



Shorter Notice is hereby given that the **8th (Eighth) Annual General Meeting (“AGM”)** of the Members of **M/s Smartworks Coworking Spaces Private Limited** will be held on **Friday, the 29th Day of September, 2023 at 3:30 P.M. (IST)** through Video Conferencing (“VC”), at the Registered Office of the Company situated at Unit No. 305-310, Plot No. 9, 10, 11, Vardhman Trade Centre, Nehru Place, South Delhi-110019, to transact the following businesses: -

ORDINARY BUSINESS:

1. ADOPTION OF FINANCIAL STATEMENTS:

To receive, consider and adopt:

- i. the Audited Standalone Financial Statement of the Company for the Financial year ended 31st March, 2023 together with the Report of the Auditors and Board of Directors thereon;
- ii. the Audited Consolidated Financial Statement of the Company for the Financial year ended 31st March, 2023 together with the Report of the Auditors thereon.

Dated: 29th September 2023

Place: Gurugram

For and on behalf of the Board


Neetish Sarda
Managing Director
(DIN:07262894)

Smartworks Coworking Spaces Private Limited

Regd. Office: Unit No. 305 – 310, Plot No. 9,10, & 11, Vardhman Trade Centre, Nehru Place, South Delhi – 110 019.

Corporate Office: Victoria Park Building, 8th Floor, Plot No. 37/2, Block GN, Salt Lake, Kolkata – 700 091

Phone No: 033 - 4055 8100, Fax: 033 - 4055 8111

CIN: U74900DL2015PTC310656



**NOTES:**

1. The Company has enabled the Members to participate at the 8th AGM through VC facility. The instructions for participation by Members are given in the subsequent page.
2. The members attending the 8th AGM through VC shall be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.
3. A Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her behalf. Since the 8th AGM is being held through VC., the facility for appointment of proxies by the Members will not be made available for the 8th AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.
4. Corporate Members are requested to send a scanned copy (in PDF / JPG format) Or physical copy of the Board Resolution authorizing their representatives to attend the Annual General Meeting, pursuant to Section 113 of the Companies Act, 2013 (“Act”).
5. In case of any queries, the Members may write to **investor_relations@sworks.co.in** to receive an email response.
6. Since the 8th AGM is being held through VC, the route map is not annexed to this Notice.

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**INSTRUCTIONS FOR PARTICIPATION BY MEMBERS: -**

In furtherance of the Government's objective of facilitating corporate compliance, the Ministry of Corporate Affairs (MCA) vide Circular no. 20/2020 dated 05th May, 2020; Circular no. 02/2022 dated 05th May, 2022 and Circular no. 10/2022 dated 28th December, 2022, has allowed companies to hold Annual General Meetings (AGMs) on or before 30th September, 2023 through Video Conferencing (VC) or Other Audio-Visual Mode (OAVM) or transact items through the postal ballot in accordance with a mechanism to hold such meetings as mentioned in Circular no 14/2020 dated 8th April, 2020.

Accordingly, the Circulars as mentioned above allow Companies, other than Listed Companies and Companies having 1000 Members or more, a highly simplified mechanism for voting through registered emails as has been put in place for easy compliance.

In terms of the said Circulars, as the Company is a Private Limited Company and is not required to provide the option of an e-voting facility, the Company is pleased to provide the VC/OAVM Facility to its Members. The instructions to access and participate in the meeting through VC/OAVM are provided in the subsequent paragraph.

With respect to the above Circulars, Members are requested to take note of the following:

1. The link for AGM will be made available on the Email Id of the shareholders as registered with the company.
2. Members may pose questions on the Ordinary Business concurrently during the AGM or may send their questions prior to the date of the meeting in advance on the designated email address of the Company - **investor_relations@sworks.co.in** ('Designated Email').
3. Members are advised that facility of joining the AGM through VC shall be kept open 15 minutes before the time scheduled for the AGM and shall not be closed till the expiry of 15 minutes after the conclusion of the meeting. The video-conference shall allow for two way teleconferencing for the ease of participation of the members and the participants.
4. Members are requested to cast their vote by the show of hands in the meeting unless demand for poll is made by any Member or Chairman. If demand for poll is made by Chairman or any Member, Members are requested to convey their assent or dissent on the resolution by sending emails through their registered email address on **investor_relations@sworks.co.in**. The result of the poll shall be deemed to be the decision of the meeting on the resolution on which the poll was taken.
5. Members are encouraged to join the meeting through Laptops for better experience.
6. Further, members will be required to allow camera, if any, and hence use internet with a good speed to avoid any disturbance during the meeting.

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7. While all efforts will be made to make the VC meeting smooth, participants connecting through mobile devices, tablets, laptops, etc. may, at times, experience audio/video loss due to fluctuation in their respective networks. Use of a stable Wi-Fi or LAN connection can mitigate some of the technical glitches.
8. The Company has been maintaining, inter alia, the following statutory registers at its registered office.
 - i) Register of contracts or arrangements in which directors are interested under section 189 of the Act.
 - ii) Register of directors and key managerial personnel and their shareholding under section 170 of the Act.
9. In accordance with the MCA Circulars, the said registers will be made accessible for inspection through electronic mode and shall remain open and be accessible to any member from during the continuance of the meeting.
10. The proceedings of the meetings will be recorded as required under the Companies Act, 2013 read with rules made and circulars issued thereunder.

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