

Procedure for Seeking Extension of time to Hold AGM

The Companies are required to follow the following Steps for Seeking Extension of time to Hold AGM as Per provision of Section 96 Read with Section 129 of the Companies Act 2013 and the Rules made thereunder as follows

1. Call a **Board Meeting** with an agenda to seek board's approval for making an application for extension of time to hold AGM.
2. To pass a **resolution** for extension of time limit for holding AGM specified the reason being COVID-19 pandemic and consequential situation.
3. File an application to the ROC in **Form No-GNL1**.
4. In GNL-1, proper grounds be mentioned and attach certified true copy of the Board Resolution.
5. Follow up with the office of the ROC.
6. The Registrar shall examine the application on the specific grounds and may grant an extension, if observed Appropriate.
7. To obtain the certificate for grant of extension in holding of AGM of the Company.

On the letter head

To,

The Registrar of Companies,

Delhi and Haryana, Nehru place
New Delhi

**Subject: Application for the extension of Annual General Meeting
U/S 96(1) Read with Section 129 of the companies Act 2013**

Sir,

This is to inform you that our company M/S (Name of the Company) has been incorporated under the companies Act 2013 with the registrar of companies Delhi & Haryana, having its Registered office at----- and CIN----- . Now since in accordance with the provisions of Section **96(1) Read with Section 129 of the companies Act 2013** the Annual General Meeting of the members of the company in respect of the year ended on 31st March, 2020 is required to be held on or before 30th September, 2020 but the company is not in the position to hold its Annual General Meeting within the stipulated time period, because of the prevailing pandemic scenario due to **COVID-19** because the Financial statements could not finalized and audited. **Further as you are aware that due to spread of Novel Corona virus the nationwide lockdown** announced by Government of India on 24th March 2020 and effective from 25th March 2020-14thApril, 2020, which was further extended upto 31st May 2020. Even thereafter unlock down period started with only specified restrictions and relaxations.

During the lockdown, the movement of people were restricted as per guidelines issued by the Ministry of Home affairs. Most of the commercial and private establishments were closed and **only work from home were allowed**. Further due to non availability of public and private transport, most of the **employees could not join the office and visit the client's office for audit purposes**, resulting delay in finalization of financial statement and get audited.

Although Unlock phases are going on, but no sign of normal working conditions is seen because of such pandemic situation. However The Company is making its best efforts to conduct the AGM at the earliest. This is going to take some more time this year **and by no means the accounts duly audited can be made ready to place before the Annual General Meeting on or before, 30th September 2020**. Thus the Board of Directors of the company after deliberation passed the resolution in its meeting held on 4th Sept.2020 to apply for an extension to hold AGM.(copy Attached).

The Registrar of Companies is therefore humbly requested to kindly consider the aforesaid request made due to unexpected, unusual and extraordinary circumstances and accord approval extending the period of Annual General Meeting in respect of the accounting year 2019-20 by a period of three months up to, 31st December 2020 by which time we hope to finalize the accounts for the year 2019-20 duly audited and place the same before the Annual General Meeting & oblige.

Thanking You

(Signature of Authorized
Signatory) Designation
DIN:

**EXTRACT OF THE MINUTES OF THE BOARD MEETING OF
M/S HELD ON , DAY OF 2020, AT AM AT THE REGISTERED
OFFICE OF THE COMPANY SITUATED AT .**

“RESOLVED THAT pursuant to the provisions of Section 96, read with section 129 and other applicable provisions, if any, of the Companies act 2013, the company do hereby make an application with the Registrar of Companies, for extension of time for holding the Annual General Meeting for the FY 2020 for a period of months 3 months, upto 31st December2020 from the last date on which the Annual General Meeting of the Company should have been held”.

“RESOLVED FURTHER THAT any Director of the Company be and is hereby Severally authorized to sign and file application with the Registrar of Companies, and also to do all acts, deeds and things that may be necessary, proper, expedient or incidental thereto for the purpose of giving effect to the aforesaid Resolution on behalf of the board.”

(Signature of Authorized
Signatory) Designation
DIN:

LIST OF THE BOARD OF DIRECTORS OF THE COMPANY
(AS ON (Date of application))

| S.No. | Name | Designation | DIN | Address |
|--------------|-------------|--------------------|------------|----------------|
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