

## NOTICE OF EXTRA-ORDINARY GENERAL MEETING

To  
The Members/Auditors/Directors,

NOTICE is hereby given that the Third Extra Ordinary General Meeting of Pine Labs Private Limited (“**the Company**”) for the financial year 2020-21 will be held on **Tuesday, March 30, 2021 at 10:00 A.M. IST** at Candor TechSpace, 4th Floor, Tower 6, Plot No. B2, Sector 62, Noida, U.P.-201309, at shorter notice.

### **SPECIAL BUSINESS:**

### **APPOINTMENT OF STATUTORY AUDITORS TO FILL CASUAL VACANCY:**

To consider and, if thought fit, with or without modification, to pass the following resolution as an Ordinary Resolution:

*“**RESOLVED THAT** pursuant to the provisions of Section 139(8) of the Companies Act, 2013 read with the Companies (Audit and Auditors Rules, 2014 (the Rules), including any statutory modification(s) or amendment thereto or re-enactment thereof for the time being in force and pursuant to recommendation made by the Board of Directors of the company, M/s BSR & Co. LLP, Chartered Accountants (Firms’ Registration No. 101248W/W-100022), be and are hereby appointed as Statutory Auditors of the Company to fill the casual vacancy caused by the resignation of M/s Price Waterhouse Chartered Accountant LLP (“PWC”) (Firm’s registration number: 012754N/N500016);*

***RESOLVED FURTHER THAT** M/s BSR & Co. LLP, Chartered Accountants (Firms’ Registration No. 101248W/W-100022) be and are hereby appointed as Statutory Auditors of the Company from this Extra-ordinary General Meeting and that they shall hold the office of the Statutory Auditors of the Company from the conclusion of this meeting until the conclusion of the ensuing Annual General Meeting and that they shall conduct the Statutory Audit for the period ended March 31, 2021 on such remuneration as may be fixed by the Board of Directors in consultation with them.”*

**Date: March 25, 2021**

**Place: Delhi**

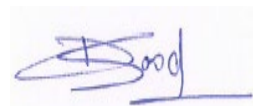
**Registered Office:**

207, Gupta Arcade, Plot No. 5, L.S.C,  
Mayur Vihar Phase -1 Extension,  
Delhi - 110091

**CIN: U67100DL1998PTC093878**

**E-mail ID: cosecy@pinelabs.com**

**By Order of the Board  
For Pine Labs Private Limited**



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**Divya Sood  
Company Secretary  
Membership No: A53848**

Corporate Office: Pine Labs Pvt. Ltd., Candor TechSpace, 4<sup>th</sup> & 5<sup>th</sup> Floor, Tower 6, Plot No. B2, Sector 62, Noida, U.P.-201309, India Phone: +91 120 495 1500 Fax: +91 120 417 4300

Regd. Office: 207, Gupta Arcade, Plot No. 5, L.S.C. Mayur Vihar, Phase 1 Extension, Delhi-110091  
Phone: +91 11 2271 7886 | Fax: +91 11 2271 7887 | Email: info@pinelabs.com | Web:

www.pinelabs.com

CIN No.: U67100DL1998PTC093878

**Notes:**

1. A member entitled to attend and vote at the General Meeting (the “Meeting”) is entitled to appoint a proxy to attend and vote on a poll instead of himself and the proxy need not be a member of the Company. The instrument appointing the proxy should, however, be deposited at the registered office of the Company not less than forty-eight hours before the commencement of the Meeting.
2. Corporate Members intending to send their authorised representatives are requested to send a duly certified copy of the Board Resolution authorizing the representatives to attend and vote at the Extraordinary General Meeting.
3. Members/Proxies attending the meeting are requested to bring the Attendance Slip (duly completed) to the Meeting.
4. A Statement pursuant to Section 102 of the Companies Act, 2013, relating to the Special Business to be transacted at the Meeting is annexed hereto.
5. Documents referred to in the Notice are open for inspection at the registered office of the Company on all working days except Saturdays and Sundays between 11 AM and 2 PM.

**Explanatory Statement pursuant to Section 102 of the Companies Act, 2013:**

**ITEM NO. 1**

M/s. Price Waterhouse Chartered Accountants LLP, (Firm Registration No. 012754N/ N500016) have tendered their resignation from the position of Statutory Auditors , resulting into a casual vacancy in the office of Statutory Auditors of the company

As envisaged by section 139(8) of the Companies Act, 2013 (“Act”) casual vacancy caused by the resignation of auditor can be filled by the shareholders in General Meeting within three months from the date of recommendation of the Board. The Board of Directors of the Company at its meeting held on March 25, 2021 recommended that M/s BSR & Co. LLP, Chartered Accountants (Firms’ Registration No. 101248W/W-100022), be appointed as the Statutory Auditors of the Company to fill the casual vacancy caused by the resignation of M/s. Price Waterhouse Chartered Accountants LLP, (Firm Registration No. 012754N/ N500016).

M/s BSR & Co. LLP, Chartered Accountants (Firms’ Registration No. 101248W/W-100022), have conveyed their consent to be appointed as the Statutory Auditors of the Company along with a confirmation that, their appointment, if made by the members, would be within the limits prescribed under the Companies Act, 2013.

Accordingly, Ordinary Resolution is submitted to the meeting for the consideration and approval of members.

None of the Directors, Key Managerial Persons or their relatives, in any way, concerned or interested in the said resolution

**Date: March 25, 2021**

**Place: Delhi**

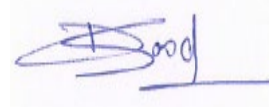
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**E-mail ID: cosecy@pinelabs.com**

**By Order of the Board  
For Pine Labs Private Limited**



**Divya Sood  
Company Secretary  
Membership No: A53848**

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**ATTENDANCE SLIP**

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**Pine Labs Private Limited**

CIN: U67100DL1998PTC093878

Registered Office: 207, Gupta Arcade, Plot No. 5, L.S.C Mayur Vihar Phase -1 Extension,  
Delhi -110091**EXTRA-ORDINARY GENERAL MEETING****Registered Folio No.** :**Number of Shares held** :

I certify that I am a member / proxy for the member of the Company.

I hereby record my presence at the Extra Ordinary General Meeting of the Company on  
**Tuesday, March 30, 2021 at 10:00 A.M. IST** at Candor TechSpace, 4<sup>th</sup> Floor, Tower 6, Plot  
No. B2, Sector 62, Noida, U.P.-201309......  
Name of the member/ proxy  
(in BLOCK letters)

Note: Please fill up this attendance slip and hand it over at the entrance of meeting hall.

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**FORM 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]

**Pine Labs Private Limited**

CIN: U67100DL1998PTC093878

Registered Office: 207, Gupta Arcade, Plot No. 5, L.S.C Mayur Vihar Phase -1 Extension, Delhi-  
110091

Name of the member(s): \_\_\_\_\_

Registered address: \_\_\_\_\_

Email Id: \_\_\_\_\_

Folio No/Client Id: \_\_\_\_\_

DP ID: \_\_\_\_\_

I/We, being member(s) of Pine Labs Private Limited, hereby appoint:

1. Name: \_\_\_\_\_ E-Mail Id \_\_\_\_\_  
Address: \_\_\_\_\_

Signature: \_\_\_\_\_

or failing him/ her

2. Name: \_\_\_\_\_ E-Mail Id \_\_\_\_\_  
Address: \_\_\_\_\_

Signature: \_\_\_\_\_

or failing him/ her

3. Name: \_\_\_\_\_ E-Mail Id \_\_\_\_\_  
Address: \_\_\_\_\_

Signature: \_\_\_\_\_

as my/our proxy to attend and vote (on a poll) for me /us and on my/our behalf at the Extra Ordinary  
General Meeting of the Company to be held on **Tuesday, March 30, 2021 at 10:00 A.M. IST** at  
Candor TechSpace, 4th Floor, Tower 6, Plot No. B2, Sector 62, Noida, U.P.-201309 and at any  
adjournment thereof in respect of such resolutions as are indicated below:

Signed this ..... day of March, 2021

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CIN No.: U67100DL1998PTC093878

.....  
Signature of the shareholder

.....  
Signature of the Proxy holder(s)

Affix revenue stamp  
of not less than Re.  
0.15

**Notes:**

1. This form of proxy in order to be effective should be duly completed and deposited at the registered office of the company not less than 48 hours before the commencement of the meeting.
2. For the Resolutions, Explanatory Statement and Notes please refer to the Notice of the Extra Ordinary General Meeting.
3. It is optional to indicate your preference. If you leave the “For/ Against” column blank against any or all resolutions, your proxy will be entitled to vote in the manner as he/ she may deem appropriate.

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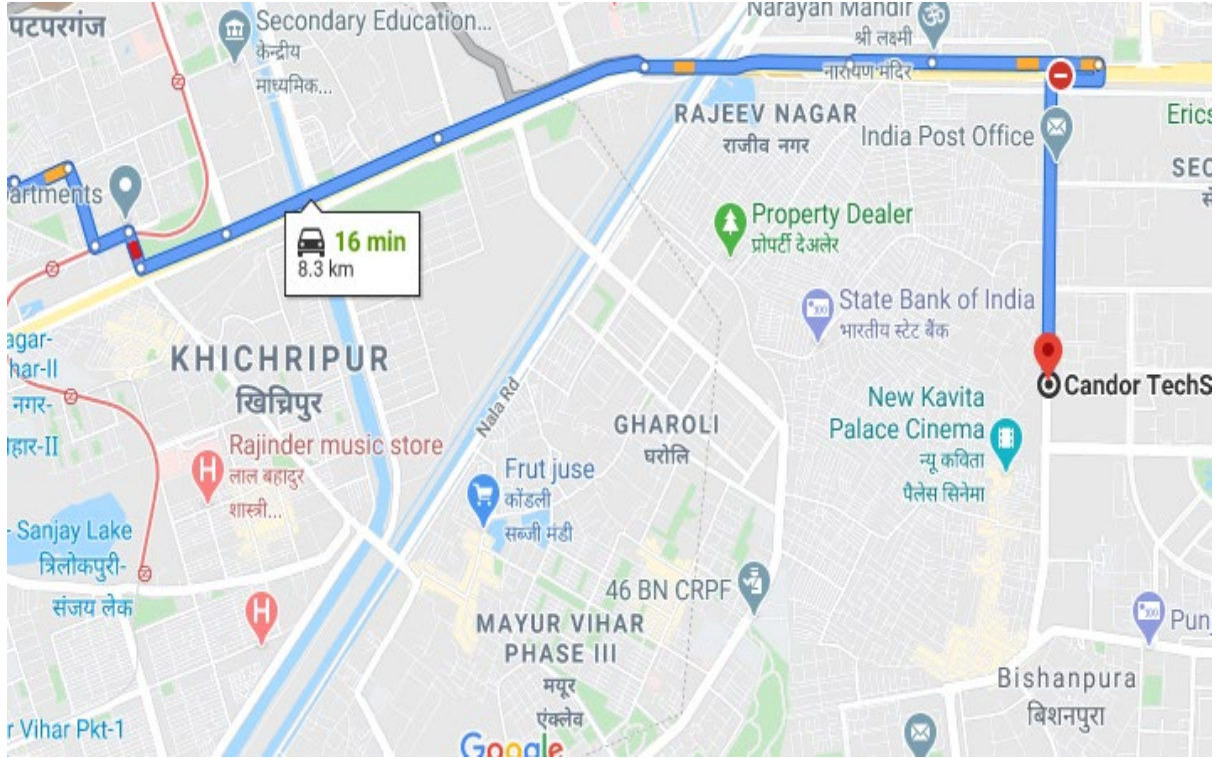
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## ROUTE MAP



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