

Raheja QBE General Insurance Company Limited
P&G Plaza, Ground Floor, Cardinal Gracious Road, Chakala,
Andheri (East), Mumbai 400 099, India
Telephone: +91 22 4171 5050
Email: customercare@rahejaqbe.com, IRDAI Reg. No. 141
CIN: U66030MH2007PLC173129
www.rahejaqbe.com



NOTICE

NOTICE is hereby given that the Thirteenth Annual General Meeting of the Members of the Raheja QBE General Insurance Company Limited shall be held on August 7, 2020 at 1.30 P.M. at a shorter notice through video conferencing, the Company will conduct meeting from Registered Office i.e. Ground Floor, P&G Plaza, Cardinal Gracious Road, Chakala, Andheri (East), Mumbai - 400099 which shall be deemed to be venue of the Meeting to transact the following business:

Ordinary Business:

1. To receive, consider and adopt the Audited Balance Sheet as at March 31, 2020, the Profit and Loss Account, Receipts and Payments Account and Revenue Accounts for the year ended on that date together with the Reports of the Board of Directors and the Auditors thereon.
2. To appoint a Director in place of Ms. Aneeta Kulkarni (DIN No: 06651823), who retires by rotation and being eligible, offers herself for re-appointment as a Director.
3. To appoint a Director in place of Mr. Vivekrishi Bhatia (DIN No: 08332715), who retires by rotation and being eligible, offers himself for re-appointment as a Director.

Place: Mumbai
Date: August 1, 2020

Registered Office:
Raheja QBE General Insurance Company Limited
Ground Floor, P&G Plaza, Cardinal Gracious Road,
Chakala, Andheri (East), Mumbai-400099

By Order of Board

Jigar Shah
Company Secretary
ACS No: A34571





NOTES:

1. Bodies Corporate can be represented at the meeting by such person(s) as are authorised. Copies of Resolution under Section 113(1)(a) of the Companies Act, 2013, authorising such person(s) to attend the meeting should be forwarded to the Company prior to the meeting.
2. All documents referred to in the Notice and requiring Members' approval, and such statutory records and registers, as are required to be kept open for inspection under the Companies Act, 2013, will be electronically available during the Meeting for inspection through VC facility. Members can inspect the same by sending an email to Jigar Shah, Company Secretary at jigar.shah@rahejaqbe.com
3. Since the Annual General Meeting will be held through VC, the Route Map is not annexed in this Notice.



Disclosure in respect of convening the Annual General Meeting through Video Conferencing facilities notified by the Ministry of Corporate Affairs vide General Circular No. 14/2020, General Circular No. 17/2020 and General Circular No. 20/2020 dated 8th April 2020, 13th April 2020 and 5th May 2020 respectively

In view of the massive outbreak of the COVID-19 pandemic, as social distancing is a norm to be followed. the Government of India, Ministry of Corporate Affairs allowed conducting AGM through video conferencing (VC) and dispensed personal present of the members at the Meeting. Accordingly, the Ministry of Corporate Affairs issued Circular No. 14/2020, Circular No. 17/2020 and Circular No. 20/2020 dated 8th April, 2020, 13th April 2020 and dated 5th May, 2020 respectively, prescribing the procedures and manner of conducting the Annual General Meeting through VC. In terms of the said Circular, it is proposed to convene the Thirteenth Annual General Meeting (AGM) of the members through VC. Hence, Members can attend and participate in the AGM through VC only.

Disclosures pursuant to General Circular No. 14/2020, General Circular No. 17/2020 and General Circular No. 20/2020 dated 8th April 2020, 13th April 2020 and 5th May 2020 respectively, are as under:

1. The proceedings of the Meeting will be recorded, and transcript will be maintained in safe custody of the Company. The said transcript will be uploaded on the website of the Company;
2. The Meeting has been convened in compliance with the applicable provisions of the Companies Act 2013 read with General Circular No. 14/2020, Circular No. 17/2020 and Circular No. 20/2020 dated 8th April 2020, 13th April 2020 and 5th May 2020 respectively;
4. The Company has provided Google meet (Video Conference facility) for participation in the meeting by members. The framework and instructions for accessing the Video Conference facility is given below:

➤ For participation:

Google Meet Meeting ID - meet.google.com/nsf-neto-mnq

➤ Voting:

Any member may convey their vote by show of hands.

Members may use the helpline number i.e. 91-9930364405 for any assistance for using the technology before or during the meeting;

5. Please note that:

- a. The facilities for joining the meeting shall remain open for 15 minutes before the time scheduled for meeting and will remain open 15 minutes after such scheduled time.
- b. As per the provisions of Section 103 of the Companies Act, 2013, attendance of members through VC shall be counted for the purpose of reckoning the quorum;
- c. Attendance through Proxy shall not be allowed; however, in pursuance of Section 113 of the Companies Act 2013, representatives of the members may be appointed for participation and voting in the meeting held through VC. Such authorisation letter along with the resolution approved by the Board of Directors should be mailed to the mail id of the Company on jigar.shah@rahejaqbe.com before the Commencement of the meeting;
- d. Results on the resolutions proposed to be passed at the meeting will be declared by the Chairman after transacting Agenda items;



e. Members desirous to inspect the documents pertaining to the resolutions proposed at the meeting may write to the Company on its designated mail id jigar.shah@rahejaqbe.com

**By Order of the Board
For Raheja QBE General Insurance Company Limited**



**Jigar Shah
Company Secretary
Membership No: A34571**



Date: August 1, 2020

Place: Mumbai

Regd. Office: Ground Floor, P&G Plaza,
Cardinal Gracious Road, Chakala,
Andheri (East), Mumbai – 400099