debentures or any other securities) or otherwise, in foreign currency or in Indian rupees, from time to time, up to the Borrowing limits approved or as may be approved by the shareholders, from time to time, under Section 180(1)(c) of the Companies Act, 2013 (including any statutory modification or re-enactment thereof) along with interest, additional interest, accumulated interest, liquidated charges, commitment charges or costs, expenses and all other monies payable by the Company in respect of such borrowings”.

“**RESOLVED FURTHER THAT** for the purpose of giving effect to this resolution, the Board or be and is hereby authorized to finalize, settle and execute such documents/ deeds/ writings/ papers/ agreements/ undertakings as may be required and to do all such acts, deeds and things, as it may in its absolute discretion deem necessary, proper or desirable and to settle any question, difficulty or doubt that may arise in regard to creating mortgage/ charge/ pledge / hypothecation as mentioned aforesaid.”

5. Approval to Borrow Money pursuant to Section 180(1)(c) of the Companies Act, 2013:

“**RESOLVED THAT** in super session of the earlier resolutions passed by the Company, pursuant to Section 180(1)(c) and other applicable provisions, if any, of the Companies Act, 2013 and relevant rules made there under (including any statutory modifications or re-enactments thereof for the time being in force) and the Article of Association of the Company; the consent of the shareholders of the Company be and is hereby accorded to the Board of Directors of the Company (herewith referred to as the “Board” which expression shall also include a Committee thereof), to borrow money, as and when required, from, including without limitation, any Bank and/or other Financial Institution and/or foreign lender and/or anybody corporate/ entity/entities and/or authority/authorities, any other securities or instruments, such as floating rate notes, fixed rate notes, syndicated loans, debentures, bonds, commercial papers, short term loans or any other instruments etc. and/or through credit from official agencies and/or by way of commercial borrowings from the private sector window of multilateral financial institution, either in rupees or in such other foreign currencies as may be permitted by law from time to time, as may be deemed appropriate by the Board for an aggregate amount not exceeding Rs. 100.00 Crores (Rupees One Hundred Crores only), notwithstanding that money so borrowed together with the monies already borrowed by the Company, if any (apart from temporary loans obtained from the Company’s

bankers in the ordinary course of business) may exceed the aggregate of the paid-up share capital of the Company and its free reserves.”

“RESOLVED FURTHER THAT the Board of Directors be and is hereby authorized to take such steps as may be necessary for obtaining approvals, statutory, contractual or otherwise, in relation to the above and to settle all matters arising out of and incidental thereto, and to sign and to execute deeds, applications, documents and writings that may be required, on behalf of the Company and generally to do all such acts, deeds, matters and things as may be necessary, proper, expedient or incidental for giving effect to this resolution.”

6. Approval of the Limits for the loans and investment by the company in terms of the provisions section 186 of the Companies Act, 2013

RESOLVED THAT in super session of the earlier resolutions passed by the Company, pursuant to Section 186 of the Companies Act, 2013, read with The Companies (Meetings of Board and its Powers) Rules, 2014 as amended from time to time and other applicable provisions of the Companies Act, 2013 (including any statutory modifications or re-enactments thereof for the time being in force), if any, the Consent of the members of the Company be and is hereby accorded to the Board of Directors of the Company (herewith referred to as the “Board” which term shall include any committee constituted by the Board or any person(s) authorised by the Board to exercise the power conferred on the Board by this resolution) to make loans or investments, in one or more tranches by subscription, purchase or otherwise in subsidiary(ies)/ anybody/bodies Corporate(s) in India or abroad (existing or which may be promoted /incorporated), in any kind of securities, or by providing of guarantees and security in connection with a loan made by any other person to any subsidiary (ies)/ anybody/bodies Corporate(s) in India or abroad (existing or which may be promoted /incorporated), in excess of the limits prescribed under Section 186 of the Companies Act, 2013 but subject to maximum limit of Rs. 100.00 Crores (Rupees One Hundred Crores only).

“RESOLVED FURTHER THAT Board be and is hereby authorized to negotiate and finalize the term and condition of said investments, loan, guarantee and provision of security on the behalf of the company as it may deem fit in the interest of the company, to take all such actions and to settle all matters arising out of and incidental thereto and to sign and to execute all deeds, applications, documents and investments, loan, guarantee and provision of security and generally to do all such acts, deeds, matters and things as may be necessary, proper, expedient or incidental for giving effect to this resolution.”

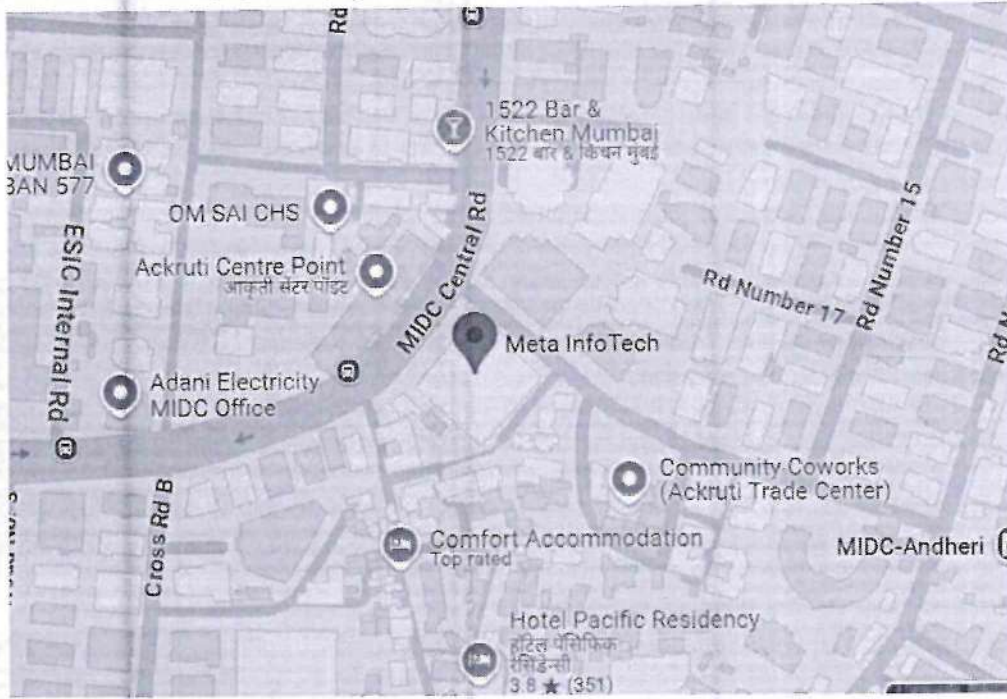
For and behalf of the Board of Directors
Meta Infotech Limited


Venu Gopal Peruri
Director
DIN: 01179369

Date: 21.10.2024
Place: Mumbai

Notes:

1. 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 of the Company.
2. An Explanatory Statement under section 102 (1) of the Companies Act, 2013 is annexed herewith
3. The form of proxy to be valid should be deposited with the company atleast 48 hours before the time scheduled for the meeting.
4. The route map for the venue of the meeting is as below:



Explanatory Statement under Section 102 (1) of the Companies Act, 2013

Item No. 1

Subject to the approval of members of the Company, on the recommendation of Nomination and Remuneration Committee, the Board of Directors in their meeting held on October 21, 2024 appointed Mr. Venu Gopal Peruri as Chairman and Managing Director of the Company for a period of 3 years with effect from October 21, 2024. The period of office of Mr. Venu Gopal Peruri shall not be liable to determination by retirement by rotation.

Keeping in view that Mr. Venu Gopal Peruri has rich and varied experience in the Industry and has been involved in the operations of the Company over a long period of time, it would be in the interest of the Company to appoint him as Chairman and Managing Director of the Company.

This explanatory statement may also be read and treated as disclosure in compliance with the requirements of Section 190 of the Companies Act, 2013.

The details of remuneration payable to Mr. Venu Gopal Peruri, (DIN: 01179369), and the terms and conditions of the appointment are given below:

I. Period:

For a period of 3 years from October 21, 2024

II. Remuneration:

For a period of 3 years, Rs. 1,08,00,000/- per annum and the board shall be entrusted to revise either by enhancement or reduction in the said remuneration from time to time as board deem fit in line with the provisions of Schedule V of the Act provided that the total remuneration to be paid to Managing Director shall not exceed Rs. 3,00,00,000/- (Indian Rupees Three-Crores only) per annum during the period of 3 years of continuation of his appointment.

III. Perquisites:

The Managing Director shall be entitled to all the perquisites listed herein below in addition to the salary mentioned above;

- a) **Medical Re-imbusement:** Reimbursement of medical expenses incurred, including premium paid on health insurance policies, whether in India or abroad, for self and family including hospitalisation, surgical charges, nursing charges and domiciliary charges for self and for family.
- b) **Leave Travel Concession:** For self and family every year incurred in accordance with the rules of the Company.
- c) **Club Fees:** Fees of clubs, subject to a maximum of three clubs.
- d) **Personal Accident Insurance/Group Life Insurance:** Premium not to exceed Rs. 1,00,000/- per annum.
- e) **Provident Fund/Pension:** Contribution to Provident Fund and Pension Fund to the extent such contributions, either singly or put together are exempt under the Income Tax Act, 1961: Contribution to Pension Fund will be paid on basic salary and commission.
- f) **Gratuity:** Gratuity payable shall be in accordance with the provisions of the Payment of Gratuity Act and to the extent not taxable under the Income Tax law.

- g) **Rent Free Accommodation:** Rent-Free Residential accommodation (furnished or otherwise) with the Company bearing the cost of repairs, maintenance, society charges and utilities for the accommodation.
- a) The perquisites as listed in para (III) above shall be valued as per the Income Tax Rules, 1962, as may be applicable.

In compliance with section 196 and section 203 of Companies Act, 2013, the Re-designation of Mr. Venu Gopal Peruri as Managing Director is now being placed before the members for its approval. A brief profile of the proposed Managing Director is given below:

I. General Information:

Sr. No.	Particulars	Disclosures
1.	Nature of Industry	The company is engaged in the business of manufacturing, developing, trading marketing, operating, importing, buying, selling, exporting and otherwise dealing in all types of peripherals, software, hardware, logic controllers, monitors and other electrical and electronics, digital electric and electrical equipments, instruments, compounds, devices and spare parts including the services for implementation of cyber security services including sourcing/trading into cyber security products of various product manufacturing Companies and rendering of professional Training institute services for training and development of cyber security professional across the globe and such other objects as more specifically described in the Memorandum of Association.
2.	Date of commencement of commercial production	The company has been engaged in cyber security services from past 25 years.
3.	In case of new companies, expected date of commencement of activities as per project approved by financial institutions appearing in the prospectus	Not Applicable
4.	Financial performance based on given indicators.	The turnover of the company as on March 31, 2024 is about Rupees 152.13 Crores and Profit Before Tax (PBT) is about Rupees 13.57 Crores. (As per audited Financial Statements)
5.	Foreign investments or collaborators, if any	Not Applicable

II. Information about the appointee:

Sr. No.	Particulars	Disclosures
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1.	Background details	Mr. Venu Gopal Peruri is the first director and promoter of the Company. He has an overall experience of above 25 years in the information technology industry. He has completed Bachelor of Science from Andhra University, in the year 1992. He has played a pivotal role in developing strategies for Sales and Business expansion along with the overall management of the Company. His strategic vision, and exceptional interpersonal skills, have been instrumental in driving our Company towards sustainable growth and success
2.	Past remuneration	Rs. 1,08,00,000/- per annum for the Financial Year 2023-24
3.	Recognition or awards	Not Applicable
4.	Job profile and his suitability	Having served diligently as Director at the Company since inception. He has demonstrated exceptional dedication and proficiency in his role, making him ideally suited for advancement. Therefore, in recognition of his proven capabilities and valuable contributions, he is best suited for the position of Managing Director of the Company:
5.	Remuneration proposed and other perquisite	As disclosed above in para II (Remuneration) and III (Perquisite).
6.	Comparative remuneration profile with respect to industry, size of the company, profile of the position and person	Considering the turnover of the Company and the responsibilities of the directors, the remuneration being proposed to be paid to him is reasonable and aligns with industry standards nationwide
7.	Pecuniary relationship directly or indirectly with the Company, or relationship with the managerial personal, if any:	His wife Mrs. Aditi Prasad Reddy, is Director and shareholder of the Company. His brother Mr. Rajmohan Peruri, Bhaskar Peruri and Nagesh Ramana Peruri is shareholder of the Company.

III. Other Information:

Sr. No.	Particulars	Disclosures
1.	Reasons of loss or inadequate profits and Steps taken or proposed to be taken for improvement	There was no loss or inadequate profits and the performance of the company was for the years was deemed satisfactory.
2.	Expected increase in productivity and profits in measurable terms	The Company intends to expand its current production capacity and is actively engaged in its core business line. It is proposing to undertake a variety of activities to prepare for potential new projects and initiatives.

IV. Disclosures:

As the Company is unlisted public company the provision for Corporate Governance Report is not applicable regarding details of Managerial Remuneration.

The details of the terms of re-designation and remuneration payable to Mr. Venu Gopal Peruri are given below:

Sr. No.	Particulars	Details
1.	Tenure of Remuneration	3 years
2.	Salary inclusive of all allowances and incentives	For a period of 3 years, Rs. 1,08,00,000/-per annum and the board shall be entrusted to revise either by enhancement or reduction in the said remuneration from time to time as board deem fit in line with the provisions of Schedule V of the Act provided that the total remuneration to be paid to Managing Director shall not exceed Rs. 3,00,00,000/- (Indian Rupees Three-Crores only) per annum during the period of 3 years of continuation of his appointment.
3.	Perquisites and Allowances in addition to the salary	As per the Rules/Policy of the Company
4.	Retirement benefits	As per the Rules/Policy of the Company
5.	Other benefits	As per the Rules/Policy of the Company
6.	Minimum Remuneration	In the event of inadequacy of profits calculated as per Section 198 of the Companies Act, 2013 the Salary, Perquisites and any other allowances along with Provident Fund, Gratuity and Leave Encashment as detailed in the above resolutions shall continue to be paid to Mr. Venu Gopal Peruri, in accordance with the provisions of the Companies Act, 2013

V. Disclosures with regards to appointment of Directors as per Secretarial Standard on General Meetings" (SS-2):

Sl. No.	Particulars	Details
1.	DIN	01179369
2.	Age	52
3.	Qualifications	Bachelor of Science from Andhra University
4.	Date of proposed Appointment on the Board	October 21, 2024
5.	Experience (Skills & Capabilities)	Mr. Venu Gopal Peruri has an overall experience of above 25 years in the information technology industry. He has completed Bachelor of Science from Andhra University, in the year 1992. He has played a pivotal role in developing strategies for Sales and Business expansion along with the overall management of the Company. His strategic vision, and exceptional interpersonal skills, have been instrumental in driving our Company towards sustainable growth and success
6.	Date of first appointment on the Board	December 17, 1998
7.	Shareholding in the Company	7,56,977 Equity Shares of Rs. 10/- each
8.	Relationship with other directors Manager and other Key Managerial Personnel of the Company	NIL
9.	Number of Meetings of the Board attended during the Financial Year 2024-25 (till October 21, 2024)	12
10.	Terms and Conditions of Appointment	As determined by board of directors from time to time as well as provided in explanatory statement.

11.	List of Other Companies in which Directorship held	COMPANIES- 1. Meta Information Systems Private Limited 2. Niva Technologies Private Limited
12.	Other Membership/ Chairmanship of Committees of other Boards	NIL
13.	Past Remuneration	Rs. 1,08,00,000/- per annum for the Financial Year 2023-24

Item No. 2

Subject to the approval of members of the Company, the Board of Directors in their meeting held on October 21, 2024 appointed Mr. Mohammed Laeek Abdul Kader Golandaz as Whole Time Director of the Company for a period of 3 years with effect from 21st October, 2024. The period of office of Mr. Mohammed Laeek Abdul Kader Golandaz shall be liable to determination by retirement by rotation.

Keeping in view that Mr. Mohammed Laeek Abdul Kader Golandaz has rich and varied experience in the Industry and has been involved in the operations of the Company over a long period of time; it would be in the interest of the Company to appoint him as Whole Time Director of the Company.

This explanatory statement may also be read and treated as disclosure in compliance with the requirements of Section 190 of the Companies Act, 2013.

The details of remuneration payable to Mr. Mohammed Laeek Abdul Kader Golandaz (DIN: 07937438), and the terms and conditions of the appointment are given below:

I. Period:

For a period of 3 years from 21st October, 2024

II. Remuneration:

For a period of 3 years, Rs. 54,00,000/-per annum and the board shall be entrusted to revise either by enhancement or reduction in the said remuneration from time to time as board deem fit in line with the provisions of Schedule V of the Act provided that the total remuneration to be paid to Whole Time Director shall not exceed Rs. 3,00,00,000/- (Indian Rupees Three-Crores only) per annum during the period of 3 years of continuation of his appointment.

III. Perquisites:

The Whole Time Director shall be entitled to all the perquisites listed herein below in addition to the salary mentioned above;

- a) **Medical Re-imburement:** Reimbursement of medical expenses incurred, including premium paid on health insurance policies, whether in India or abroad, for self and family including hospitalisation, surgical charges, nursing charges and domiciliary charges for self and for family.
- b) **Leave Travel Concession:** For self and family every year incurred in accordance with the rules of the Company.
- c) **Club Fees:** Fees of clubs, subject to a maximum of three clubs.
- d) **Personal Accident Insurance/Group Life Insurance:** Premium not to exceed Rs. 1,00,000/- per annum.

- e) **Provident Fund/Pension:** Contribution to Provident Fund and Pension Fund to the extent such contributions, either singly or put together are exempt under the Income Tax Act, 1961. Contribution to Pension Fund will be paid on basic salary and commission.
- f) **Gratuity:** Gratuity payable shall be in accordance with the provisions of the Payment of Gratuity Act and to the extent not taxable under the Income Tax law.

The perquisites as listed in para (III) above shall be valued as per the Income Tax Rules, 1962, as may be applicable.

In compliance with section 196 and section 203 of Companies Act, 2013, the Re-designation of Mr. Mohammed Laeek Abdul Kader Golandaz as Whole Time Director is now being placed before the members for its approval. A brief profile of the proposed Whole Time Director is given below:

VI. General Information:

Sr. No.	Particulars	Disclosures
1.	Nature of Industry	The company is engaged in the business of manufacturing, developing, trading marketing, operating, importing, buying, selling, exporting and otherwise dealing in all types of peripherals, software, hardware, logic controllers, monitors and other electrical and electronics, digital electric and electrical equipments, instruments, compounds, devices and spare parts including the services for implementation of cyber security services including sourcing/trading into cyber security products of various product manufacturing Companies and rendering of professional Training institute services for training and development of cyber security professional across the globe and such other objects as more specifically described in the Memorandum of Association.
2.	Date of commencement of commercial production	The company has been engaged in cyber security services from past 25 years.
3.	In case of new companies, expected date of commencement of activities as per project approved by financial institutions appearing in the prospectus	Not Applicable
4.	Financial performance based on given indicators.	The turnover of the company as on March 31, 2024 is about Rupees 152.13 Crores and Profit Before Tax (PBT) is about Rupees 13.57 Crores. (As per audited Financial Statements)
5.	Foreign investments or collaborators, if any	Not Applicable

VII. Information about the appointee:

Sr. No.	Particulars	Disclosures
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1.	Background details	Mr. Mohammed Laeek Abdul Kader Golandaz is appointed as director on October 10, 2017. He has around 15 years of industry experience involving vendor (OEM) interaction, customer interaction, strong relationship building skills. He has completed Bachelor of Science (Information Technology), from the Global Open-University, Nagaland in the year 2012. He plays a pivotal role in Sales, Marketing and implementation of the project of the Company.
2.	Past remuneration	Rs. 42,00,000/- per annum for the Financial Year 2023-24
3.	Recognition or awards	Not Applicable
4.	Job profile and his suitability	Having served diligently as Director at the Company since October, 2017. He has demonstrated exceptional dedication and proficiency in his role, making him ideally suited for advancement. Therefore, in recognition of his proven capabilities and valuable contributions, he is best suited for the position of Whole Time Director of the Company.
5.	Remuneration proposed and other perquisite	As disclosed above in para-II (Remuneration) and III (Perquisite).
6.	Comparative remuneration profile with respect to industry, size of the company, profile of the position and person	Considering the turnover of the Company and the responsibilities of the directors, the remuneration being proposed to be paid to him is reasonable and aligns with industry standards nationwide
7.	Pecuniary relationship directly or indirectly with the Company, or relationship with the managerial personal, if any:	NA

VIII. Other Information:

Sr. No.	Particulars	Disclosures
1.	Reasons of loss or inadequate profits and Steps taken or proposed to be taken for improvement	There was no loss or inadequate profits and the performance of the company was for the years was deemed satisfactory.
2.	Expected increase in productivity and profits in measurable terms	The Company intends to expand its current production capacity and is actively engaged in its core business line. It is proposing to undertake a variety of activities to prepare for potential new projects and initiatives.

IX. Disclosures:

As the Company is unlisted public company the provision for Corporate Governance Report is not applicable regarding details of Managerial Remuneration.

The details of the terms of re-designation and remuneration payable to Mr. Mohammed Laeek Abdul Kader Golandaz are given below:

Sr. No.	Particulars	Details
1.	Tenure of Remuneration	3 years

2.	Salary inclusive of all allowances and incentives	For a period of 3 years, Rs. 54,00,000/-per annum and the board shall be entrusted to revise either by enhancement or reduction in the said remuneration from time to time as board deem fit in line with the provisions of Schedule V of the Act provided that the total remuneration to be paid to Whole Time Director shall not exceed Rs. 3,00,00,000/- (Indian Rupees Three-Crores only) per annum during the period of 3 years of continuation of his appointment.
3.	Perquisites and Allowances in addition to the salary	As per the Rules/Policy of the Company and as disclosed above
4.	Retirement benefits	As per the Rules/Policy of the Company
5.	Other benefits	As per the Rules/Policy of the Company
6.	Minimum Remuneration	In the event of inadequacy of profits calculated as per Section 198 of the Companies Act, 2013 the Salary, Perquisites and any other allowances along with Provident Fund, Gratuity and Leave Encashment as detailed in the above resolutions shall continue to be paid to Mr. Mohammed Laeek Abdul Kader Golandaz

X. Disclosures with regards to appointment of Directors as per Secretarial Standard on General Meetings" (SS-2):

Sl. No.	Particulars	Details
1.	DIN	07937438
2.	Age	37
3.	Qualifications	Bachelor of Science from Global Open University, Nagaland
4.	Date of proposed Appointment on the Board	October 21, 2024
5.	Experience (Skills & Capabilities)	Mohammed Laeek Abdul Kader Golandaz is appointed as director in October 10, 2017. He has around 15 years of industry experience involving vendor (OEM) interaction, customer interaction, strong relationship building skills. He plays a pivotal role in Sales, Marketing and implementation of the project of the Company.
6.	Date of first appointment on the Board	October 10, 2017
7.	Shareholding in the Company	NIL
8.	Relationship with other directors Manager and other Key Managerial Personnel of the Company	NIL
9.	Number of Meetings of the Board attended during the Financial Year 2024-25 (till October 21, 2024)	12
10.	Terms and Conditions of Appointment	As determined by board of directors from time to time as well as provided in explanatory statement.
11.	List of Other Companies in which Directorship held	NA
12.	Other Membership/ Chairmanship of Committees of other Boards	NIL

13.	Past Remuneration	Rs. 42,00,000/- per annum for the Financial Year 2023-24
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Item No. 3

Subject to the approval of members of the Company, the Board of Directors in their meeting held on October 21, 2024 appointed Mr. Rama Krishna Kishore Achuthani as Whole Time Director of the Company for a period of 3 years with effect from 21st October, 2024. The period of office of Mr. Rama Krishna Kishore Achuthani shall be liable to determination by retirement by rotation.

Keeping in view that Mr. Rama Krishna Kishore Achuthani has rich and varied experience in the Industry; it would be in the interest of the Company to appoint him as Whole Time Director of the Company.

This explanatory statement may also be read and treated as disclosure in compliance with the requirements of Section 190 of the Companies Act, 2013.

The details of remuneration payable to Mr. Rama Krishna Kishore Achuthani (DIN: 07644817), and the terms and conditions of the appointment are given below:

I. Period:

For a period of 3 years from 21st October, 2024

II. Remuneration:

For a period of 3 years, Rs. 36,00,000/-per annum and the board shall be entrusted to revise either by enhancement or reduction in the said remuneration from time to time as board deem fit in line with the provisions of Schedule V of the Act provided that the total remuneration to be paid to Whole Time Director shall not exceed Rs. 3,00,00,000/- (Indian Rupees Three-Crores only) per annum during the period of 3 years of continuation of his appointment.

III. Perquisites:

The Whole Time Director shall be entitled to all the perquisites listed herein below in addition to the salary mentioned above;

- a) **Medical Re-imbusement:** Reimbursement of medical expenses incurred, including premium paid on health insurance policies, whether in India or abroad, for self and family including hospitalisation, surgical charges, nursing charges and domiciliary charges for self and for family.
- b) **Leave Travel Concession:** For self and family every year incurred in accordance with the rules of the Company.
- c) **Club Fees:** Fees of clubs, subject to a maximum of three clubs.
- d) **Personal Accident Insurance/Group Life Insurance:** Premium not to exceed Rs. 1,00,000/- per annum.
- e) **Provident Fund/Pension:** Contribution to Provident Fund and Pension Fund to the extent such contributions, either singly or put together are exempt under the Income Tax Act, 1961. Contribution to Pension Fund will be paid on basic salary and commission.
- f) **Gratuity:** Gratuity payable shall be in accordance with the provisions of the Payment of Gratuity Act and to the extent not taxable under the Income Tax law.

The perquisites as listed in para (III) above shall be valued as per the Income Tax Rules, 1962, as may be applicable.

In compliance with section 196 and section 203 of Companies Act, 2013, the Re-designation of Mr. Rama Krishna Kishore Achuthani as Whole Time Director is now being placed before the members for its approval. A brief profile of the proposed Whole Time Director is given below:

General Information:

Sr. No.	Particulars	Disclosures
1.	Nature of Industry	The company is engaged in the business of manufacturing, developing, trading marketing, operating, importing, buying, selling, exporting and otherwise dealing in all types of peripherals, software, hardware, logic controllers, monitors and other electrical and electronics, digital electric and electrical equipments, instruments, compounds, devices and spare parts including the services for implementation of cyber security services including sourcing/trading into cyber security products of various product manufacturing Companies and rendering of professional Training institute services for training and development of cyber security professional across the globe and such other objects as more specifically described in the Memorandum of Association.
2.	Date of commencement of commercial production	The company has been engaged in cyber security services from past 25 years.
3.	In case of new companies, expected date of commencement of activities as per project approved by financial institutions appearing in the prospectus	Not Applicable
4.	Financial performance based on given indicators.	The turnover of the company as on March 31, 2024 is about Rupees 152.13 Crores and Profit Before Tax (PBT) is about Rupees 13.57 Crores. (As per audited Financial Statements)
5.	Foreign investments or collaborators, if any	Not Applicable

Information about the appointee:

Sr. No.	Particulars	Disclosures
1.	Background details	Mr. Rama Krishna Kishore Achuthani is appointed as director in September 16, 2024. He has over 23 years extensive experience in various technical domains. He has completed Bachelors of Science (Computer Science) from Jaipur National University, in the year 2018 and his senior school examination by Central Board of Secondary Education (CBSE) in the year 1996. He has a strong understanding of data protection solutions, web application security, vulnerability management, mobile device security, endpoint security, endpoint detection and response, and data loss prevention. He handles pre-sales,

		post-sales, implementation and professional services for data and endpoint security technologies worldwide. He also manages Authorized Training Partner (ATP) services.
2.	Past remuneration	NIL
3.	Recognition or awards	Not Applicable
4.	Job profile and his suitability	Having served diligently as Director at the Company since September 16, 2024. He has demonstrated exceptional dedication and proficiency in his role, making him ideally suited for advancement. Therefore, in recognition of his proven capabilities and valuable contributions, he is best suited for the position of Whole Time Director of the Company.
5.	Remuneration proposed and other perquisite	As disclosed above in para II (Remuneration) and III (Perquisite).
6.	Comparative remuneration profile with respect to industry, size of the company, profile of the position and person	Considering the turnover of the Company and the responsibilities of the directors, the remuneration being proposed to be paid to him is reasonable and aligns with industry standards nationwide
7.	Pecuniary relationship directly or indirectly with the Company, or relationship with the managerial personal, if any:	NA

Other Information:

Sr. No.	Particulars	Disclosures
1.	Reasons of loss or inadequate profits and Steps taken or proposed to be taken for improvement	There was no loss or inadequate profits and the performance of the company was for the years was deemed satisfactory.
2.	Expected increase in productivity and profits in measurable terms	The Company intends to expand its current production capacity and is actively engaged in its core business line. It is proposing to undertake a variety of activities to prepare for potential new projects and initiatives.

Disclosures:

As the Company is unlisted public company the provision for Corporate Governance Report is not applicable regarding details of Managerial Remuneration.

The details of the terms of re-designation and remuneration payable to Mr. Rama Krishna Kishore Achuthani are given below:

Sr. No.	Particulars	Details
1.	Tenure of Remuneration	3 years

2.	Salary inclusive of all allowances and incentives	For a period of 3 years, Rs. 36,00,000/-per annum and the board shall be entrusted to revise either by enhancement or reduction in the said remuneration from time to time as board deem fit in line with the provisions of Schedule V of the Act provided that the total remuneration to be paid to Managing Director shall not exceed Rs. 3,00,00,000/- (Indian Rupees Three-Crores only) per annum during the period of 3 years of continuation of his appointment
3.	Perquisites and Allowances in addition to the salary	As per the Rules/Policy of the Company and as disclosed above
4.	Retirement benefits	As per the Rules/Policy of the Company
5.	Other benefits	As per the Rules/Policy of the Company
6.	Minimum Remuneration	In the event of inadequacy of profits calculated as per Section 198 of the Companies Act, 2013 the Salary, Perquisites and any other allowances along with Provident Fund, Gratuity and Leave Encashment as detailed in the above resolutions shall continue to be paid to Mr. Venu Gopal Peruri, in accordance with the provisions of the Companies Act, 2013

Disclosures with regards to appointment of Directors as per Secretarial Standard on General Meetings” (SS-2):

Sl. No.	Particulars	Details
1.	DIN	07644817
2.	Age	44
3.	Qualifications	Bachelors of Science (Computer Science) from Jaipur National University
4.	Date of proposed Appointment on the Board	October 21, 2024
5.	Experience (Skills & Capabilities)	Rama Krishna Kishore Achuthani aged 44 years is proposed to be appointed as a Whole-Time Director of our Company. He has over 23 years extensive experience in various technical domains. He has completed Bachelors of Science (Computer Science) from Jaipur National University, in the year 2018 and his senior school examination by Central Board of Secondary Education (CBSE) in the year 1996. He has a strong understanding of data protection solutions, web application security, vulnerability management, mobile device security, endpoint security, endpoint detection and response, and data loss prevention. He handles pre-sales, post-sales, implementation and professional services for data and endpoint security technologies worldwide. He also manages Authorized Training Partner (ATP) services
6.	Date of first appointment on the Board	September 16, 2024
7.	Shareholding in the Company	NIL
8.	Relationship with other directors Manager and other Key Managerial Personnel of the Company	NIL

9.	Number of Meetings of the Board attended during the Financial Year 2024-25 (till October 21, 2024)	3
10.	Terms and Conditions of Appointment	As determined by board of directors from time to time as well as provided in explanatory statement.
11.	List of Other Companies in which Directorship held	NA
12.	Other Membership/ Chairmanship of Committees of other Boards	NIL
13.	Past Remuneration	NA

Item No.4

The members of the Company had earlier resolution authorized the Board of Directors to create charge/ mortgage/ hypothecation on the Company's assets, both present and future, in favour of the lenders/ trustees for the holders of debentures, to secure the repayment of monies borrowed by the Company.

Under the provisions of Section 180(1)(a) of the Companies Act, 2013 the above powers can be exercised by the Board only with the consent of the shareholders obtained by way of a Special Resolution. Accordingly, the Board of Directors at its meeting held on September 27, 2024, proposed to obtain fresh approval of the shareholders by way of a Special Resolution under Section 180(1)(a) of the Companies Act, 2013, to create charge/ mortgage/ hypothecation /pledge on the Company's assets including tangible and intangible, both present and future, in favour of the Banks, Financial Institutions, any other Lender(s), Agent(s) and Trustee(s), for securing the borrowing availed or to be availed by the Company or subsidiary(ies) of Company, by way of loans, debentures (comprising fully/partly Convertible Debentures and/or Secured/ Unsecured Non-Convertible Debentures or any other securities) or otherwise, in foreign currency or in Indian rupees, from time to time up to the limits approved or as may be approved by the shareholders from time to time under Section 180(1)(c) of the Companies Act, 2013.

The Board recommends the Resolution as set out in the Notice for approval of the members of the Company by way of Special Resolution.

None of the other Directors or Key Managerial Personnel of the Company or their relatives are concerned or interested or deemed to be concerned or interested in passing of this resolution, except to the equity shares held by them in the Company.

Item No. 5

As per the provisions of Section 180(1)(c) of the Companies Act, 2013, the Board of Directors of the Company could borrow money together with the money already borrowed by the company in the ordinary course of business, in excess of the aggregate of the paid-up Capital and the free reserves of Company and for borrowing money in excess of paid-up Capital and the Free Reserves, the approval of the members of the Company in the Extra Ordinary General Meeting by way of Special Resolution has to be obtained.

And as you know that business and operational purpose of the company, company borrow funds and may borrow funds time to time and so therefore it is required to obtain approval of the members by way of Special Resolution in the General Meeting to authorise to the Board to borrow fund in excess of paid-up Capital and the Free Reserves.

So, your board decided to increase the limit to borrow fund up to Rs. 100.00 Crores (Rupees One Hundred Crores only) and the Board recommends the Resolution as set out in the Notice for approval of the members of the Company by way of Special Resolution.

None of the other Directors or Key Managerial Personnel of the Company or their relatives are concerned or interested or deemed to be concerned or interested in passing of this resolution, except to the equity shares held by them in the Company.

Item No. 6

In order to make optimum use of funds available with the Company and also to achieve long term strategic and business objectives, the Board of Directors of the Company proposes to make use of the same by making investment in other bodies corporate or granting loans, giving guarantee or providing security to other persons or other body corporate or as and when required.

As per the provisions of section 186(3) of the Companies Act, 2013 and rules made there under, the Company needs to obtain prior approval of shareholders / members by way of special resolution passed at the Extra Ordinary General Meeting in case the amount of investment, loan, guarantee or security proposed to be made is more than the higher of sixty percent of the paid-up share capital, free reserves and securities premium account or one hundred percent of free reserves and securities premium account.

Accordingly, the Board of Directors of the Company proposes to obtain approval of shareholders by way of special resolution as contained in the notice of the Extra Ordinary General Meeting for an amount not exceeding Rs. 100.00 Crores (Rupees One Hundred Crores only) outstanding at any time notwithstanding that such investments, outstanding loans given or to be given and guarantees and security provided are in excess of the limits prescribed under Section 186 of the Companies Act, 2013.

The Board recommends the Resolution as set out in the Notice for approval of the members of the Company by way of Special Resolution.

None of the other Directors or Key Managerial Personnel of the Company or their relatives are concerned or interested or deemed to be concerned or interested in passing of this resolution, except to the equity shares held by them in the Company.

For and behalf of the Board of Directors
Meta Infotech Limited


Venu Gopal Peruri
Director
DIN: 01179369

Date: 21.10.2024
Place: Mumbai

PROXY FORM

[pursuant to section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies (Management and Administration) Rules, 2014]

META INFOTECH LIMITED
(Formerly known as Meta Infotech Private Limited)
CIN U72100MH1998PLC117495

Regd. Off: 118/119, First Floor, Ackruti Star, Near Ackruti Centre Point, MIDC, Andheri (East), Mumbai 400093

Name of Member(s):

Registered Address:

E-mail ID:

Folio No.:

I/We being a member(s) of _____ shares of the above named Company, hereby appoint

1. Name: _____
Address: _____

E-Mail ID _____
Signature: _____ or failing him
2. Name: _____
Address: _____

E-Mail ID _____
Signature: _____ or failing him
3. Name: _____
Address: _____

E-Mail ID _____
Signature: _____ or failing him

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 3rd Extraordinary General Meeting of the Company of FY 2024-2025 to be held on Monday, October 21, 2024 at 01.00 p.m. at 118/119, first floor, Ackruti Star, Near Ackruti Centre Point, MIDC, Andheri (East), Mumbai 400093 and at any adjournment thereof in respect of such resolution as indicated below:

Resolution No.:-

1. Approval of Change in designation of Mr. Venu Gopal Peruri (DIN: 01179369), as a Chairman and Managing Director of the company.
2. Approval of Change in designation Of Mr. Mohammed Laeek Abdul Kader Golandaz (DIN: 07937438), from Executive Director to Whole Time Director of the company
3. Approval of Change in designation Of Mr. Rama Krishna Kishore Achuthani (DIN: 07644817), from Executive Director to Whole Time Director of the company
4. Approval of Charge/Mortgage over the properties of the Company for the purpose of borrowing in the terms of section 180(1)(a) of the Companies Act, 2013
5. Approval of borrowing money pursuant to Section 180(1)(c) of the Companies Act, 2013.
6. Approval of limits of Section 186 of the Companies Act, 2013.

Signed this day of 2024.

Signature of Shareholder:

Signature of Proxy holder(s)

Affix Rev
Stamp

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.

ATTENDANCE SLIP

META INFOTECH LIMITED
(Formerly Known as Meta Infotech Private Limited)
CIN U72100MH1998PLC117495

Regd. Off: 118/119, First Floor, Ackruti Star, Near Ackruti Centre Point, MIDC, Andheri (East), Mumbai
400093

I hereby record my presence at the 3rd Extraordinary General Meeting of FY 2024-2025 of Meta Infotech Limited (Formerly known as Meta Infotech Private Limited) to be held at 118/119, First Floor, Ackruti Star, Near Ackruti Centre Point, MIDC, Andheri (East), Mumbai 400093, on Monday, October 21, 2024 at 01.00 p.m.

Full name of the Member/ Representative/ Proxy: _____

Registered Folio No.:
No. of Shares held :

SIGNATURE OF THE SHAREHOLDER OR PROXY OR REPRESENTATIVE ATTENDING THE MEETING

If Shareholder/ Representative, please sign here	If Proxy, please sign here

NOTE: Members attending the Meeting in person or by proxy are requested to complete the attendance slip and hand it over at the entrance of the meeting hall.

