XXXX XXXXXXX PRIVATE LIMITED *Company Name*

CIN: XXXXXXXXXXXXXXXXXXXXX · Registered Office: XXXX XXXXXXX, XXXXXX - XXXXXX · Email: XXXX@XXXX.XXX

NOTICE OF EXTRAORDINARY GENERAL MEETING

NOTICE is hereby given that an Extraordinary General Meeting of the members of XXXX XXXXXXX PRIVATE LIMITED will be held on XXXXXXX, XX.XX.XXXX at XX:XX XX at XXXX XXXXXXX, XXXXXX - XXXXXX *or through video conferencing* to transact the following special business:

Item No. 1 - Increase in authorised share capital

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

"RESOLVED THAT pursuant to sections 13, 61 and 64 of the Companies Act, 2013 and the rules made under it, the authorised share capital of the Company be increased from ₹XX,XX,XXX divided into XX,XXX equity shares of ₹XX each to ₹XX,XX,XXX divided into XX,XXX equity shares of ₹XX each, and Clause V of the memorandum of association be substituted accordingly: 'V. The authorised share capital of the Company is ₹XX,XX,XXX divided into XX,XXX equity shares of ₹XX each.'"

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

(Signature)

XXXX XXXXXXX - Director, DIN: XXXXXXXX · Place: XXXXXX · Date: XX.XX.XXXX

Notes: (1) A member entitled to attend and vote may appoint a proxy to attend and vote instead of himself / herself; the proxy need not be a member. Proxy forms must reach the registered office not less than 48 hours before the meeting. (2) The explanatory statement under section 102 is annexed. (3) Route map to the venue is annexed.

EXPLANATORY STATEMENT UNDER SECTION 102

Item No. 1: The present authorised share capital of the Company is ₹XX,XX,XXX. To XXXX XXXXXXX *reason - for example, to issue shares to investors / for a rights issue*, it is proposed to increase it to ₹XX,XX,XXX. The increase needs the approval of the members under section 61, and Clause V of the memorandum is altered accordingly. None of the directors, key managerial personnel or their relatives is concerned or interested in the resolution, except to the extent of their shareholding. The Board recommends the ordinary resolution for approval.