XXXX XXXXXXX PRIVATE LIMITED *Company Name*

CIN: XXXXXXXXXXXXXXXXXXXXX · Registered Office: XXXX XXXXXXX, XXXXXX - XXXXXX

Date: XX.XX.XXXX

To,

All the Directors of XXXX XXXXXXX PRIVATE LIMITED

NOTICE OF THE XX MEETING OF THE BOARD OF DIRECTORS

Notice is hereby given that the XX (e.g. second) meeting of the Board of Directors of the Company will be held on XXXXXXX, XX.XX.XXXX at XX:XX XX at XXXX XXXXXXX, XXXXXX - XXXXXX *venue* *and through video conferencing*

The agenda of the business to be transacted, with notes on each item, is enclosed. Directors who wish to attend through video conferencing may join using the link XXXX XXXXXXX, and are requested to inform the Company by XX.XX.XXXX

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

By order of the Board · For **XXXX XXXXXXX PRIVATE LIMITED**

(Signature) _____ **XXXX XXXXXXX** - Company Secretary / Director, DIN / Membership No.: XXXXXXXX

Place: XXXXXX

Encl.: Agenda and notes on agenda