Maxwell™

Maxwell Engineering Solutions Pvt. Ltd.
336/34/1-A. Opposite Telephone Exchange,
Makarpura G.I.D.C. Vadodara,Gujarat-390010,INDIA
CIN: U29308GJ2022PTC135432
Email: vinu@maxwells.in, sales@maxwells.in
Contact No : +91 96385 42674

NOTICE OF THE 03/2023-24 MEETING OF THE BOARD OF DIRECTORS OF MAXWELL ENGINEERING SOLUTIONS PRIVATE LIMITED

Ref: MESPL/Board/2023-24
Date: 1st September 2023.

To,
All Directors,

Dear Sir/Ma'am,

Notice is hereby given that meeting of the Board of Directors of the Company shall be held as per the following schedule:

Date:	11th September 2023.
Day:	Monday.
Time:	11:00 A.M.
Venue:	Shed No. 336/34/1-A, GIDC, Makarpura, Vadodara – 390010, Gujarat, India.

The agenda along with notes of agenda and draft resolutions for the meeting are enclosed.

You are requested to make it convenient to attend the above meeting.

Please acknowledge the receipt of this notice.

Thanking you.

Yours Faithfully,
For Maxwell Engineering Solutions Private Limited

Rajkumar Chaudhary
Director
DIN: 02310254

Enclosed: As above

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Note: AVAILABILITY OF VIDEO CONFERENCE FACILITY
The Directors have option to participate in the above scheduled Meeting through Video Conferencing and therefore, each Director is requested to confirm whether he will attend the meeting physically or through Video Conferencing at the following e-mail id or contact numbers, failing which it shall be presumed that he will attend the meeting physically. The directors can access the facility of Video Conferencing.
Mr. Rajkumar Chaudhary, Director **E-mail ID:** vinu@maxwells.in **Contact Number / Mobile Number:** +91 9638542674
As on date, we have been given an understanding that: Mr. Rajkumar Chaudhary, Director, will be physically seated in the aforesaid Meeting. Mr. Vinubhai Chavda, Director, will be physically seated in the aforesaid Meeting.

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Agenda of the Meeting of Board of Directors **Day & Date:** Monday, 11th September 2023. **Time:** 11:00 A.M. **Place of Meeting:** At the Registered Office situated at Shed No. 336/34/1-A, GIDC, Makarpura, Vadodara – 390010, Gujarat, India.	
1.	To grant leave of absence, if any.
2.	To confirm the minutes of the previous meeting of the Board of Directors held on 28th July 2023.
3.	To fix the day, date, time and place of the 1st Annual General Meeting of the Company.
4.	To consider and approve the draft notice of the 1st Annual General Meeting of the Company.
5.	To consider and approve the appointment of Statutory Auditors of the Company for a term of 5 (five) consecutive years.
6.	To consider and approve the Financial Statements and Board's Report for the Financial Year 2022-23.
7.	To consider and approve availing of online banking services and setting up online transfer facility with HDFC Bank Ltd.
8.	To take note of the filing of various e-forms with the Ministry of Corporate Affairs ('MCA') for the matters arising out of the previous Board Meeting(s) of the Company.
9.	To authorize the Directors for signing and filing of e-forms with the office of the Registrar of Companies ('ROC'), Gujarat and / or the Ministry Corporate Affairs.
10.	Any other matter with the consent of the Chair.

For Maxwell Engineering Solutions Private Limited

Rajkumar Chaudhary
Director
DIN: 02310254