

**NOTICE OF 13<sup>TH</sup> ANNUAL GENERAL MEETING**


Notice is hereby given that the 13<sup>th</sup> (Thirteenth) Annual General Meeting of the Members of M/S JEEN FOUNDATION will be held on **Monday, 30<sup>th</sup> day of September, 2024** at **09:30 A.M.** at Registered office of the Company situated at S-191 C, 3rd Floor, Manak Complex, School Block New Delhi 110092 to transact the following business:

**ORDINARY BUSINESS:**

1. To receive, consider and adopt the Audited Financial Statements of the Company including Balance Sheet, Statement of Income and expenditure and Cash-Flow Statement for the financial year ended 31st March 2024 together with the Reports of the Board of Director's and Auditor's thereon.

By Order of the Board  
For **Jeen Foundation**

**FOR JEEN FOUNDATION**

  
**Director**

**Sidharth Goyal**  
**Director**  
**DIN: 02855118**  
**Address: 383, 1st Floor, Gagan Vihar,**  
**Krishna Nagar, East Delhi -110051**

Place: New Delhi  
Date: 02.09.2024

**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, 2024 containing, inter alia, Audited financial statements, Director's report, Auditor's report are 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 are annexed hereto and forms part of the notice.
7. The Route Map showing direction of the venue of the 13<sup>th</sup> AGM is given at the end of the notice as per the requirement of the Secretarial Standard- 2 on "General Meeting".

**JEEN FOUNDATION**  
**CIN: U80904DL2011NPL222187**  
**Regd off.: S-191/C, 3<sup>rd</sup> Floor, Manak Complex**  
**School Block, Shakarpur East Delhi- 110092**  
**Email Id: [info@jeen.in](mailto:info@jeen.in); Contact: +91-4557-8607**

**ATTENDANCE SLIP**

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

Client ID No. \_\_\_\_\_  
No. of Shares held \_\_\_\_\_

I/We hereby record my/our presence at the 13<sup>th</sup> Annual General Meeting of the Company to be held on **Monday, 30<sup>th</sup> September 2024 at 09.30 A.M.** at registered office of the Company situated 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)

\_\_\_\_\_

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**School Block, Shakarpur East Delhi- 110092**  
**Email Id: [info@jeen.in](mailto:info@jeen.in); Contact: +91-4557-8607**

**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 13<sup>th</sup> Annual General Meeting of the Members of M/s Jeen Foundation will be held on **Monday, 30<sup>th</sup> day of September, 2024 at 09.30 A.M.** at registered office of the Company situated at S-191/C, 3rd Floor, Manak Complex School Block, Shakarpur, Delhi-110092 and at any adjournment thereof in respect of such resolution as are indicated below:

Item No.	Description	For*	Against*
1.	To receive, consider and adopt the Audited Financial Statements of the Company including Balance Sheet, Statement of Income and expenditure and Cash-Flow Statement for the financial year ended 31st March 2024 together with the Reports of the Board of Directors and Auditors thereon.		

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2024

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

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

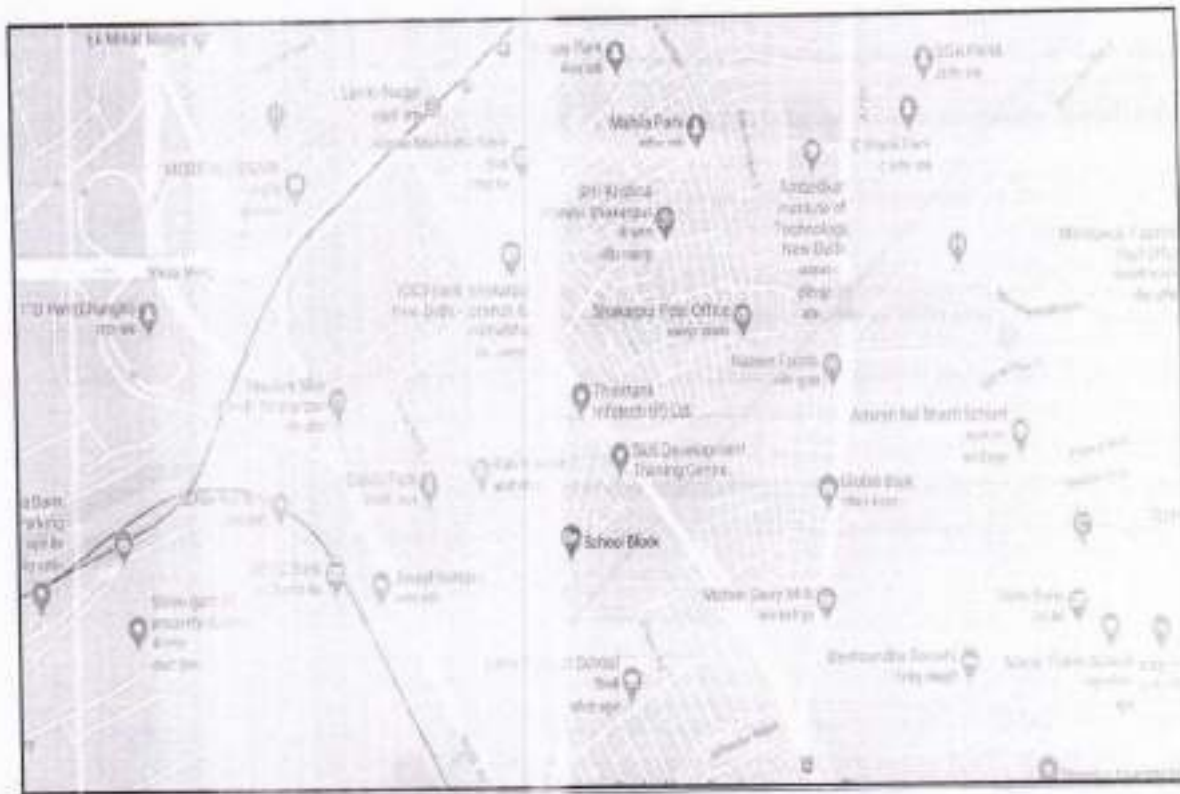
Attn  
INR 1  
Revenue



**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



**Registered Office Address: S-191/C, 3rd Floor, Manak Complex School Block,  
Shakarpur, Delhi-110092**