

Notice of Annual General Meeting

[Format]

ABC PRIVATE LIMITED

Registered Office: XX, Address Line 1, Address Line 2, City, State - Pincode

NOTICE

NOTICE is hereby given that the 5th Annual General Meeting of the Members of ABC Limited will be held on Monday, the 15th, August, Year at 10:00AM at the registered office of the company at XX, Address Line 1, Address Line 2, City, State - Pincode, to transact the following business:

ORDINARY BUSINESS:

1. To receive consider and adopt the audited Balance Sheet as at 31st March, Year, the Profit & Loss Account for the year ended on that date and the reports of the Auditors and Directors thereon.
2. To appoint Auditors of the Company and to fix their remuneration. The retiring Auditors M/s. XYZ & Co., Chartered Accountants are eligible for re-appointment.

By Order of the Board,

Place:

Date:

Director / Company Secretary