

**NOTICE**

**NOTICE** is hereby given that Eighteenth Annual General Meeting of the Members of India Gateway Terminal Private Limited will be held on Friday September 30, 2022 at 11:00 A.M. through Video Conferencing in accordance with the applicable provisions of the Companies Act, 2013 and the Circulars issued by Ministry of Corporate Affairs (MCA) , to transact the following business:

**ORDINARY BUSINESS:**

1. To consider and adopt the Audited Financial Statements of the Company for the financial year ended March 31, 2022 together with Reports of the Board of Directors and Auditors thereon;
2. To appoint a Director in place of Mr. Devang Mankodi (DIN: 00139006) who retires by rotation and is eligible for reappointment.
3. To appoint a Director in place of S Ramakrishnan (DIN: 00057637) who retires by rotation and is eligible for reappointment

**By Order of the Board of Directors**



**Rizwan Soomar**  
**Chairman & Director**  
**DIN: 02398970**

Place: Mumbai  
Dated: 24/08/2022

### **IMPORTANT NOTES:**

1. In compliance with the provisions of the Companies Act, 2013 and MCA Circulars, the AGM of the Company is being held through VC.
2. Pursuant to the provisions of the Act, a Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a Member of the Company. Since this Meeting is being held VC, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM, therefore, the Proxy Form and Attendance Slip are not annexed to this Notice.
3. All documents referred to in the notice are available for inspection by the members before and during the Annual General Meeting electronically. Request for inspection of the documents can be made before or during the Annual General Meeting by sending an email to [sreela.cs@dpworld.com](mailto:sreela.cs@dpworld.com)
4. Corporate Shareholders are requested to send a duly certified copy of the Board Resolution authorizing their representative to attend and vote at the Meeting.
5. The proceedings of the Meeting will be recorded as required under Companies Act, 2013 read with rules made and circulars issued thereunder. Company shall maintain a recorded transcript of the meeting in safe custody of the Directors.
6. Attendance of members through VC shall be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.
7. Auditor of the Company or his authorised representative shall be attending the Meeting through VC to address queries of members if any.
8. Since the AGM will be held through VC, the route map to the venue is not annexed to this Notice.
9. Members can send their requests, if any, to [sreela.cs@dpworld.com](mailto:sreela.cs@dpworld.com).

## **INSTRUCTIONS FOR MEMBERS ATTENDING THE AGM THROUGH VC**

The Members are requested to follow below instructions to participate in the AGM through VC:

1. Members shall have to click on “Join the meeting” link on scheduled time, which is being sent along with the Notice on their registered email ids in order to participate in the Meeting. The Members are requested to keep their video on during the Meeting.
2. Members are advised that facility of joining the AGM through VC shall be kept open 15 minutes before the time scheduled for the AGM and shall not be closed till the expiry of 15 minutes after scheduled time.
3. Members are requested to cast their vote by a show of hands in the meeting unless demand for poll is made by any Member or Chairman. If demand for poll is made by Chairman or any Member, Members are requested to convey their assent or dissent on the resolution by sending emails through their registered email address on [sreela.cs@dpworld.com](mailto:sreela.cs@dpworld.com). The result of the poll shall be deemed to be the decision of the meeting on the resolution on which the poll was taken.
4. Members are requested to send their question, if any, at [sreela.cs@dpworld.com](mailto:sreela.cs@dpworld.com) or they can connect with Company Secretary at 0484-6136100 in case of any technical assistance required at the time of log in and assessing at the Meeting through VC.