



NOTICE

NOTICE is hereby given that the Seventeenth Annual General Meeting of O.C. Tanner India Private Limited will be held on Monday, September 29, 2025, at Office No. 2 Level 7 Tower 2 Phase II Raiaskaran TechPark Andheri Kurla Road Andheri (E) Mumbai, Maharashtra, 400072 India at 01.00 P.M. at shorter notice to transact the following businesses:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Standalone Financial Statements of the Company comprising of the Audited Balance Sheet as on March 31, 2025, the Statement of Profit and Loss and Cash Flow Statement for the year ended on that date and the Reports of the Board of Directors and Auditors thereon along with its annexures thereon.

**By Order of the Board of Directors of
O.C. Tanner India Private Limited**


Shivani Chaturvedi Kashikar
Company Secretary
Date: 24.09.2025
Place: Mumbai, India





NOTES:

- A. The Auditor entitled to attend the general meeting is entitled to appoint an authorised representative to attend instead of himself and such representative shall be qualified to be an auditor.
- B. Members are requested to intimate the change(s), if any of the addresses with the company at the earliest.
- C. Corporate Member(s) intending to send their authorized representative are requested to send a duly certified copy of the Resolution authorizing their representative(s) to attend and vote at the Annual General Meeting.
- D. The Registers maintained by the Company as per the Companies Act 2013, will be available for inspection for the members at the meeting.
- E. Road map* of the location of the address where the AGM is scheduled to be held is also attached for the convenience of the members of the Company.

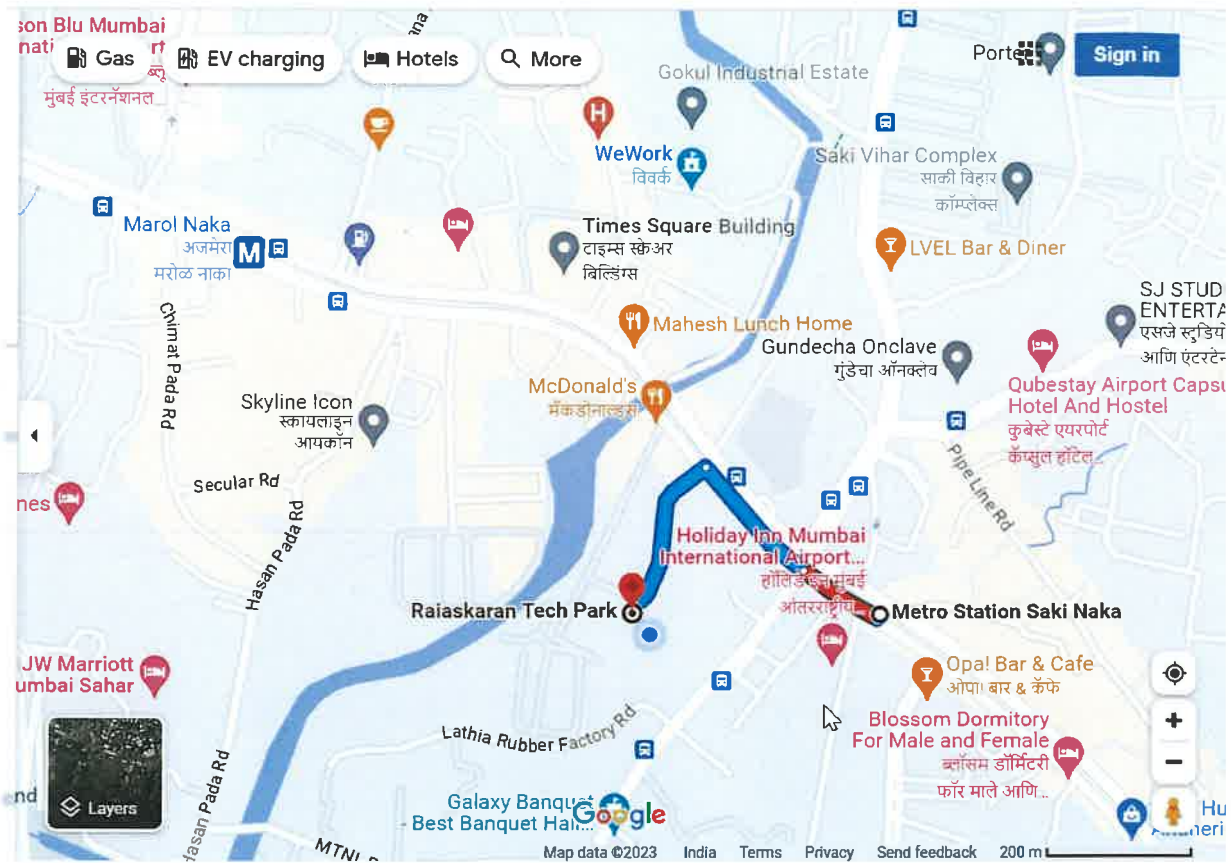
O.C. Tanner India Private Limited
CIN Number: U74120MH2008PTC272507

Office No.2, Level 7 - Tower II
Phase II, Raiaskaran TechPark
Andheri Kurla Road, Andheri East
Mumbai 400072
India
+91 22 61517400
octanner.com/in





*Road map



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O.C. Tanner India Private Limited
Regd. Office: Office No. 2 Level 7 Tower 2 Phase II
Raiaskaran TechPark Andheri Kurla Road Andheri (E)
Mumbai, Maharashtra, 400072
Tel No: 022-61517400 **E-mail:** Legalindia@octanner.com
CIN: U74120MH2008PTC272507

ENTRANCE PASS/ ATTENDANCE SLIP
(To be presented at the entrance)

**17th ANNUAL GENERAL MEETING ON MONDAY, SEPTEMBER 29, 2025, AT 01.00 P.M. IST AT
OFFICE NO. 2 LEVEL 7 TOWER 2 PHASE II RAIASKARAN TECHPARK ANDHERI KURLA ROAD
ANDHERI (E) MUMBAI, MAHARASHTRA, 400072**

1. Name(s) of First named member/~~Proxy~~/Authorized Representative:
(Including joint-holders, if any)
2. Registered Address of the First named member:
3. Registered Folio No./
DPID/ Client ID No :
4. No. of shares held :

I certify that I am a Registered Shareholder/ Authorised Representative of the Registered Shareholder of the Company as per details above. I hereby record my presence at this 17th Annual General Meeting of the Company being held at Office No. 2 Level 7 Tower 2 Phase II Raiaskaran TechPark Andheri Kurla Road Andheri (E) Mumbai, Maharashtra, 400072 on Monday, September 29, 2025, at 01.00 P.M. IST.

Signature of the First named member/Authorized Representative

Note(s): 1. Please sign this attendance slip and hand it over at the Attendance Verification Counter at the MEETING VENUE.

2. Only shareholders of the company and/or their Authorized Representative will be allowed to attend the Meeting.

