

Date- 30.08.2022

To,
The Board of Directors,
The Byke Hospitality Limited

Sub: Notice of the (04/2022–23) Board of Directors Meeting.

Dear Sir/Madam,

Notice is hereby given that the Meeting (04/2022–23) of the Board of Directors of the Company is to be held at shorter notice on **Thursday, 01st September , 2022 at 12:00 p.m.** at the registered office of the Company situated at Sunil Patodia Tower, Plot No.156-158, J. B. Nagar, Andheri (East) Mumbai - 400099.

The Agenda of the business to be transacted at the Meeting is enclosed herewith.

Kindly make it convenient to attend the Meeting.

Thanking You,

Yours Faithfully,
For **The Byke Hospitality Limited**

Sd/-
Pramod Patodia
Director

To,	
Mr. Anil Patodia	- Chairman & MD
Mrs. Archana Patodia	- Non-executive & Non Independent Director
Mr. Pramod Patodia	- Executive Director
Mr. Ram Ratan Bajaj	- Independent Director
Mr. Ramesh Vohra	- Independent Director
Ms. Madhuri Dhanak	- Independent Director

BOARD MEETING

DAY : Thursday
DATE : September 01st, 2022
VENUE : Sunil Patodia Tower, Plot No.156-158,
J. B. Nagar, Andheri (East) Mumbai - 400099
TIME : 12:00 p.m.

AGENDA

AGENDA ITEM	PARTICULARS
1.	To elect Chairman for the Meeting;
2.	To consider leave of absence, if any;
3.	To note and confirm Minutes of Meeting of the Board of Directors and other Committee meetings held on Tuesday, August 09, 2022;
4.	To consider appointment of Mr. Jatin Navin Singhal as Company Secretary and Compliance Officer of the Company;
5.	To review operations of the company as on September 01 st , 2022;
6.	To transact any other business with permission of the Chair.

EXPLANATORY NOTES TO THE AGENDA ITEM

AGENDA ITEM -1

TO ELECT CHAIRMAN FOR THE MEETING:

The members present at a meeting shall elect one of themselves to be the Chairman of the meeting by show of hands.

AGENDA ITEM - 2

TO GRANT LEAVE OF ABSENCE TO DIRECTORS:

Leave of Absence will be granted to those Director(s) who have expressed their inability due to some unavoidable circumstances to attend the Board Meeting.

AGENDA ITEM – 3

TO NOTE AND CONFIRM MINUTES OF MEETING OF THE BOARD OF DIRECTORS AND OTHER COMMITTEE HELD ON AUGUST 9, 2022:

The Board is requested to confirm and approve the Minutes of the following Meeting held on August 9, 2022.

- The Meeting of Board of Directors
- Audit Committee

AGENDA ITEM – 4

TO CONSIDER APPOINTMENT OF MR. JATIN NAVIN SINGHAL AS COMPANY SECRETARY & COMPLIANCE OFFICER OF THE COMPANY:

The Chairman may inform the Board that Ms. Rinku Kholakiya, Company Secretary and Compliance Officer has resigned the office with effect from January 31, 2022. Further, The Company have six months to fill the casual vacancy from the date of such vacancy and the said period of six month expires on July 31, 2021 and Company is required to appoint a new Company Secretary to fill the vacancy.

The Chairman will further inform the Board that due to non-availability of proper candidature the company was not able to fill up the vacancy in the stipulated time.

The Board will be informed that the consent letter/ acceptance letter was received from Mr. Jatin Navin Singhal to act as a Company secretary and Compliance Officer of the Company.

After some discussion, the following resolution may be passed by the Board unanimously:

“RESOLVED THAT pursuant to the provisions of Section 203 of the Companies Act, 2013(“the Act”) read with rule 8 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, and any other applicable provision of the Companies Act, 2013, (including any statutory modifications or re-enactment thereof) the approval of Board is hereby accorded for appointment of **Mr. Jatin Navin Singhal (ACS- 68495)** as Company Secretary of the company with effect from 01st September 2022 on such terms and conditions and remuneration as may be determined and recommended by the Nomination and Remuneration Committee, which shall be revised after the completion of one year of appointment, to perform the duties of a secretary as required under the Act and any other duties assigned by the Board of Directors from time to time.

FURTHER RESOLVED THAT Mr. Jatin Navin Singhal (**ACS- 68495**) be and is hereby designated as the Compliance Officer of the Company as per Regulation 6 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 with effect from 01st September 2022 and has also been designated as one of the Key Managerial Personnel of the Company.

FURTHER RESOLVED THAT any one of the Director of the Company be and is hereby authorized to do all the act, deed and thing which is necessary or expedient thereto to give effect to the aforesaid resolution.”

Remuneration:

CTC to the company (Annual)	Rs. 5,00,000
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AGENDA ITEM – 5

TO REVIEW OPERATIONS OF THE COMPANY AS ON 29TH AUGUST, 2022:

The Board is requested to note and take on record the activities and operations of the Company as on 29th August 2022.

AGENDA ITEM – 6

TO TRANSACT ANY OTHER BUSINESS:

The Committee may take any other business with permission of the chair, if any.