



**OXYZO Financial Services Private Limited**

**Corp. Office:**

#101, First Floor, Vipul Agora Mall,  
MG Road, Gurgaon-122002

Contact: 0124- 4006603

Email: [finance@oxyzo.in](mailto:finance@oxyzo.in)

Website: [www.oxyzo.in](http://www.oxyzo.in)

## **SHORTER NOTICE OF FIFTH ANNUAL GENERAL MEETING**

**A Shorter Notice is hereby given that the Fifth Annual General Meeting (AGM) of the members of OXYZO Financial Services Private Limited is scheduled to be held on Tuesday, 28<sup>th</sup> day of September 2021 at 10:00 A.M (IST) at Registered Office of the Company at Shop No. G-22 C (UGF) D-1 (K-84) Green Park Main, South Delhi, New Delhi-110016 to transact the following businesses:**

### **Ordinary Business**

- 1. To receive, consider and adopt audited financial statements of the Company for the year ended 31st March 2021 and the Auditors report thereon and the Reports of the Board of Directors**

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

**“RESOLVED THAT** pursuant to applicable provisions of Companies Act, 2013 and SEBI (LODR) 2015 and RBI Master Directions- Non-Banking Financial Company - Systemically Important Non-Deposit taking Company and Deposit taking Company (Reserve Bank) Directions, 2016, as amended time to time, the audited Financial Statement including Balance Sheet of the Company, the Statement of Profit & Loss Account and Cash Flow Statement for the Financial Year ended March 31, 2021 together with the schedules/notes thereto be and are hereby received, considered, approved and adopted.

**RESOLVED FURTHER THAT** the Independent Auditor's Report, Director Report for the Financial Year ended March 31, 2021 be and is hereby considered and approved and adopted.

**RESOLVED FURTHER THAT** Secretarial Audit Report dated June 30, 2021 for the Financial year 2020 - 2021, be and is hereby reviewed and taken on record.

**“RESOLVED FURTHER THAT** pursuant to applicable provisions of Companies Act, 2013 and SEBI (LODR), 2015 and RBI Master Directions- Non-Banking Financial Company - Systemically Important Non-Deposit taking Company and Deposit taking Company (Reserve Bank) Directions, 2016, as amended time to time, other laws/Act time being in force, the draft Annual Report comprising following documents –

- Audited Financial Statements, Cash flow Statement for the year ended March 31, 2021 with Auditor Report
  - Director report with necessary annexures
  - Details of Debenture Trustee
  - Related party disclosures (Including Material transaction with Related Party) as specified in Para A of Schedule V of SEBI (LODR) 2015
  - Management Discussion Analysis Report
  - Secretarial Audit Report
  - Declaration by management
  - Other report or Annexure or information/ details
- be and are hereby received, considered and adopted

**RESOLVED FURTHER THAT** any Director and Company Secretary of the Company be and are hereby severally authorized to comply with relevant applicable regulation or sections of Securities and Exchange Board

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CIN: U65929DL2016PTC306174, Phone: 01140507973



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of India (Listing Obligations And Disclosure Requirements) Regulations, 2015, Master Direction- Non-Banking Financial Company Returns (Reserve Bank) Directions, 2016, Securities and Exchange Board of India (Debenture Trustees) Regulations, 1993 and Companies Act, 2013 and other statutory authority, as and when required and to file necessary intimation/ forms/returns as required under abovementioned Law/Act and other prevailing Law for the time being in force, if so required or to do all acts, deeds and things as may be incidental or necessary to give effect to this resolution.

**2. To appoint Statutory Auditor(s) and fix their remuneration thereof**

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

**“RESOLVED THAT** pursuant to the provisions of Section 139 of Companies Act, 2013 and all the applicable rules made thereunder (and subject to any enactment, re-enactment or amendment thereof) and RBI circular Ref.No.DoS.CO.ARG/SEC.01/08.91.001/2021-22 dated April 27, 2021 (“RBI Circular”) and SEBI Circular CIR/CFD/CMD1/114/2019 dated October 18, 2019, **S. N. Dhawan & CO LLP, Chartered Accountants, (Firm Reg No. 000050N/N500045)**, be and is hereby appointed as the Statutory Auditor to hold the office from the conclusion of this meeting till the conclusion of the ensuing Annual General Meeting to be held in Financial Year 2022-2023, in casual vacancy of the Company post Audit Committee and Board recommendation, at a remuneration as mutually decided between the parties.

**RESOLVED FURTHER THAT** any of the member, be and is hereby empowered to take on record the Eligibility Certificate and consent received by the Auditor on August 17, 2021 under Section 139(1) of the Companies Act 2013 and Rule 4(1) of the Companies (Audit and Auditors) Rules, 2014 and Form B under RBI circular.

**RESOLVED FURTHER THAT** any of the Director and Mr. Brij Kishore Kiradoo, Company Secretary of the Company, be and are hereby severally empowered and authorized to take such steps, in relation to the above and to do all such acts, deeds, matters and things as may be necessary, proper, expedient or incidental for giving effect to this resolution and to file necessary E-Forms (ADT -1) with Registrar of Companies as and when required”.

**By Order of the Board**

**OXYZO Financial Services Private Limited**

  
**Brij Kishore Kiradoo**

**Company Secretary**

**ICSI Membership No. A40347**



**Date: September 27, 2021**

**Place: Gurgaon, Haryana**

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**NOTES:**

- I. A MEMBER ENTITLED TO ATTEND, AND VOTE IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND SUCH PROXY NEED NOT BE A MEMBER OF THE COMPANY. THE INSTRUMENT OF PROXY, IN ORDER TO BE EFFECTIVE, SHOULD BE DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY, DULY COMPLETED AND SIGNED, NOT LATER THAN 48 HOURS BEFORE THE COMMENCEMENT OF THE MEETING. A PROXY FORM IS ANNEXED TO THIS REPORT.**
- II.** Statement pursuant to Section 102(1) of the Companies Act, 2013 ("the Act"), in respect of the Special Businesses to be transacted at the Annual General Meeting ("AGM") along with details pursuant to Securities and Exchange Board of India ("SEBI") Regulations and other applicable laws are annexed hereto. All documents referred to in the accompanying Notice and the Explanatory Statement shall be available for inspection electronically. Members seeking to inspect such documents can send an email to [compliance@ofbusiness.in](mailto:compliance@ofbusiness.in)
- III.** Corporate members intending to send their authorized representatives to attend the meeting are advised to send a duly certified copy of the Board Resolution authorizing their representatives to attend and vote at the meeting.
- IV.** A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A member holding more than ten percent of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.
- V.** The Register of Directors and their shareholding, maintained u/s 170 of the Companies Act, 2013 and Register of Contracts or Arrangements in which Directors are interested maintained u/s 189 of the Companies Act, 2013 and all other documents referred to in the notice and explanatory statement, will be available for inspection by the members of the Company at Registered office of the Company during business hours 10:00 A.M. to 06:00 P.M. (except Saturday and Sunday) up to the date of Annual General Meeting and will also be available during the Annual General Meeting.
- VI.** During the period beginning 24 hours before the time fixed for the commencement of the meeting and ending with the conclusion of the meeting, a member would be entitled to inspect the proxies lodged at any time during the business hours of the Company, provided that not less than three days of notice in writing is given to the Company.
- VII.** A Route Map along with Prominent Landmark for easy location to reach the venue of Annual General Meeting is annexed with the notice of Annual General Meeting.
- VIII.** Members/ proxies attending the meeting are requested to bring their duly filled admission/ attendance slips sent along with the notice of Annual General Meeting at the meeting

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- IX. Electronic copy of the Annual Report is being sent to all the Members whose email IDs are registered with the company/Depository Participant(s) for communication purposes unless any Member has requested for a hard copy of the same. For Members who have not registered their email address, physical copy of the Annual Report is being sent in the permitted mode. In case you wish to get a physical copy of the Annual Report, you may send your request to [compliance@ofbusiness.in](mailto:compliance@ofbusiness.in) mentioning your folio/DP ID and Client ID. Annual Reports is also available on the website of the company at [www.oxyzo.in](http://www.oxyzo.in)
- X. Any query relating to financial statements must be sent to the company's Registered Office at least seven days before the date of the Meeting.
- XI. Members holding shares in physical mode are requested to register their email IDs with the Registrar & Share Transfer Agents of the company and Members holding shares in demat mode are requested to register their email ID's with their respective DP in case the same is still not registered. Members are also requested to notify any change in their email ID or bank mandates or address to the company and always quote their Folio Number or DP ID and Client ID Numbers in all correspondence with the company. In respect of holding in electronic form, Members are requested to notify any change of email ID or bank mandates or address to their Depository Participants.
- XII. Members holding shares in electronic form may please note that their bank details as furnished to the respective Depositories will be printed on their dividend warrants as per the applicable regulations. The company will not entertain any direct request from such Members for deletion or change of such bank details. Instructions, if any, already given by Members in respect of shares held in physical form will not be automatically applicable to the dividend paid on shares in electronic form.
- XIII. Members who still hold share certificates in physical form are advised to dematerialise their shareholding to avail the benefits of dematerialisation, which include easy liquidity, since trading is permitted in dematerialised form only, electronic transfer, savings in stamp duty and elimination of any possibility of loss of documents and bad deliveries.
- XIV. Members can avail of the nomination facility by filing Form SH-13, as prescribed under Section 72 of the Companies Act, 2013 and Rule 19(1) of the Companies (Share Capital and Debentures) Rules, 2014, with the company. Blank forms will be supplied on request.

**By Order of the Board**

**OXYZO Financial Services Private Limited**

*Brij Kishore Kiradoo*  
*KiD*

**Brij Kishore Kiradoo**

**Company Secretary**

**ICSI Membership No. A40347**

**Date: September 27, 2021**

**Place: Gurgaon, Haryana**



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**EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF COMPANIES ACT, 2013 AND  
SECRETARIAL STANDARD ON AGM**

There being no Special Business to be transacted in this Annual General Meeting therefore no explanatory statement is required.

**By Order of the Board**

**OXYZO Financial Services Private Limited**

*Brij Kishore Kiradoo*  
*KWD*



**Brij Kishore Kiradoo**

**Company Secretary**

**ICSI Membership No. A40347\***

**Date: September 27, 2021**

**Place: Gurgaon, Haryana**





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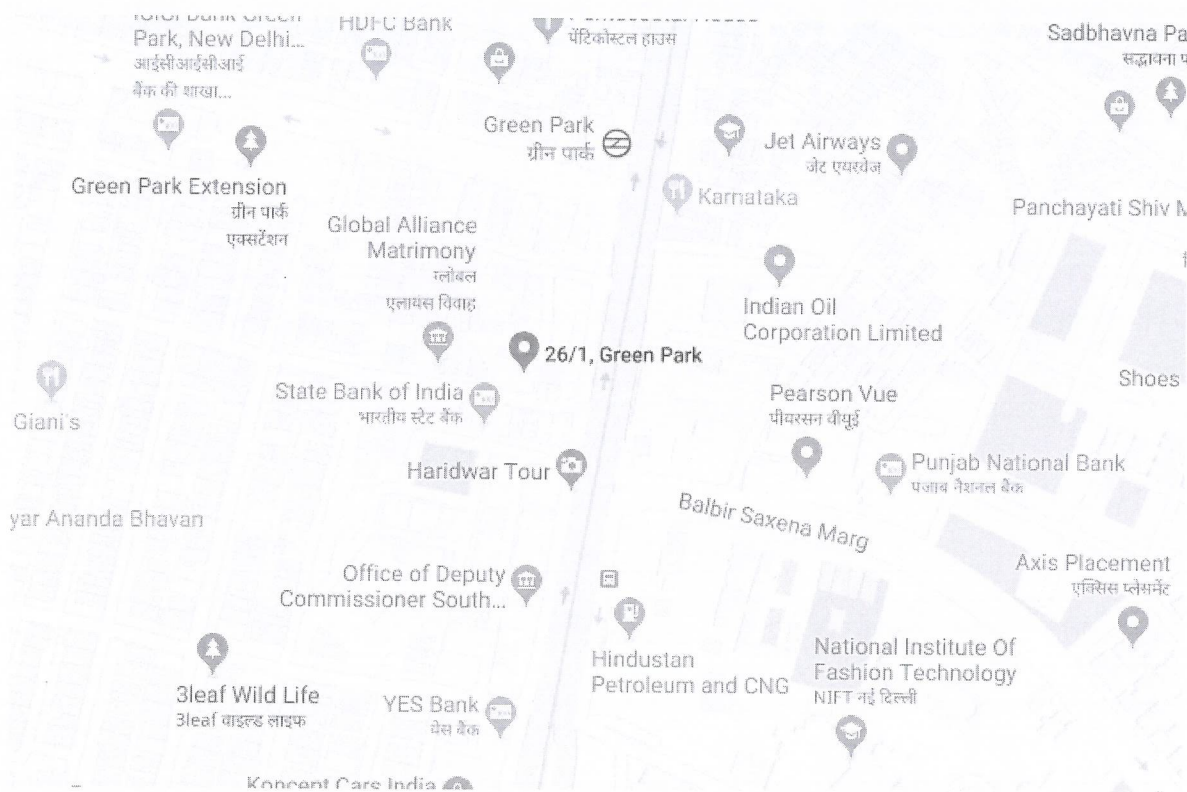
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**Route Map of Venue with Landmark:** Shop No. G-22 C (UGF) D-1 (K-84) Green Park Main New Delhi, South Delhi -110016,

**Land Mark:** -Green Park



**By Order of the Board**

**OXYZO Financial Services Private Limited**

*Brij Kishore Kiradoo*

**Brij Kishore Kiradoo**

**Company Secretary**

**ICSI Membership No. A40347**

**Date: September 27, 2021**

**Place: Gurgaon, Haryana**

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Email: [finance@oxyzo.in](mailto:finance@oxyzo.in)Website: [www.oxyzo.in](http://www.oxyzo.in)**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)**

Corporate Identification Number: U65929DL2016PTC306174

Name of the company: OXYZO Financial Services Private Limited

Registered Office: Shop No. G-22 C (UGF) D-1 (K-84) Green Park Main New Delhi-110016

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

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

E- mail ID: \_\_\_\_\_

Folio No./ DP ID &amp; Client ID\*: \_\_\_\_\_

\*Applicable in case shares are held in electronic form.

I/We, being the holder(s) of \_\_\_\_\_ shares of OXYZO Financial Services Private Limited, hereby appoint:

Name of the Member :

Address :

E-mail ID :

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

as my / our proxy to attend and vote (on Poll) for me/us and on my/our behalf at Fifth Annual General Meeting of members of the Company to be held on **Tuesday, September 28, 2021 at 10:00 A.M (1ST)** at the registered office of the Company located at Shop No. G-22 C (UGF) D-1 (K-84) Green Park Main New Delhi-110016, India and at any adjournment thereof in respect of such resolutions and in such manner as are indicated below:

Resolution No.	Description	For	Against
<b>Ordinary Business</b>			
1.	To receive, consider and adopt audited financial statements of the Company for the year ended 31st March 2021 and the Reports of the Board of Directors and the Auditors thereon		

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2.	To appoint Statutory Auditor(s) and fix their remuneration thereof		

Signed this \_\_\_\_ day of \_\_\_\_ 2021

\_\_\_\_\_  
Signature of Member\_\_\_\_\_  
Signature of first proxy holder\_\_\_\_\_  
Signature of second proxy holder

Affix Revenue Stamp
---------------------------

***Note:** This form of proxy in order to be effective should be duly completed and deposited and must be deposited at the Registered Office of the Company not less than 48 hours before the commencement of the AGM*





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**ATTENDANCE SLIP**

**OXYZO Financial Services Private Limited - Shop No. G-22 C (UGF) D-1 (K-84), Green Park Main, New Delhi-110016**

Name of Member/Proxy(ies)	:
Registered Address	:
Email ID	:
Folio No/Client ID	:
**DP ID	:

I/We certify that I/We am/are registered Member /proxy for the registered Member of the Company.

I/We hereby record my presence at the Fifth Annual General Meeting of the Company to be held on Tuesday, September 28, 2021 at 10:00 A.M (IST) at the Registered Office of the Company located at Shop No. G-22 C (UGF) D-1 (K-84) Green Park Main New Delhi-110016.

Member's / Proxy's name in BLOCK letters Signature of Member /Proxy

Note: Please fill in the attendance slip and hand it over at the entrance of the Meeting hall. Joint Shareholder(s) may obtain additional attendance slip at the venue of the meeting.

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