

PITNEY BOWES INDIA PRIVATE LIMITED

Reg. Off: D-7/3, Okhla Industrial Estate, Phase - II, New Delhi - 110020 India

CIN: U72200DL2004PTC126016 | T +91 11 41609815, F +91 11 41609815

Email: customercareindia@pb.com | Website: pitneybowes.com/in

NOTICE

Notice is hereby given that the 16th Annual General Meeting of the members of Pitney Bowes India Private Limited will be held on Monday, the 28th day of December, 2020 at 5:00 pm at the Registered Office of the Company situated at D-7/3, Okhla Industrial Estate, Phase - II, New Delhi - 110020 India, to transact the following business:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Financial Statements of the Company which include Balance Sheet as at 31 March, 2020, the Statement of Profit & Loss for the financial year ended on that date together with schedules, annexures and notes thereon and the reports of the Board of Directors and the Statutory Auditors thereon.
2. To consider, approve and authorize the Board of Directors to fix the remuneration of M/s Price Waterhouse & Co Bangalore LLP (FRN 007567S/S-200012), Chartered Accountants, the Statutory Auditors of the Company and to pass the following resolution as an Ordinary Resolution:

“RESOLVED THAT pursuant to the provisions of the Companies Act, 2013 and the Rules made thereunder, the Board of Directors be and is hereby authorized to fix the remuneration payable to the Statutory Auditors, M/s Price Waterhouse & Co Bangalore LLP (FRN 007567S/S-200012), Chartered Accountants, who were appointed as the Statutory Auditors of the Company, to hold office from the conclusion of the 13th Annual General Meeting till the conclusion of the 18th Annual General Meeting with respect to the five financial years beginning April 1, 2017 and ending March 31, 2022 and which remuneration may be payable as fees on a progressive basis, in one or more instalments, as mutually agreed and billed by the Auditors from time to time.”

By Order of the Board of Directors
For **PITNEY BOWES INDIA PRIVATE LIMITED**



Place: New Delhi

Date: December 26, 2020

(NIDHI MALHOTRA)
COMPANY SECRETARY
ACS: 36789

NOTES:

- 1. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND A PROXY SO APPOINTED NEED NOT BE A MEMBER OF THE COMPANY.**
2. Corporate Members intending to send their authorised representative(s) to attend the AGM are requested to send a duly certified copy of the Board Resolution authorising their representative(s) to attend and vote at the Meeting.
3. All the documents referred to in the accompanying Notice and Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 are open for inspection at the Registered Office of the Company situated at D-7/3, Okhla Industrial Estate, Phase - II, New Delhi - 110020 India, during the business hours on all days between 10:00 am to 4.00 pm upto the date of the meeting, and also at the meeting.
4. Electronic copy of the Notice of the AGM, Annual Report for Financial Year 2019-20 is being sent to all the Members whose e-mail IDs are registered with the Company for communication purposes, unless any Member has requested for a hard copy of the same. Rule 18(3)(i) of the Companies (Management and Administration) Rules, 2014 requires a Company to provide advance opportunity atleast once in a financial year, to the member to register his e-mail address and any changes therein. In compliance with the same, we request the Members who do not have their e-mail id registered with the Company to get the same registered with the Company. Members are also requested to intimate to the Company the changes, if any in their e-mail address.

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ATTENDANCE SLIP

16TH ANNUAL GENERAL MEETING – MONDAY, 28TH DECEMBER, 2020 AT 5:00 PM

Folio No. _____

PLEASE COMPLETE THIS ATTENDANCE
SLIP AND HAND OVER AT THE
ENTRANCE OF THE MEETING HALL

Member's/ Proxy's name (Block Letters) :

Address :

I hereby record my presence at the 16th Annual General Meeting of the Company at D-7/3, Okhla Industrial Estate, Phase - II, New Delhi - 110020 India on Monday, the 28th day of December, 2020 at 5:00 PM.

Signature of the member/proxy present _____

**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]***

CIN : U72200DL2004PTC126016
Name of the company : **Pitney Bowes India Private Limited**
Registered office : D-7/3, Okhla Industrial Estate, Phase - II,
New Delhi - 110020 India

Name of the member (s):
Registered address:
E-mail Id:
Folio No/ Client Id:
DP ID:

I/We, being the member(s) of equity shares of the above named company, hereby appoint

1. Name : _____
Address : _____
E-mail Id : _____

Signature : _____, or failing him
2. Name : _____
Address : _____
E-mail Id : _____

Signature : _____, or failing him
3. Name : _____
Address : _____
E-mail Id : _____

Signature : _____

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 Monday, the 28th day of December, 2020 at 5:00 PM at the Registered Office of the Company situated at D-7/3, Okhla Industrial Estate, Phase - II, New Delhi - 110020, India and at any adjournment thereof in respect of such resolutions as are indicated below:

| Sr. No. | Particulars |
|--------------------------|--|
| Ordinary Business | |
| 1. | ADOPTION OF FINANCIAL STATEMENTS OF THE COMPANY FOR THE FINANCIAL YEAR ENDED ON MARCH 31, 2020 |
| 2. | AUTHORIZATION TO FIX REMUNERATION OF THE STATUTORY AUDITOR OF THE COMPANY |

Signed this _____ day of _____ 2020.

**AFFIX
Revenue
Stamp of Rs.
1**

Signature of shareholder

Signature of Proxy holder(s)

Note: This form of proxy in order to be effective should be duly filled, completed, stamped, signed and deposited at the Registered Office of the Company

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9/29/2016

Google Maps

ROUTE MAP

