

ABC Private Limited

Regd Office: Basheer Bagh, Hyderabad

CIN: U20100TG1997PTC01XXX, Email id: Ak@yahoo.com, Phone No: 040-2341xxxxx

Date:11/02/2022

To
Mr.Raju
16-11-740, Dilsuknagar, Hyderabad - 500036

Dear Sir

Sub: Acceptance of Resignation from office of Directorship

This is to inform you that your resignation from office of Directorship has been accepted. It will be placed before the Board in the upcoming Board Meeting.

We wish you all the best in all your future endeavors.

Thanking You
For ABC Private Limited

Rao
Director
Din: 01234xxxx

Raju

16-11-740, Dilsuknagar, Hyderabad - 500036

Date: 11/02/2022

To
The Director
ABC Private Limited
Basheer Bagh, Hyderabad

Re: Resignation from the office of the director of the company

Dear Sir/s,

I am here with enclosing my resignation letter. I request you to kindly accept the same.

Yours faithfully

Raju
Din: 02345xxx

Raju

16-11-740, Dilsuknagar, Hyderabad - 500036

Date: 11/02/2022

To
The Director
ABC Private Limited
Basheer Bagh, Hyderabad

Re: Resignation from the office of the director of the company

Dear Sir/s,

I hereby tender my resignation from the office of the director of the Company due to personal preoccupation with immediate effect and request that the notice of my resignation be given to the Registrar of the Companies and the Board of directors be informed at their next Board meeting

I appreciate the Board of directors for having given me co-operation and assistance to discharge my duties during my tenure as a director of the Company.

I request you to please provide me an acknowledgement for receipt of the resignation and copy of form DIR-12 filed with the Registrar of Companies to that effect for my reference and record.

Yours faithfully

Raju
Din: 02345xxx

ABC Private Limited

Regd Office: Basheer Bagh, Hyderabad

CIN: U20100TG1997PTC01XXX, Email id: Ak@yahoo.com, Phone No: 040-2341xxxxx

EXTRACTS OF MINUTES OF THE BOARD MEETING OF THE DIRECTORS OF M/S ABC PRIVATE LIMITED HELD ON SATURDAY 19TH FEBURARY 2022 AT BASHEER BAGH, HYDERABAD AT 11.00 A.M

6. To Take note of resignation of Mr. Raju

The Chairman placed on table a letter received from Mr. Raju tendering his resignation from the directorship of the Company.

The Board considered and accepted his resignation from the office of the director of the Company. The Board placed on record his appreciation of the valuable services and guidance rendered by Mr. Raju as the director of the Company.

Thereupon the board unanimously passed the following resolution.

"RESOLVED THAT the Board of directors of the Company do hereby accepts the resignation tendered by Mr. Raju from the office of director of the Company w.e.f 11/02/2022. "

"RESOLVED FURTHER THAT any Director be and is hereby authorised to sign and file necessary forms/documents with the Registrar of Companies and make entries, as appropriate, in the registers of the company. "

Certified to be true
For ABC Private Limited

Rao
Director
Din: 01234xxxx

Minutes of the Meeting of the Board of Directors of ABC Private Limited held on Saturday 19th February 2022 at Basheer Bagh, Hyderabad from 11.00 A.M

Directors Present

1. Mr. Rao
2. Mr. Sunita
3. Mr. Rekha
4. Mr.
5. Mr.

1. Chairman for the Meeting

Mr. Rao was elected as the Chairman of the Meeting.

2. Leave of absence

All Directors were duly present.

3. Quorum

The business before the Meeting was taken up after having established that the requisite quorum was present.

4. Minutes of the previous Board Meeting

The Minutes of the previous Board Meeting was placed before the meeting, and noted as read, confirmed and correctly recorded.

5. Review of Performance

The Chairman placed before the Board a note on the performance of the Company.

6. To Take note of resignation of Mr. Raju

The Chairman placed on table a letter received from Mr. Raju tendering his resignation from the directorship of the Company.

The Board considered and accepted his resignation from the office of the director of the Company. The Board placed on record his appreciation of the valuable services and guidance rendered by Mr. Raju as the director of the Company.

Thereupon the board unanimously passed the following resolution.

"RESOLVED THAT the Board of directors of the Company do hereby accepts the resignation tendered by Mr. Raju from the office of director of the Company w.e.f 11/02/2022. "

"RESOLVED FURTHER THAT any Director be and is hereby authorised to sign and file necessary forms/documents with the Registrar of Companies and make entries, as appropriate, in the registers of the company."

7. Conclusion of the Meeting

There being no other business, the Meeting concluded at 11.30 A.M with a vote of thanks to the Chair.

Chairman

Date:

Place:

Entered on

ABC PRIVATE LIMITED

Board Meeting Attendance Sheet

Date of Board Meeting	Saturday 19th Feburary 2022
Place of Board Meeting	Basheer Bagh, Hyderabad
Time	11.00 A.M

S.No	Name of the Director	Signature of the Director
1	Mr. Rao	
2	Mr. Sunita	
3	Mr. Rekha	
4	Mr.	
5	Mr.	