



**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)

**Notice of Fourth Annual General Meeting**

**Notice is hereby given that the Fourth Annual General Meeting (AGM) of the members of OXYZO Financial Services Private Limited is scheduled to be held on Monday, the 7<sup>th</sup> day of December, 2020 at 10 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 2020 and the Reports of the Board of Directors and the Auditors thereon.**

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, 2020 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 and Secretarial Auditor’s report for the Financial Year ended March 31, 2020 be and is hereby considered and approved and adopted.

**RESOLVED FURTHER THAT** the Annual Report of the Company pursuant to the Companies Act, 2013, SEBI and RBI regulations placed before the Members at this meeting be and is hereby approved and adopted (for circulation to the Members along with the Annual Accounts for the Financial Year ended March 31, 2020) and any two Director(s) be and are hereby severally authorised to sign the Report on behalf of the Board as required under Companies Act, 2013.

**RESOLVED FURTHER THAT** Directors of the Company be and are hereby severally authorized to comply with relevant applicable sections or regulation of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, RBI Master Direction- Non-Banking Financial Company Returns (Reserve Bank) Directions, 2016, Securities and Exchange Board of India (Debtenture Trustees) Regulations, 1993 and other statutory authority, as and when required and to file necessary intimation/ forms as per the prevailing Law, if required or to do all acts, deeds and things as may be incidental or necessary to give effect to this resolution.”

- 2. To re-appoint Statutory Auditor 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 and other applicable provisions, if any, of the Companies Act, 2013 as amended from time to time or any other law for the time being in force (including any statutory modification or amendment thereto or re-enactment thereof for the time being in force), as recommended by the Audit Committee in their meeting held on October 21, 2020 of the company and approved by the Board via its

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CIN: U65929DL2016PTC306174, Phone: 01140507973



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meeting on November 10, 2020, post considering eligibility certificate and consent received by the auditor pursuant to first proviso of section 139(1) of Companies Act, 2013 and Rule 4 of the Companies (Audit & Auditors) Rules, 2014, M/s. Deloitte Haskins & Sells, Chartered Accountants (Firm Reg No.015125N) be and is hereby reappointed as Statutory Auditors of the Company to hold office from the conclusion of this Annual General meeting until the conclusion of the 8th annual general meeting with respect to the financial years beginning April 1, 2020 and ending March 31, 2024, at remuneration to be mutually agreed upon decided by the Board of Directors and such Auditor subject to Shareholder approval.

**RESOLVED FURTHER THAT** any one Director of the company, be and is hereby severally authorized 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 forms with the Registrar of Companies.

**RESOLVED FURTHER THAT** the copies of the foregoing resolutions certified to be true copies by the any director or Company Secretary of the Company be furnished to such persons as may be deemed necessary.”

**By Order of the Board**

**OXYZO Financial Services Private Limited**

SD/-

**Brij Kishore Kiradoo**

**Company Secretary**

**ICSI Membership No. A40347**

**Date: November 12, 2020**

**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**

**SD/-**

**Brij Kishore Kiradoo**

**Company Secretary**

**ICSI Membership No. A40347**

**Date: November 12, 2020**

**Place: Gurgaon, Haryana**

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

**No Special Business**

**By Order of the Board**

**OXYZO Financial Services Private Limited**

**SD/-**

**Brij Kishore Kiradoo**

**Company Secretary**

**ICSI Membership No. A40347**

**Date: November 12, 2020**

**Place: Gurgaon, Haryana**



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Route Map of Venue with Landmark:



Landmark: Green Park Main, New Delhi MAP

**By Order of the Board**

**OXYZO Financial Services Private Limited**

**SD/-**

**Brij Kishore Kiradoo**

**Company Secretary**

**ICSI Membership No. A40347**

**Date: November 12, 2020**

**Place: Gurgaon, Haryana**

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**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 & 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 Fourth Annual General Meeting of members of the Company to be held on **Monday, December 07, 2020 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, 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 2020 and the Reports of the Board of Directors and the Auditors thereon		
2.	To appoint Statutory Auditors and fix their remuneration thereof		

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2020 \_\_\_\_\_

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Signature of Member

\_\_\_\_\_  
Signature of first proxy holder

Signature of second proxy holder

Affix Revenue Stamp
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***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 Third Annual General Meeting of the Company to be held on Monday, December 07, 2020 at 10 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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