

**NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given at a shorter duration that the 09th Annual General Meeting of the Members of Green Portfolio Private Limited (the "Company") will be held on 28th September, 2023, at 11:00 a.m. at the Registered office of the Company situated at 7/7, Ground Floor, Ansari Road, Daryaganj, New Delhi-110002 to consider and transact the following business:

**ORDINARY BUSINESS:**

**ITEM NO. 01**

**Adoption of Financial Statements, Boards Report and Auditor's Report for the year ending March 31, 2023**

"RESOLVED THAT the Audited Balance Sheet & Statement of Profit and Loss Account for the financial year ended March 31, 2023, along with the Auditor's Report and the Director's Report, as circulated to the shareholders and laid before the Meeting, be and is hereby received, considered and adopted."

By Order of the Board of Directors  
For Green Portfolio Private Limited



Vaibhav Umesh Ravat  
Company Secretary



Date: 27<sup>th</sup> September, 2023

**NOTES:**

1. In terms of section 105 of the Companies Act, 2013, a member of a Company entitled to attend and vote at the Annual General Meeting is entitled to appoint another person as a proxy to attend and vote instead of himself/herself and the proxy need not be a member of the company.
2. Corporate Members intending to send their authorized representatives to attend the Meeting are requested to send to the Company, a certified copy of the Board Resolution authorizing their representative to attend and vote on their behalf at the Meeting.
3. Members/Proxies should fill the Attendance Slip for attending the Meeting and bring their Attendance Slips to the Meeting.
4. The instrument appointing the proxy, in order to be effective, must be deposited at the corporate office of the Company, duly completed, and signed, not less than 48 HOURS before the commencement of the meeting. Proxies submitted on behalf of companies, societies, etc., must be supported by an appropriate resolution/authority, as applicable. A person can act as proxy on behalf of shareholders not exceeding fifty (50) and/or holding in the aggregate not more than 10% of the total share capital of the Company. In case a proxy is proposed to be appointed by a shareholder holding more than 10% of the total share capital of the Company carrying voting rights, then such proxy shall not act as a proxy for any other person or shareholder.
5. All relevant documents referred in this Notice shall be open for inspection by the Members at the Corporate office of the Company during the business hours on all working days up to the date of AGM.
6. In terms of the requirements of the Secretarial Standard on General Meetings (SS-2) a route map of the venue of the AGM is enclosed.

**Form No. MGT-11**

**Proxy form**

[Pursuant to section 105(6) of the Companies Act, 2013 and rule 19(3) of the Companies (Management and Administration) Rules, 2014]

Name of the Member(s)	
Registered Address	
E-mail ID	
Folio No. / DP ID & Client ID	

I/We, being the member(s) of \_\_\_\_\_ shares of the above-named company, Hereby appoint

Name:	Email ID:
Address:	
Signature..... or failing him	
Name:	E-mail ID:
Address:	
Signature..... or failing him	

as my / our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the Annual general Meeting of the company, to be held on 28th September, 2023 at 11.00 a.m. at the corporate office of the company situated at the Registered office of the Company situated at 7/7, Ground Floor, Ansari Road, Daryaganj, New Delhi-110002 and at any adjournment thereof in respect of such resolutions as are indicated below:

Sr. No.	Resolution(s)	Vote	
		For	Against
<b>ORDINARY BUSINESS</b>			
1.	To approve the adoption of financial statements, boards report and Auditor's report.		

Signed this 27th day of September 2023

**Affix Revenue  
Stamps**

Signature of Shareholder Signature of Proxy holder

Signature of the shareholder across Revenue Stamp

**Note: This form of proxy in order to be effective should be duly completed and deposited at the Corporate Office of the Company not less than 48 hours before the commencement of the Meeting**

### ATTENDANCE SLIP

PLEASE FILL THE ATTENDANCE SLIP AND HAND IT OVER AT THE ENTRANCE OF THE MEETING HALL.

Joint shareholders may obtain additional slips on request.

Master Folio No:

NAME AND ADDRESS OF SHAREHOLDER:

NAME OF PROXYHOLDER:

NO. OF SHARES HELD:

I hereby record my presence at the Annual General Meeting of the Members of GREEN PORTFOLIO PRIVATE LIMITED held on 28th September, 2023, at 11:00 a.m. at the Registered Office of the company situated at 7/7, Ground Floor, Ansari Road, Daryaganj, New Delhi-110002.

Signature of the Shareholder or Proxy: \_\_\_\_\_

#### NOTES:

(1) Members/Proxy holders are requested to produce the attendance slip duly signed for admission to the Meeting Hall.

(2) In the case of joint holders, the votes of the senior who tenders a vote, whether in person or by proxy, shall be accepted to the exclusion of the vote of the other joint holders. Seniority shall be determined by the order in which the names stand in the Registers of Members.

**SHORTER NOTICE CONSENT**

[pursuant to provisions of Section 101(1) of the Companies Act, 2013]

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To,

The Board of Directors

Green Portfolio Private Limited

7/7, Ground Floor, Ansari Road, Daryaganj, New Delhi-110002

**Subject: Consent to hold Annual General Meeting at shorter Notice**

I \_\_\_\_\_ son/daughter of \_\_\_\_\_, resident of \_\_\_\_\_, holding \_\_\_\_\_

Equity Shares of Rs. 10/- each in the company, in my name, hereby give consent pursuant to provisions of Section 101(1) of the Companies act, 2013 to hold the Annual General Meeting of the company scheduled to be held on **September 28, 2023**, at the Registered Office of the Company at 7/7, Ground Floor, Ansari Road, Daryaganj, New Delhi-110002 at **11:00 A.M.** at shorter notice.

**Signature**

**SHAREHOLDER NAME:**

**DATE:**

