**GATEWAY**
OFFICE PARKS

## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the **Seventeenth Annual General Meeting** of the Shareholders of Gateway Office Parks Private Limited will be held at shorter notice on Saturday, December 24, 2022 at 12:00 P.M. through video conference, to transact the following business:

**ORDINARY BUSINESS:**

1. **To receive, consider and adopt the Financial Statements of the Company comprising the Balance Sheet as at March 31, 2022, Statement of Profit and Loss, Cash flow statement for the year ended on March 31, 2022 together with schedules and notes forming part of the accounts and the Reports of the Board of Directors and Auditors thereon.**

To consider and if thought fit, to pass the following resolution as an Ordinary Resolution:

"**RESOLVED THAT** pursuant to Section 134 and other applicable provisions of the Companies Act, 2013 and rules made thereunder (including any statutory modification or re-enactment thereof for the time being in force), the Financial Statements of the Company comprising the Balance Sheet as at March 31, 2022, Statement of Profit and Loss, Cash flow statement for the year ended on March 31, 2022 together with schedules and notes forming part of the accounts and the Reports of the Board of Directors and Auditors thereon, as presented, be and are hereby adopted."

By Order of the Board of Directors
For **Gateway Office Parks Private Limited**

**Neeraj Kumar**
**(Director)**
**DIN:** 08332581
**Add:** House No - C 271, Sushant Lok-1 Galleria,
DLF IV, Gurgaon - 122009

**Place:** New Delhi
**Date:** December 22, 2022

**NOTES:**

1. Due to outbreak of COVID-19 pandemic, the Ministry Of Corporate Affairs ("MCA") has vide its General Circular No. 02/2022 dated May 05, 2022, General Circular No. 21/2021 dated December 14, 2021, General Circular No. 19/2021 dated December 08, 2021, General Circular No. 02/2021 dated January 13, 2021, General Circular No. 20/2020 dated May 05, 2020, General Circular No. 17/2020 dated April 13, 2020, General Circular No. 14/2020 dated April 08, 2020, and other applicable circulars, has permitted to hold the Annual General Meeting ("**AGM**") 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. 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 113 of the Companies Act, 2013 ("**the Act**"), Members may appoint representatives for the purpose of participation and voting in the meeting. The 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 gateway_secretarial@xofficeparks.com before the commencement of the Meeting;

3. Members participating through the VC/AVEC facility shall be reckoned for the purpose of quorum under Section 103 of the Act;

4. In support of the "**Green Initiative**" announced by the Government of India and in view of the circular issued by MCA and on account of threat posed by COVID-19 pandemic situation, a copy of the Notice is being sent only through electronic mail to the members, and to all other persons so entitled and express our inability to dispatch hard copy of the same to the members of the Company;

5. Members who have not registered their e-mail addresses so far, are requested to register their e-mail address for receiving all communication including Notices and Circulars etc., from the Company electronically;

6. Necessary documents shall be available for inspection at any time during the working hours at the Registered Office of the Company;

7. 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**". Members seeking any information with regard to the accounts or any matter to be placed at AGM are requested to submit their questions in advance, at gateway_secretarial@xofficeparks.com. The same will be replied by the Company suitably;

8. The facility for joining the meeting shall be kept open at least 15 minutes before the time scheduled to start the meeting and shall not be closed till the expiry of 15 minutes after such scheduled time.

9. Also, kindly note that the registered office of the Company shall be considered as the deemed venue for the said AGM, for the purpose of recording;

10. In case a poll is demanded, Chairman shall follow the procedure provided in Section 109 of the Companies Act, 2013 and Rules made thereunder, in all other cases matter will be put to vote by way of a show of hands;

11. The recorded transcript shall be maintained in safe custody of the Company;

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12. The link to access and join the Meeting via video conference is provided in the e-mail.

13. Further, for any assistance on the above, members are requested to contact:

    Name: Zaid Farooq
    Contact Number: +91 - 91499 59883