

# Ritco Logistics Limited

## NOTICE FOR THE BOARD OF DIRECTORS MEETING RITCO LOGISTICS LIMITED

Date: 23/12/2020

To,  
The Board of Directors

Dear Sir/Madam,

Notice is hereby given that meeting of the Board of directors of the company will be held on Thursday 31<sup>st</sup> Day of December 2020 at 04:00 P.M at 336, Udyog Vihar, Phase-2, Gurgaon-122002 to transact the business as per the agenda attached thereto.

Please make it convenient to attend the meeting.

Thanking you,

Yours faithfully,

For RITCO LOGISTICS LIMITED

Director

Man Mohan Pal Singh Chadha  
Director  
DIN: - 01763805  
A-28, Rosewood City, Sector-49  
Gurgaon, Haryana-122001.



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[www.ritcologistic.com](http://www.ritcologistic.com)

**AGENDA FOR THE FOURTH MEETING OF THE FY 2020-21 OF THE BOARD OF DIRECTORS OF M/S RITCO LOGISTICS LIMITED HELD ON THURSDAY 31<sup>TH</sup> DAY OF DECEMBER 2020 AT 04:00 P:M AT 336, UDYOG VIHAR, PHASE-2, GURGAON 122002**

ITEM. NO.	PARTICULARS
1.	To elect the chairperson of the meeting
2.	To grant the leave of absence
3.	To note the minutes of the previous Board Meeting
4.	To take note of resignation of Company Secretary
5.	To take note of the minutes of the meeting of Management and Operations Committee
6.	To take note of the minutes of the meeting of Audit Committee
	Any other item, if any, with the permission of the chair

**ITEM NO. 1**

**To elect the Chairperson of the meeting**

**ITEM NO. 2**

**To grant the leave of absence, If Any**

The Board comprises of the following Directors:

1. Man Mohan Pal Chadha Singh (Director)
2. Sanjeev Kumar Elwadhi (Director)
3. Shyam Sunder Elwadhi (Director)
4. Dhruv Gulati (Director)
5. Roma Wadhwa (Director)
6. Vikram Suri (Director)

For RITCO LOGISTICS LIMITED

Director

The Board is requested to grant the leave of Absence to the absentee Director(s), if any.

**ITEM NO. 3**

**To note the minutes of the previous meeting**

The Chairperson shall apprise the Board that the previous Meeting of the board and the draft minutes of the same was circulated to the Board and no comments has been received by the members of the Board and are placed before the Board of Directors and copy of the same has been enclosed herewith.

**ITEM NO.4**

**To take note of resignation of Company Secretary**

The Chairperson shall inform the board that Mr. Rakesh Kumar Jha, Company Secretary & Compliance officer of the Company has resigned from the position of Company Secretary & Compliance officer, with effect from close of working hours of 04th December, 2020 be and hereby taken note of.

The Board shall consider and pass the following resolution:

*-Draft Resolution-*

**RESOLVED THAT** Mr. Rakesh Kumar Jha, Company Secretary & Compliance officer of the Company has resigned from the position of Company Secretary & Compliance officer and Key Managerial Personnel (KMP) of the company pursuant to Regulation 30 read with Clause 7 of Para A of Part A of Schedule III of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, with effect from close of working hours of 04th December, 2020 be and is hereby taken note of;

**RESOLVED FUTHER THAT** Mr. Rakesh Kumar Jha be and is hereby also ceased from the post of Compliance Officer of the Company with effect from close of working hours of 04th December, 2020

**RESOLVED FURTHER THAT** Mr. Man Mohan Pal Singh Chadha, Director of the Company be and is hereby authorized to sign and file requisite e-Form DIR 12 with the Registrar of Companies, Ministry of Corporate Affairs, intimating about this cessation, to intimate the same to any other appropriate authority/ regulatory body as required and to do all other acts, deeds and things as may be required in this regard.”

**ITEM NO. 5**

  
For RITCO LOGISTICS LIMITED  
Director

**To take note of the minutes of the meeting of Management and Operations Committee**

The Chairman shall present the board the minutes of the meetings of Management and Operations Committee and will request the board to note the same.

**ITEM NO. 6**

**To take note of the minutes of the meeting of Audit Committee**

The Chairman shall present the board the minutes of the meetings of Audit Committee and will request the board to note the same.

For RITCO LOGISTICS LIMITED

Director