

NOTICE TO THE MEMBERS

NOTICE is hereby given that the 11th Annual General Meeting of the members of the company will be held on Wednesday, 29th September, 2021 at 01.00 p.m. at the registered office of the company at 10 Mill Officers Colony, Behind Old RBI, Ashram Road Ahmedabad, Gujarat - 380009 through Video Conferencing ("VC")/ Other Audio Visual Means ("OAVM") to transact following business:

❖ ORDINARY BUSINESS

- 1) To receive, consider and adopt the Audited Financial Statements as at 31st March, 2021 including the Audited Balance Sheet as at 31st March, 2021, the Statement of Profit and Loss and cash flow statement for the year ended on that date and reports of the Directors' and Auditors' thereon.
- 2) To appoint a Director in place of Mr. Umesh A. Bhadreswara (DIN: 07582046) who retires by rotation at this Annual General Meeting and being eligible offers himself for re-appointment.
- 3) To appoint Mr. CA Aprameta Mahendra Gabhawala, Partner, MB Gabhawala & Co., Chartered Accountants as the statutory auditors of the company and fix their remuneration and in this regard to consider and if thought fit, to pass, with or without modification(s) the following resolution as an Ordinary Resolution:

"RESOLVED THAT pursuant to provisions of Section 139, 142 and other applicable provisions of the Companies Act, 2013, if any, read with the Companies (Audit & Auditors) Rules, 2014, including any statutory enactment or modification thereof, Mr. CA Aprameta Mahendra Gabhawala, Partner, MB Gabhawala & Co., Chartered Accountants, (Firm Registration No. 00183C) be and is hereby appointed as the Statutory Auditors of the Company and to hold the office from the conclusion of this 11th Annual General Meeting till the conclusion of 16th Annual General Meeting of the Company, at a remuneration to be decided by the Board of Directors in consultation with the Auditors plus applicable tax and reimbursement of travelling and out of pocket expenses incurred by them for the purpose of audit.

❖ SPECIAL BUSINESS

- 4) To reappoint Mr. Pravinchandra Kodarlal Gor (DIN: 03267951) as a Managing Director of the Company for the further period of five years to consider and if thought fit, to pass, with or without modification(s) the following resolution as a Special Resolution:

“RESOLVED THAT in accordance with the provisions of Sections 197, 198, 203, Schedule V and other applicable provisions of the Companies Act, 2013 read with Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 (including statutory modification or reenactment thereof, for the time being in force) and subject to such other approvals as may be necessary, the consent of the Company be and are hereby accorded to the re-appointment of Mr. Pravinchandra Kodarlal Gor (DIN: 03267951) as the Managing Director of the Company for a further period of five (5) years from 01/02/2022 to 31/01/2027 and the remuneration for a period from 01/02/2022 to 31/03/2025 be paid to Mr. Pravinchandra Kodarlal Gor on the following terms and conditions as recommended by the Nomination and Remuneration Committee and approved by the Audit Committee and Board of Directors at their respective meetings held on 06th day of September, 2021:

a	Period of Appointment	5 (Five) Years from 1 st February, 2022 to ending on 31 st January, 2027.
b	Remuneration Details	
	Salary	Maximum Rs. 24,00,000/- (Rupees Twenty Four Lakhs Only) including Bonus, cash allowances and Incentives with the authority granted to the Board of Directors to determine the salary and grant such increases from time to time within the aforesaid limit.
	Minimum Remuneration	Notwithstanding anything herein above stated, wherein any financial year, the Company incurs loss or its profits are inadequate, the Company shall pay to Mr. Pravinchandra Kodarlal Gor, the remuneration by way of Salary, Bonus and Other Allowances not exceeding the limits specified under Schedule V to the Companies Act, 2013 (including any statutory modifications or re-enactment(s) thereof, for the time being in force), or such other limits as may be prescribed from time to time.
C	Duties and Responsibilities	Mr. Pravinchandra Kodarlal Gor shall be responsible for entire commercial assignments as applicable under various statutes and shall perform such duties which may be entrusted to him, subject to superintendence, control and guidance of Board of Directors.
D	Other terms & Conditions	No sitting fees shall be paid for attending the meeting of the Board of Director or Committee thereof.

“RESOLVED FURTHER THAT any of the Director of the Company be and is hereby severally authorized to file requisite e - forms for this re-appointment with MCA - Ministry of Corporate Affairs pursuant to the provisions of the Companies Act, 2013 and the rules made there under.”

"RESOLVED FURTHER THAT Mr. Amrish N Gandhi, Practicing Company Secretary, Ahmedabad be and is hereby engaged for the purpose of certification of e - Forms to be filed with the Ministry of Corporate Affairs."

- 5) To reappoint Mr. Alpit Pravinchandra Gor (DIN: 03041615) as Wholetime Director of the Company for the further period of five years to consider and if thought fit, to pass, with or without modification(s) the following resolution as a Special Resolution:

“RESOLVED THAT in accordance with the provisions of Sections 197, 198, 203, Schedule V and other applicable provisions of the Companies Act, 2013 read with Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 (including statutory modification or reenactment thereof, for the time being in force) and subject to such other approvals as may be necessary, the consent of the Company be and are hereby accorded to the re-appointment of Mr. Alpit Pravinchandra Gor (DIN: 03041615) as the Wholetime Director of the Company for a further period of five (5) years from 01/02/2022 to 31/01/2027 and the remuneration for a period from 01/02/2022 to 31/03/2025 be paid to Mr. Alpit Pravinchandra Gor on the following terms and conditions as recommended by the Nomination and Remuneration Committee and approved by the Audit Committee and Board of Directors at their respective meetings held on 06th day of September, 2021:

a	Period of Appointment	5 (Five) Years from 1 st February, 2022 to ending on 31 st January, 2027.
b	Remuneration Details	
	Salary	Maximum Rs. 24,00,000/- (Rupees Twenty Four Lakhs Only) including Bonus, cash allowances and Incentives with the authority granted to the Board of Directors to determine the salary and grant such increases from time to time within the aforesaid limit.
	Minimum Remuneration	Notwithstanding anything herein above stated, wherein any financial year, the Company incurs loss or its profits are inadequate, the Company shall pay to Mr. Alpit Pravinchandra Gor, the remuneration by way of Salary, Bonus and Other Allowances not exceeding the limits specified under Schedule V to the Companies Act, 2013 (including any statutory modifications or re-enactment(s) thereof, for the time being in force), or such other limits as may be prescribed from time to time.
C	Duties and Responsibilities	Mr. Alpit Pravinchandra Gor shall be responsible for entire commercial assignments as applicable under various statutes and shall perform such duties which may be entrusted to him, subject to superintendence, control and guidance of Board of Directors.
D	Other terms & Conditions	No sitting fees shall be paid for attending the meeting of the Board of Director or Committee thereof.

“RESOLVED FURTHER THAT any of the Director of the Company be and is hereby severally authorized to file requisite e - forms for this re-appointment with MCA - Ministry of Corporate Affairs pursuant to the provisions of the Companies Act, 2013 and the rules made there under.”

"RESOLVED FURTHER THAT Mr. Amrish N Gandhi, Practicing Company Secretary, Ahmedabad be and is hereby engaged for the purpose of certification of e - Forms to be filed with the Ministry of Corporate Affairs."

❖ **EXPLANATORY STATEMENT IN TERMS OF SECTION 102 OF THE COMPANIES ACT, 2013:**

• **ITEM NO. 4**

Mr. Pravinchandra Kodarlal Gor (DIN: 03267951) was appointed as Managing Director of the Company for a period of five years from 01st February, 2017 at the Extra-Ordinary General Meeting held on 31st March, 2017. The remuneration payable to him was approved by the members at the above Meeting and revised by the members at the 10th Annual General Meeting held on 28th December, 2020 for a further period from 01st April, 2020 till the remaining period of his present term, ie. upto 31st January, 2022.

The Board of Directors at their meeting held on 06th day of September, 2021 re-appointed Mr. Pravinchandra Kodarlal Gor (DIN: 03267951), as Managing Director of the Company with effect from 01st February, 2022 for a period of five years at the remuneration for a period of three years as set out under Item No.4 of the Agenda in accordance with the applicable provisions of Section 196 of the Companies Act, 2013.

As per the provisions of Sections, 196, 197 read with Schedule V and other applicable provisions, if any, of the Companies Act, 2013, the appointment shall be subject to the approval of the shareholders of the Company in the General meeting. Hence the necessary resolution set out at Item No. 4 of the Notice is placed before the members for their approval.

In accordance with the Secretarial Standard (SS) - 2, the qualification, experience and expertise of Mr. Pravinchandra Kodarlal Gor is detailed in the Annexure to this Statement.

Except Mr. Pravinchandra Kodarlal Gor, being the appointee, Alpit Pravinchandra Gor (Son of Pravinchandra Gor) being whole time director and Shree Jayshreeben Pravinchandra Gor (Wife Pravinchandra Gor) being executive director of the Company, none of the Directors and Key Managerial Personnel of the Company and his relatives are concerned or interested, financial or otherwise, in the resolutions set out at Item No. 4 of the Notice.

- **ITEM NO. 5**

Mr. Alpit Pravinchandra Gor (DIN: 03041615) was appointed as Wholetime Director of the Company for a period of five years from 01st February, 2017 at the Extra-Ordinary General Meeting held on 31st March, 2017. The remuneration payable to him was approved by the members at the above Meeting and revised by the members at the 10th Annual General Meeting held on 28th December, 2020 for a further period from 01st April, 2020 till the remaining period of his present term, ie. upto 31st January, 2022.

The Board of Directors at their meeting held on 06th day of September, 2021 re-appointed Mr. Alpit Pravinchandra Gor (DIN: 03041615), as Wholetime Director of the Company with effect from 01st February, 2022 for a period of five years at the remuneration for a period of three years as set out under Item No.5 of the Agenda in accordance with the applicable provisions of Section 196 of the Companies Act, 2013.

As per the provisions of Sections, 196, 197 read with Schedule V and other applicable provisions, if any, of the Companies Act, 2013, the appointment shall be subject to the approval of the shareholders of the Company in the General meeting. Hence the necessary resolution set out at Item No. 5 of the Notice is placed before the members for their approval.

In accordance with the Secretarial Standard (SS) - 2, the qualification, experience and expertise of Mr. Alpit Pravinchandra Gor is detailed in the Annexure to this Statement.

Except Mr. Alpit Pravinchandra Gor, being the appointee, Mr. Pravinchandra Kodarlal Gor (Father of Alpit Pravinchandra Gor) being Managing director and Shree Jayshreeben Pravinchandra Gor (Mother of Alpit Pravinchandra Gor) being executive director of the Company, none of the Directors and Key Managerial Personnel of the Company and his relatives are concerned or interested, financial or otherwise, in the resolutions set out at Item No. 5 of the Notice.

- ❖ **Statement of disclosures pursuant to Section II (A) of Part II of Schedule V to the Companies Act, 2013 in relation to Item no. 4 & 5 above:**

I. General Information:

1. **Nature of Industry:** The Company is engaged in Data processing, hosting and related activities.
2. **Date of commencement of commercial production:** Not Applicable
3. **In case of new companies expected date of commencement of activities as per project approved by financial institutions appearing in the prospectus:** - Not Applicable
4. **Financial performance:** Attached as a part of the directors report
5. **Foreign Investments or collaborations:** - Not Applicable
6. **Export Performance:** - Not Applicable

II. Information about the appointee:

A. Pravinchandra Gor: *Being proposed to be appointed as Managing Director*

1. Background details:

Mr. Pravinchandra Gor, aged 71 years, is one of the Promoter as well as Managing Director of our Company. He has completed his Law Graduation from Gujarat University in 1975. He started his own practice as Advocate in various Laws like Tax Laws, Tenancy Cases, Criminal Cases, Civil Cases, etc. He also served as a Government Pleader and is Ex-Gazatted Officer. He resigned as a Government pleader to devote more time in his Legal practice. Currently he is a member of the Bar Council of India. He is associated with the company since its incorporation. He being Ex-Government Pleader he is having vast experience in Service Industry. Gradually he expanded in more fields with Corporate like Telecom, Banking and Finance sectors.

2. Past remuneration: 24,00,000 pa

3. Recognition of awards -Nil

4. Job profile & suitability

Mr. Pravinchandra Gor is in charge of the day to day operations of the Company and is assisted by a team of qualified and experienced professionals. With the educational qualifications he possesses and the vast experience in the field, and with his administrative capabilities, Mr. Pravinchandra Gor is best suited for the position.

5. Remuneration proposed:

As set out in Item No. 4 of the Notice

6. Comparative remuneration profile:

The proposed remuneration to Mr. Pravinchandra Gor with respect to industry, size of the Company is comparable to industry standards, Company, profile of the position.

7. Pecuniary relationship directly or indirectly with the Company, or relationship with the managerial personnel, if any:

Except Mr. Pravinchandra Kodarlal Gor, being the appointee, Alpit Pravinchandra Gor (Son of Pravinchandra Gor) being whole time director and Shree Jayshreeben Pravinchandra Gor (Wife Pravinchandra Gor) being executive director of the Company, none of the Directors and Key Managerial Personnel of the Company and his relatives are concerned or interested, financial or otherwise

B. Alpit Pravinchandra Gor: *Being proposed to be appointed as Wholetime Director*

1. Background details:

Mr. Alpit Gor, aged 43 years is one of the Promoter as well as Whole Time Director of our Company. He has completed Law Graduation in the year 2000 from Gujarat University. As a Visionary Entrepreneur he realized his inner potential as a businessman and he started his journey with a small logistics venture in Ahmedabad (Gujarat) by taking franchisee of reputed Courier Company in name of Riddhi Worldwide Express. Then he started his new business of online Data Entry Services in the year 2010 in the name and style of Riddhi Corporate Services Private Limited (RCSPL). With his graceful and active support company was able to add reputed client to it piggy such as Reliance, Vodafone etc. His Leadership and Involvement has helped his ventures to attain new heights within a short period.

2. Past remuneration: 24,00,000 pa

3. Recognition of awards -Nil

4. Job profile & suitability

Mr. Alpit Pravinchandra Gor is in charge of the day to day operations of the Company and is assisted by a team of qualified and experienced professionals. With the educational qualifications he possesses and the vast experience in the field, and with his administrative capabilities, Mr. Alpit Pravinchandra Gor is best suited for the position.

5. Remuneration proposed

As set out in Item No. 5 of the Notice

6. Comparative remuneration profile

The proposed remuneration to Mr. Alpit Pravinchandra Gor with respect to industry, size of the Company is comparable to industry standards, Company, profile of the position.

7. Pecuniary relationship directly or indirectly with the Company, or relationship with the managerial personnel, if any

Except Mr. Alpit Pravinchandra Gor, being the appointee, Mr. Pravinchandra Kodarlal Gor (Father of Alpit Pravinchandra Gor) being Managing director and Shree Jayshreeben Pravinchandra Gor (Mother of Alpit Pravinchandra Gor) being executive director of the Company, none of the Directors and Key Managerial Personnel of the Company and his relatives are concerned or interested, financial or otherwise.

III. Other information:

1. Reason for loss/inadequate profits -Not Applicable
2. Steps taken or proposed to be taken for improvement - Working for new business relationship with various business tycoons.
3. Expected increase in productivity and profits in measurable terms-Both productivity and profits are expected to increase by 10%.

IV. Disclosures:

1. Shareholders of the Company shall be informed of the remuneration package of the Managerial Person-Information is furnished in the Notice to the shareholders.
2. The following disclosures shall be mentioned in the Board of Directors' report under the heading, Corporate Governance, if any, attached to the Annual Report.
 - i) All elements of remuneration package such as salary, benefits, bonus, stock options, pension, etc. of all the Directors.- Attached
 - ii) Details of fixed components and performance linked incentives along with performance criteria.- Attached
 - iii) Service Contracts, notice period, severance fees -Not applicable
 - iv) Stock option details, if any, and whether the same has been issued at a discount as well as the period over which accrued and over which exercisable-Not applicable

❖ In terms of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, read with Secretarial Standards on General Meetings, brief profile of the Directors, who are proposed to be re-appointed, nature of their expertise in specific functional areas, other directorships and Committee memberships, their shareholding and relationship with other Directors of the Company are given below:

Name of the Directors	PRAVINCHANDRA GOR	ALPIT PRAVINCHANDRA GOR	UMESH ARVINDBHAI BHADRESWARA
DIN	03267951	03041615	07582046
Date of Birth/ Age	20-01-1949 /72	13-06-1977/44	25-06-1976/45
Nationality	Indian	Indian	Indian
Year of induction to the Board	2010	2010	2017
Qualification	Law Graduate (LLM)	Law Graduate (LLB)	Graduation in Legal Field.
Expertise /Skills	More than 10 years of Industrial Experience. And expertise in General Administration and	He started his new business of online Data Entry Services in the year 2010 in the name and style of Riddhi Corporate	Mr. Umesh Arvindbhai Bhadreswara, aged 44 years, is a professional director of the company. He is having experience of

	Finance.	Services Private Limited (RCSPL). With his graceful and active support company was able to add reputed client to it piggy such as Reliance, Vodafone etc. His Leadership and Involvement has helped his ventures to attain new heights within a short period.	18 Years in Operations and Service Delivery. Successfully launched and maintaining RCSPL Operations in 9 Circle of India for Various Clients
Shareholding	2495500 shares	2737000 shares	38725 Shares
Relationship	Ms. Jayshree ben Pravinchandra Gor-Wife (Executive Director) Mr. Alpit Pravinchandra Gor-Son (Whole time Director)	Ms. Jayshree ben Pravinchandra Gor-Mother (Executive Director) Mr. Pravinchandra Gor-Father (Managing Director)	None
Terms of Appointment / Re-appointment	For 5 Years from 01/02/2022 to 31/01/2027	For 5 Years from 01/02/2022 to 31/01/2027	Eligible for retirement by rotation
Remuneration sought to be paid	Proposed in item no.4	Proposed in item no.5	NA
Remuneration last drawn	24,00,000 p.a.	24,00,000 p.a.	1064000 p.a.
No. of Board Meetings attended	07	07	07
List of Directorships held in other Companies	- Vibhin Online Services Private Limited - RCSPL Share Broking Private Limited - RCSPL Share Broking IFSC Private Limited	- Vibhin Online Services Private Limited - RCSPL Share Broking Private Limited - RCSPL Share Broking IFSC Private Limited - Ganeshhomedelight Private Limited	- Be Utopian Technosoft Private Limited - RCSPL Multicommodities Private Limited - RCSPL Share Broking Private Limited - Eklingji Investment And Trading Private

			Limited
Other Companies Committee Details	None	None	None

**By order of the Board of Directors
RIDDHI CORPORATE SERVICES LIMITED**

**Place: - AHMEDABAD
Date: - 06/09/2021
CIN:L74140GJ2010PLC062548**

**PRAVINCHANDRA GOR
CHAIRMAN & MANAGING DIRECTOR
DIN: 03267951**

NOTES:

1. As you are aware, in view of the situation arising due to COVID-19 global pandemic, the general meetings of the companies shall be conducted as per the guidelines issued by the Ministry of Corporate Affairs (MCA) vide Circular No. 14/2020 dated April 8, 2020, Circular No.17/2020 dated April 13, 2020 and Circular No. 20/2020 dated May 05, 2020. The forthcoming AGM/EGM will thus be held through video conferencing (VC) or other audio visual means (OAVM). Hence, Members can attend and participate in the ensuing AGM through VC/OAVM.
2. Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (as amended), and MCA Circulars dated April 08, 2020, April 13, 2020 and May 05, 2020 the Company is providing facility of remote e-voting to its Members in respect of the business to be transacted at the AGM. For this purpose, the Company has entered into an agreement with Central Depository Services (India) Limited (CDSL) for facilitating voting through electronic means, as the authorized e-Voting's agency. The facility of casting votes by a member using remote e-voting as well as the e-voting system on the date of the AGM will be provided by CDSL.
3. The Members can join the AGM in the VC/OAVM mode 15 minutes before and after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The facility of participation at the AGM through VC/OAVM will be made available to at-least 1000 members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the AGM without restriction on account of first come first served basis.
4. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of ascertaining the quorum under Section 103 of the Companies Act, 2013.
5. Pursuant to MCA Circular No. 14/2020 dated April 08, 2020, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM/EGM. However, in pursuance of Section 112 and Section 113 of the Companies Act, 2013, representatives of the members such as the President of India or the Governor of a State or body corporate can attend the AGM/EGM through VC/OAVM and cast their votes through e-voting.
6. In line with the Ministry of Corporate Affairs (MCA) Circular No. 17/2020 dated April 13, 2020, the Notice calling the AGM has been uploaded on the website of the Company at www.riddhnicorporate.co.in. The Notice can also be accessed from the websites of the Stock Exchange i.e. BSE Limited at www.bseindia.com. The AGM Notice is also disseminated on the website of CDSL (agency for providing the Remote e-Voting facility and e-voting system during the AGM) i.e. www.evotingindia.com.

7. The AGM has been convened through VC/OAVM in compliance with applicable provisions of the Companies Act, 2013 read with MCA Circular No. 14/2020 dated April 8, 2020 and MCA Circular No. 17/2020 dated April 13, 2020 and MCA Circular No. 20/2020 dated May 05, 2020.
8. In continuation of this Ministry's **General Circular No. 20/2020**, dated 05th May, 2020 and after due examination, it has been decided to allow companies whose AGMs were due to be held in the year 2020, or become due in the year 2021, to conduct their AGMs on or before 31.12.2021, in accordance with the requirements provided in paragraphs 3 and 4 of the General Circular No. 20/2020 as per MCA circular no. 02/2021 dated January,13,2021.

THE INTRUCTIONS OF SHAREHOLDERS FOR REMOTEE-VOTING AND E-VOTING DURING AGM AND JOININGMEETING THROUGH VC/OAVM ARE AS UNDER:

- (i) The voting period begins on 26th September, 2021 at 09.00 A.M. and ends on 28th September, 2021 at 05.00 P.M. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of 22th September, 2021 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
- (iii) Pursuant to SEBI Circular No. **SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020**, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to **all the demat account holders, by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants**. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

- (iv) In terms of **SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020** on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

Pursuant to above said SEBI Circular, Login method for e-Voting and joining virtual meetings for **Individual shareholders holding securities in Demat mode** is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in Demat mode with CDSL	<ol style="list-style-type: none"> 1) Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are https://web.cdslindia.com/myeasi/home/login or visit www.cdslindia.com and click on Login icon and select New System Myeasi. 2) After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers i.e. CDSL/NSDL/KARVY/LINKINTIME, so that the user can visit the e-Voting service providers' website directly. 3) If the user is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasi/Registration/EasiRegistration 4) Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.
Individual Shareholders holding securities in demat mode with NSDL	<ol style="list-style-type: none"> 1) If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: https://eservices.nsdl.com either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

	<p>2) If the user is not registered for IDeAS e-Services, option to register is available at https://eservices.nSDL.com. Select “Register Online for IDeAS “Portal or click at https://eservices.nSDL.com/SecureWeb/IdeasDirectReg.jsp</p> <p>3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nSDL.com/ either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting</p>
Individual Shareholders (holding securities in demat mode) login through their Depository Participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. CDSL and NSDL

Login type	Helpdesk details
Individual Shareholders holding securities in Demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at 022- 23058738 and 22-23058542-43.
Individual Shareholders holding securities in Demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30

- (v) Login method for e-Voting and joining virtual meeting for **shareholders other than individual shareholders holding in Demat form & physical shareholders.**

- 1) The shareholders should log on to the e-voting website www.evotingindia.com.
- 2) Click on "Shareholders" module.
- 3) Now enter your User ID
 - a. For CDSL: 16 digits beneficiary ID,
 - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 - c. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
- 4) Next enter the Image Verification as displayed and Click on Login.
- 5) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier e-voting of any company, then your existing password is to be used.

If you are a first-time user follow the steps given below:

	For Shareholders holding shares in Demat Form other than individual and Physical Form
PAN	<p>Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)</p> <ul style="list-style-type: none"> • Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by Company/RTA or contact Company/RTA.
Dividend Bank Details OR Date of Birth (DOB)	<p>Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login.</p> <ul style="list-style-type: none"> • If both the details are not recorded with the depository or company, please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (v).

- (vi) After entering these details appropriately, click on "SUBMIT" tab.
- (vii) Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (viii) For shareholders holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (ix) Click on the EVSN for the relevant <Company Name> on which you choose to vote.

- (x) On the voting page, you will see “RESOLUTION DESCRIPTION” and against the same the option “YES/NO” for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xi) Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- (xii) After selecting the resolution, you have decided to vote on, click on “SUBMIT”. A confirmation box will be displayed. If you wish to confirm your vote, click on “OK”, else to change your vote, click on “CANCEL” and accordingly modify your vote.
- (xiii) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- (xiv) You can also take a print of the votes cast by clicking on “Click here to print” option on the Voting page.
- (xv) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xvi) **Facility for Non – Individual Shareholders and Custodians –Remote Voting**
- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to www.evotingindia.com and register themselves in the “Corporates” module.
 - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
 - After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
 - The list of accounts linked in the login should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
 - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
 - Alternatively Non Individual shareholders are required to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer and to the Company at the email address viz; Investor@rcspl.net, if they have voted from individual tab & not uploaded same in the CDSL e-voting system for the scrutinizer to verify the same.

INSTRUCTIONS FOR SHAREHOLDERS ATTENDING THE AGM THROUGH VC/OAVM & E-VOTING DURING MEETING ARE AS UNDER:

1. The procedure for attending meeting & e-Voting on the day of the AGM is same as the instructions mentioned above for Remote e-voting.
2. The link for VC/OAVM to attend meeting will be available where the EVSN of Company will be displayed after successful login as per the instructions mentioned above for Remote e-voting.
3. Shareholders who have voted through Remote e-Voting will be eligible to attend the meeting. However, they will not be eligible to vote at the AGM.

4. Shareholders are encouraged to join the Meeting through Laptops / I-Pads for better experience.
5. Further shareholders will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
6. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
7. Shareholders who would like to express their views/ask questions during the meeting may register themselves as a speaker by sending their request in advance at least **5 days prior to meeting** mentioning their name, demat account number/folio number, email id, mobile number at Investor@rcspl.net or cs@rcspl.net . The shareholders who do not wish to speak during the AGM but have queries may send their queries in advance **5 days prior to meeting** mentioning their name, demat account number/folio number, email id, mobile number at Investor@rcspl.net or cs@rcspl.net . These queries will be replied to by the company suitably by email.
8. Those shareholders who have registered themselves as a speaker will only be allowed to express their views/ask questions during the meeting.
9. Only those shareholders, who are present in the AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system available during the AGM.
10. If any Votes are cast by the shareholders through the e-voting available during the AGM and if the same shareholders have not participated in the meeting through VC/OAVM facility, then the votes cast by such shareholders shall be considered invalid as the facility of e-voting during the meeting is available only to the shareholders attending the meeting.

PROCESS FOR THOSE SHAREHOLDERS WHOSE EMAIL/MOBILE NO. ARE NOT REGISTERED WITH THE COMPANY/DEPOSITORIES.

1. For Physical shareholders- please provide necessary details like Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to **Company/RTA email id**.
2. For Demat shareholders -, Please update your email id & mobile no. with your respective Depository Participant (DP)
3. For Individual Demat shareholders - Please update your email id & mobile no. with your respective Depository Participant (DP) which is mandatory while e-Voting & joining virtual meetings through Depository.

If you have any queries or issues regarding attending AGM & e-Voting from the CDSL e-Voting System, you can write an email to helpdesk.evoting@cdslindia.com or contact at 022-23058738 and 022-23058542/43.

All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Sr. Manager, (CDSL,) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M

Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to helpdesk.evoting@cdslindia.com or call on 022-23058542/43.

CONTACT DETAILS	
COMPANY	RIDDHI CORPORATE SERVICES LIMITED
REGISTRAR AND TRANSFER AGENT	M/s. PURVA SHAREGISTRY (INDIA) PVT. LTD. 9, Shiv Shakti Indl. Estate, J. R. Boricha Marg, Near Lodha Excelus, Lower Parel (East), Mumbai - 400 011 Tele : 2301 8261 / 2301 6761 / 2301 2518 Email : busicomp@gmail.com / purvashr@gmail.com Web: www.purvashare.com
E-VOTING AGENCY	CENTRAL DEPOSITORY SERVICES (INDIA) LIMITED E-mail: helpdesk.evoting@cdslindia.com
SCRUTINIZER	CS AMRISH N GANDHI, Practicing Company Secretary Email : amrishgandhi72@gmail.com Ph:- 079-4032 3014

**By order of the Board of Directors
RIDDHI CORPORATE SERVICES LIMITED**

**Place: - AHMEDABAD
Date: - 06/09/2021
CIN:L74140GJ2010PLC062548**

**PRAVINCHANDRA GOR
CHAIRMAN & MANAGING DIRECTOR
DIN: 03267951**