

SPECIMEN OF SPECIAL NOTICE FOR APPOINTMENT OF AUDITORS OTHER THAN THE RETIRING AUDITORS

From (Member)

Date:

To

The Board of directors

NAME OF COMPANY

Sub: Notice under section 225(1) of the Companies Act, 1956 for appointment of auditors M/s Subash & Co., Chartered Accountants, in place of M/s Agarwal & Co. Chartered Accountants.

Dear Sir/s

This has in reference to your notice, dated ——— for the Annual General Meeting of the Company to be held on **DATE**.

I, would like to inform that I have Equity Shares of the company constituting % of the total paid up capital of the company and in reference to the provisions of section 225(1) read with the provisions of section 190 of the Companies Act, 1956, I hereby give a notice that M/s **NAME OF COMPANY**, Chartered Accountants be appointed in place of M/s **NAME OF COMPANY** Chartered Accountants, the retiring auditors of the company.

I hereby submit a draft of the resolution for approval at the annual general meeting to be held on **DATE** .

You are requested to please do the needful as per provisions of the Companies Act, 1956.

Thanking you

Yours faithfully

(.....)

Member, Folio No.....

Encl.: 1. Draft of the resolution

2. Eligibility letter given by M/s NAME OF COMPANY

SPECIMEN OF THE RESOLUTION TO BE SUBMITTED BY MEMBER'S ALONGWITH THE NOTICE

“RESOLVED THAT M/s NAME OF COMPANY, Chartered Accountants be and is hereby appointed as the auditors of the company in place of the retiring auditors M/s NAME OF COMPANY Chartered Accountants to hold the office of the auditors till the conclusion of the next annual general meeting on such remuneration as may be determined by the Board of directors of the company.”

SPECIMEN OF LETTER FOR NOTICE TO THE RETIRING AUDITOR BY THE COMPANY

To,
M/s Agarwal & Co.,
Chartered Accountants
Kanpur (UP)

Sub: Notice under section 225(1) of the Companies Act, 1956 received from a member for appointment of auditors M/s NAME OF COMPANY., Chartered Accountants, in place of retiring auditors.

Dear Sir/s

Kindly find enclosed a copy of the notice received from a member of the company under section 225(1) read with the provisions of section 190 of the Companies Act, 1956 regarding notice for appointment of M/s **NAME OF COMPANY**, Chartered Accountants in place of retiring auditors.

In terms of the provisions of section 225(2) of the Companies Act, 1956, we hereby submit a copy of the notice for your kind information.

Kindly acknowledge the receipt of letter for our reference and record.

Thanking you,

Yours faithfully

DIRECTOR

Encl.: a/a

