

JEEN

FOUNDATION

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

NOTICE

Notice is hereby given that the 12th (Twelfth) Annual General Meeting of the Members of M/s **Jeen Foundation** will be held on 30th September, 2023 at 03:00 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, 2023 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.
2. Re-appointment of statutory auditors of the Company.

To consider and if thought fit, to pass with or without modification(s), the following resolution as an Ordinary Resolution:

“RESOLVED THAT pursuant to the provision of section 139 of the Companies Act 2013 read with the Companies (Audit and Auditors) Rules, 2014 and other applicable provision of the Act, if any, including any statutory modification and re-enactment thereof, for the time being in force, M/s R.C. Agarwal & Co. Chartered Accountants (FRN-003175N) be and is hereby re-appointed as Statutory Auditor of the Company for the term of 5 years from 1st April 2023 to 31st March 2028, to hold the office from the conclusion of this Annual General Meeting until the conclusion of the 17th Annual General Meeting of the Company to be held in the year 2028 on such remuneration as may be mutually agreed between the Board of Directors of the Company and the Auditors.

RESOLVED FURTHER THAT Mr. Hemant Kumar Goyal (DIN: 01254431) and/or Mr. Sidharth Goyal (DIN: 02855118), Directors of the Company, be and is hereby jointly/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 e-forms with Registrar of Companies.”

By Order of the Board

For Jeen Foundation

JEEN FOUNDATION

Sidharth Goyal

Director

DIN: 02855118

Director

Place: New Delhi

Date: 04.09.2023

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 31st March, 2023 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 12th 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, 3rd Floor, Manak Complex School Block, Shakarpur East Delhi 110092.

Email Id: 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 12th Annual General Meeting of the Company to be held on Saturday 30th Day of September, 2023 at 03.00 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)

(Signature of the Shareholder/Proxy)

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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 12th Annual General Meeting of the Members of M/s Jeen Foundation will be held on Saturday 30th Day of September, 2023 at 03.00 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, 2023 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.		
2.	Re-appointment of statutory auditors of the Company		

Signed this _____ day of _____ 2023

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.

