

Women Entrepreneurs International Trade and Technology Centre



An undertaking of "Association of Lady Entrepreneurs of India"
(Reg. under the Companies Act, 2013)

Reg. Office: ALEAP Office, Sy.No.342, ALEAP Industrial Estate, Near Pragathi Nagar,
OPP: JNTU Hyderabad, Hyderabad, TG-500090, IN
CIN: U85300TG2021NPL149272

Email: aleap93@gmail.com, weittc21@aleap.org contact: 8978988003

Ref. No.:

Date: 12.09.2023

NOTICE

Notice is hereby given that SECOND (02nd) Annual General Meeting of the Women Entrepreneurs International Trade and Technology Centre (WE ITTC) will be held on **30th September 2023 at 3:30 PM IST** through Video Conferencing and Other Audio-Visual Means, to transact the following business:

ORDINARY BUSINESS:

1. To receive, consider and adopt the audited accounts of the company for the year ended 31st March, 2023 and the reports of the Directors and Auditors thereon.

Place: Hyderabad

Date: 12-09-2023

By and Order of the Board of Directors
For Women Entrepreneurs International Trade And
Technology Centre

Sd/-

Smt. Padmaja Prabhakar Kamireddy
Director & Secretary
DIN: 06934364

NOTES:

1. The Ministry of Corporate Affairs vide its Circular No 20/2020 dated 5th May, 2020 read with Circulars 14/2020 dated 8th April, 2020 and 17/2020 dated 13th April, 2020 and subsequent circulars issued in this regard, the latest being 10/2022 dated December 28, 2022 (collectively referred to as 'MCA Circulars'), has introduced certain measures enabling companies to convene their Annual General Meetings (AGM) through Video Conferencing (VC) or Other Audio Visual Means (OAVM) without physical presence of Members at common venue and also send notice of the Meeting and other correspondences related thereto, through electronic mode. In compliance with the said requirements of the MCA Circulars, electronic copy of the Notice along with the Annual Report for the financial year ended 31st March, 2023 consisting of financial statements including Board's Report, Auditors' Report and other documents required to be attached therewith (Collectively referred to as Notice) have been sent to those members whose e-mail ids are registered with the Company and no physical copy of the Notice is sent by the Company to any Member. The Notice has also been hosted on the website of the Company.
2. The members who have not yet registered their e-mail ids with the Company may contact the Program Coordinator on weittc21@gmail.com or 8978988004 for registering their e-mail ids immediately. The Company shall send the Notice to such members also whose e-mail ids get registered with the company to participate in the meeting and cast their votes.

3. If there is any change in the e-mail ID already registered with the Company, members are requested to immediately notify such change to the Company.
4. In terms of the aforesaid MCA Circulars, the businesses set out in the Notice will be transacted by the members only through the e-voting system provided during the meeting while participating through VC facility.
5. As per MCA Circulars, the facility of joining the AGM through VC will be made available to at least 1000 members on first come first served (excluding directors, auditors etc) basis. The Company has the required VC facility to the members for participating in the Meeting and voting at the Meeting through Inst poll. The members are requested to follow the following instructions in order to participate in the Meeting through VC mechanism:
 - a. The login-id and password for joining the meeting will be shared separately through a follow up email to this Notice;
 - b. The facility for joining the Meeting shall be kept open 15 minutes before the time scheduled to start the meeting i.e.03.15 PM on 30th September, 2023 and 15 minutes after the expiry of the said scheduled time i.e. till 03.45 PM;
 - c. Participation of single member shall only be allowed at a time;
 - d. Queries on the accounts and operations of the Company or the businesses covered under the Notice may be sent to the company at least seven days in advance of the meeting so that the answers may be made readily available at the meeting;
 - e. Members are requested to e-mail at weittc21@aleap.org or call at +91 8978988004 in case of any technical assistance required at the time of log in/ assessing/ voting at the Meeting through VC;
 - f. Instructions for e-voting at the AGM / remote e-voting through email for poll (if required) will be shared to all the members shortly by the follow up email.
6. In view of the MCA Circulars, no proxy shall be appointed by the members. However, corporate members are required to send to the Company, a certified copy of the Board Resolution, pursuant to section 113 of the Companies Act 2013, authorizing their representative to attend and vote at the Meeting through VC.
7. The Register of Directors and Key Managerial Personnel maintained under Section 170 of the Companies Act, 2013 and the Register of Contracts and Arrangements in which Directors are interested, maintained under Section 189 of the Companies Act, 2013 shall be made available only in electronic form for inspection during the Meeting through VC which can be accessed upon request through email to weittc21@aleap.org.
8. The Annual Report for the financial year ended 2022-23 will also be available on the Company's website www.weittc.org
9. The results of e- voting shall be declared immediately on or after the Meeting of the Company by the Chairperson or by any other person duly authorised in this regard.

Place: Hyderabad
Date: 12-09-2023

By and Order of the Board of Directors
For Women Entrepreneurs International Trade And
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Sd/-
Smt. Padmaja Prabhakar Kamireddy
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