

ABC Private Limited

Registered Office: Plot No 42, Jubilee Hills, Hyderabad - 500034
CIN:U27109TGXXXXPLC00XXXX, Email Id: Abc@gmail.com, Phone No: 040-23412345

Date: Monday 15th March 2021

To,
Mr. Suresh
Flat No 101, Rajbhvan Road, Hyderabad - 500082

SUB: APPOINTMENT AS ADDITIONAL DIRECTOR OF THE COMPANY

Dear Sir,

We are pleased to inform you that the Board of Directors of the Company at their Meeting held on Monday 15th March 2021 have appointed you as Additional Director of the Company u/s 161(1) of the Companies Act, 2013.

Kindly acknowledge the receipt.

Thanking You,

Yours Faithfully,
For ABC Private Limited

Rohit
Director
Din: 0723XXXXX

ABC Private Limited

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CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF ABC PRIVATE LIMITED HELD ON MONDAY 15TH MARCH 2021 AT PLOT NO 42, JUBILLEE HILLS, HYDERABAD - 500034 AT 11.00 A.M

6 To Appoint Mr. Suresh as Additional Director

"RESOLVED THAT pursuant to the provisions of Section 161 of the Companies Act, 2013 and Companies (Appointment and Qualification of Directors) Rules, 2014 and any other applicable provisions read with the Articles of Association of the Company, Mr. Suresh be and is hereby appointed as Additional Director of the company to hold office from the date of this Meeting till the ensuing Annual General Meeting of the company."

"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

Rohit
Director
Din:0723XXXXX

Form DIR – 2

Consent to act as a director of a company

[Pursuant to section 152 (5) and rule 8 of Companies (Appointment and Qualification of Directors) Rules, 2014]

To
ABC Private Limited
Plot No 42, Jubilee Hills, Hyderabad - 500034

Subject: Consent to act as a director.

I Suresh , hereby give my consent to act as director of ABC Private Limited , pursuant to sub-section (5) of section 152 of the Companies Act, 2013 and certify that I am not disqualified to become a director under the Companies Act, 2013.

S.No	Particulars	Information
1.	Director Identification Number (DIN):	0721XXXX
2.	Name (in full):	Suresh
3.	Father's Name (in full):	Vinay
4.	Address:	Flat No 101, Rajbhvan Road, Hyderabad - 500082
5.	E-mail id:	Sagarwal@yahoo.com
6.	Mobile no.	901012345678
7.	Income –tax Pan	BWPXXXXXX
8.	Occupation:	Business
9.	Date of birth:	09/09/1985
10	Nationality:	Indian
11.	No. of companies in which I am already a Director and out of such companies the names of the companies in which I am a Managing Director, Chief Executive Officer, Whole time Director, Secretary, Chief Financial Officer, Manager: As per List Enclosed	
12.	Particulars of membership No. and Certificate of practice No. if the applicant is a member of any professional Institute. Specifically state NIL if none.	

Declaration

I declare that I have not been convicted of any offence in connection with the promotion, or management of any company or LLP and have not been found guilty of any fraud or misfeasance or of any breach of duty to any company under this Act or any previous company law in the last five years. I further declare that if appointed my total Directorship

in all the companies shall not exceed the prescribed number of companies in which person can be appointed as a Director.

Signature:

Designation:

Date:

Place:

Attachments:

1. Proof of identity;
2. Proof of residence;

ABC PRIVATE LIMITED

Board Meeting Attendance Sheet

Date of Board Meeting	Monday 15th March 2021
Place of Board Meeting	Plot No 42, Jubilee Hills, Hyderabad - 500034
Time	11.00 A.M

S.No	Name of the Director	Signature of the Director
1	Mr. Rohit	
2	Mr. Rahul	
3	Mr. Srikanth	
4	Mr.	
5	Mr.	

Minutes of the Meeting of the Board of Directors of ABC Private Limited held on Monday 15th March 2021 at Plot No 42, Jubilee Hills, Hyderabad - 500034 from 11.00 A.M

Directors Present

1. Mr. Rohit
2. Mr. Rahul
3. Mr. Srikanth
4. Mr.
5. Mr.

1. Chairman for the Meeting

Mr. Rohit was elected as the Chairman for 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. Discussion on future Business plans of the Company

The Board generally discussed on the future business plans of the Company.

6. To Appoint Mr. Suresh as Additional Director

The Chairman proposed that Mr. Suresh having DIN 0721XXXX be appointed Additional Director of the company in terms of Section 161 of the Companies Act, 2013. Brief profile of Mr. Suresh along with his consent to act as Director, if appointed, was tabled.

The Board agreed with the same and passed the following Resolution:

"RESOLVED THAT pursuant to the provisions of Section 161 of the Companies Act, 2013 and Companies (Appointment and Qualification of Directors) Rules, 2014 and any other applicable provisions read with the Articles of Association of the Company, Mr. Suresh be and is hereby appointed as Additional Director of the company to hold office from the date of this Meeting till the ensuing Annual General Meeting of the company."

"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