



**LETTER HEAD OF COMPANY**

**RECEIVING OF NOTICE FOR THE (AGM No.) ANNUAL GENERAL MEETING OF MEMBERS OF (COMPANY NAME) TO BE HELD ON (DAY), (DATE) AT (TIME) AT REGISTERED OFFICE OF THE COMPANY AT (ADDRESS)**

We acknowledge that we have received the notice of (AGM No.) Annual General Meeting to be held on (Day), (Date) at (Time) at registered office of the Company at (Address)

| S. No | Name   | Signature<br>( |
|-------|--|----------------|
| 1.    | Name of Shareholder                                |                |
| 2.    | Name of Director                                   |                |
| 3.    | Mr.<br>_____<br>M/s _____<br>(Statutory Auditor)   |                |
| 4.    | Mr.<br>_____<br>M/s _____<br>(Secretarial Auditor) |                |