

# JEEN

## FOUNDATION

Regd. Office : S-191/C, 3<sup>rd</sup> Floor, Manak Complex,  
School Block, Shakarpur, New Delhi - 110092  
Tel: +91 11 2248 1711

### NOTICE

Notice is hereby given that the 11<sup>th</sup> (Eleventh) Annual General Meeting of the Members of M/s **Jeen Foundation** will be held on Friday, 30th September, 2022 at 12:30 PM at S-191 C, 3rd floor, Manak Complex, School Block New Delhi 110092 to transact the following business (es):

#### **ORDINARY BUSINESS:**

1. To receive, consider and adopt the Balance Sheet as at 31st March, 2022 and the annexed Income and Expenditure Statement, Cash Flow Statement for the period ended as on that date together with the Report of Directors' and Auditors' thereon.

By Order of the Board  
For Jeen Foundation

**JEEN FOUNDATION**  
Sidharth Goyal

Sidharth Goyal **Director**  
Director  
DIN: 02855118

Place: New Delhi  
Date: 07.09.2022

**NOTES:**

1. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND A PROXY NEED TO BE A MEMBER OF THE COMPANY.**
2. The proxy in order to be effective must be deposited at the registered office of the company not less than 48 hours before the commencement of the meeting.
3. The annual report for the financial year ended 31<sup>st</sup> March, 2022 containing, inter alia, audited financial statements, directors report, auditors report is enclosed and forms part of the notice.
4. Members /proxies should bring the attendance slips duly filled in and signed for attending the meeting.
5. Members are requested to notify any changes in their address to the company.
6. Proxy Form (MGT-11) and attendance slip is annexed hereto and forms part of the notice.
7. The Route Map showing direction of the venue of the 11<sup>th</sup> AGM is given at the end of the notice as per the requirement of the Secretarial Standard- 2 on "General Meeting".
8. Pursuant to section 101 of the Companies, Act, 2013, the company has obtained necessary consent of the members to hold AGM at shorter notice.

## JEEN FOUNDATION

CIN: U80904DL2011NPL222187

**Regd off.:** S-191/C, 3<sup>rd</sup> Floor, Manak Complex School Block, Shakarpur East Delhi- 110092.

**Email Id:** [jeenfoundation@gmail.com](mailto:jeenfoundation@gmail.com)

**Contact:** +91 1122481711

### ATTENDANCE SLIP

DP ID No. \_\_\_\_\_

Client ID No. \_\_\_\_\_

Folio No. \_\_\_\_\_

No. of Shares held \_\_\_\_\_

I/We hereby record my/our presence at the 11<sup>th</sup> Annual General Meeting of the Company to be held on Friday, 30<sup>th</sup> Day of September, 2022 at 12:30 P.M. at S - 191/C, 3rd Floor, Manak Complex School Block, Shakarpur, Delhi-110092 or at any adjournment thereof.

Name of Shareholder (In Block Letters)

\_\_\_\_\_  
Father's/ Husband's Name of the Shareholder

\_\_\_\_\_  
Name of Proxy

\_\_\_\_\_  
(To be filled only when shareholder is appointing Proxy)

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(Signature of the Shareholder/Proxy)

\_\_\_\_\_

# JEEN FOUNDATION

CIN: U80904DL2011NPL222187

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Email Id:[jeenfoundation@gmail.com](mailto:jeenfoundation@gmail.com)

Contact: +91 1122481711

## Form MGT-11 Proxy Form

(Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies (Management & Administration) Rules, 2014)

Name of the member(s):	Folio No./ DP Id-Client Id.:
Registered Address:	Email id.:

I/We, being the member(s) of \_\_\_\_\_ shares of above-named Company, hereby appoint:

Name:	Email id.:
Address:	Signature:

1.

Name:	Email id.:
Address:	Signature:

Or failing him/her

2.

Name:	Email id.:
Address:	Signature:

As my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 11<sup>th</sup> Annual General Meeting of the Members of M/s Jeen Foundation will be held on Friday, 30<sup>th</sup> Day of September, 2022 at 12:30 P.M. at S - 191/C, 3rd Floor, Manak Complex School Block, Shakarpur, Delhi-110092 and at any adjournment thereof in respect of such resolutions as are indicated below:

Item No.	Description	For*	Against*
1.	To receive, consider and adopt the Balance Sheet as at 31st March, 2022 and the annexed Income and Expenditure Statement, Cash Flow Statement for the period ended as on that date together with the Report of Directors' and Auditors' thereon.		

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2022

Signature of Shareholder(s) \_\_\_\_\_

Signature of Proxy Holder(s) \_\_\_\_\_

Affix INR 1  
Revenue  
Stamp

### Notes:

- Please put a cross (x) in the box in the appropriate column against the respective resolutions. If you leave the 'For' and 'Against' column blank against any or all the resolutions, your proxy will be entitled to vote in the manner as he/she thinks appropriate.
- A proxy need not be a member of the Company. Pursuant to section 105 of the Companies Act, 2013, a person can act as a proxy on behalf of not more than 50 members and holding in aggregate not more than 10% of the total share capital of the Company. Members holding more than 10% of total share capital of the Company may appoint a single person as proxy, who shall not act as proxy for any other member.
- This form of proxy, to be effective should be deposited at the registered office of the Company as per details given herein above, not later than 48 hours before the commencement of the aforesaid meeting.

## Location Map

