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RUNIT INVESTMENTS COMPANY LIMITED

(CIN:L65924WB1981PLC034400)

Regd. Office :
DIAMOND HERITAGE,
16, STRAND ROAD, UNIT NO. 1411,
KOLKATA - 700 001

Date:08/09/2020

To
The Calcutta Stock Exchange
7, Lyons Range, Ground Floor,
Kolkata 700001.

Dear Sir/ Madam,

Sub: Intimation of Annual General Meeting.

This is to inform you that an Annual General Meeting of the Shareholder of the Company will be held on Wednesday,30th September,2020 at 10:00 a.m at its registered office at Diamond Heritage, 16, strand Road, Unit No.1411, Kolkata-700001 to transact the business set out in notice.


This is for your information and ready reference.

Please acknowledge the receipt of this intimation and take the above on record.

Thanking You.

Yours Faithfully,

For Runit Investments Co. Limited


Navin Kumar Bhartia
Director
DIN: 00259552



Encl:a/a

Stamp: LISTING DEPARTMENT
Contents not verified
Sl. No. 123 Dated 2/2/20
Signature

RUNIT INVESTMENTS COMPANY LIMITED

(CIN:L65924WB1981PLC034400)

Regd. Office :

**Diamond Heritage, Unit No. 1411,
16, Strand Road, 14th Floor
Kolkata – 700 001**

NOTICE

NOTICE is hereby given that the 38th Annual General Meeting of the members of **Runit Investments Company Limited** will be held at the Registered office at Diamond Heritage, Unit No.1411, 14th Floor, 16, Strand Road, Kolkata - 700001 on Wednesday, **the 30th day of September, 2020** at 10.00 a.m. to transact the following businesses:

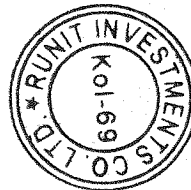
ORDINARY BUSINESS

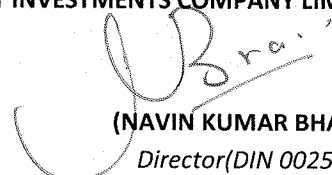
1. To receive, consider and adopt the audited Balance Sheet of the Company as at 31st March, 2020 and the Statement of Profit & Loss, Cash Flow Statement for the year ended on that date together with the reports of the Board of Directors and Auditors thereon.
2. To appoint a director in place of Mrs. Vineeta Bhartia (DIN: 00259493), who retires by rotation and being eligible offers herself for re-appointment.

Regd. Office:

Diamond Heritage, Unit No.1411
16, Strand Road,
Kolkata – 700001
Dated: 08.09.2020

By Order of the Board
For **RUNIT INVESTMENTS COMPANY LIMITED**




(NAVIN KUMAR BHARTIA)
Director(DIN 00259552)

Notes:

A member entitled to attend and vote at the Annual General Meeting ("the meeting") is entitled to appoint a proxy to attend and vote on a poll instead of himself/ herself and the proxy need not be a member of the Company. The instrument appointing proxy in order to be effective should be duly completed, stamped and signed and must be deposited at the Registered Office of the Company not less than forty-eight hours before commencement of the Meeting.

2. Corporate Members intending to send their authorized representative to attend the meeting are requested to send a certified copy of the Board Resolution authorizing their representative to attend and vote on their behalf at the Meeting.
3. In case of joint shareholder attending the meeting, only such joint holder who is higher in the order of names will be entitled to vote.
4. All the Independent Directors have affirmed that they meet the requirements specified under Regulation 16(1)(b) of the SEBI (LODR),2015 in respect of their position as an "Independent Director" of the Company.
5. Explanatory Statement pursuant to Section 102(1) of the Companies Act, 2013 relating to the Special Business to be transacted at the Meeting is annexed hereto.
6. Members attending the meeting are requested to bring with them the Attendance Slip attached to the Annual Report duly filled in and signed and handover the same at the entrance of place of the meeting. Proxy/representative of a member should mark on the Attendance Slip as "Proxy" or "Representative" as the case may be.
7. Members who hold shares in dematerialized mode are requested to intimate any changes pertaining with their bank account details, ECS mandates, nominations, power of attorney, change of address/name etc. to their Depository Participant only and not to the Company's Registrar & Share Transfer Agent. Changes intimated to the Depository Participant will then be automatically reflected in the Company's records which will help the Company and its Registrar & Share Transfer Agent to provide efficient and better service to the members.
8. Members holding shares in physical form are requested to intimate immediately to the Registrars & Share Transfer Agents of the Company, M/s Niche Technologies Pvt Ltd, 3A, Auckland Place, R. No. 7A & 7B, 7th Floor, Kolkata – 700017 quoting registered Folio No. (a) details of their bank account / change in bank account, if any, to enable the Company to print these details on the dividend warrants; and (b) change in their address, if any, with pin code number. The following information to be incorporated on the dividend warrants may be furnished:
 - I. Name of Sole/First joint holder and the folionumber.
 - II. Particulars of Bank Account, viz.
 - III. Name of the Bank
 - IV. Name of the Branch
 - V. Complete address of the Bank with Pin Code number
 - VI. Bank Account Number allotted by the Bank and nature of the Account (Savings/Current etc.)
9. Register of Members and Share Transfer Books of the Company will remain closed from 24th September, 2020 to 30th September, 2020 (Both days inclusive).
10. Members desirous of having any information regarding accounts are requested to address their queries at the registered office of the Company at least seven days before the date of the meeting, so that the requisite information is made available at the meeting.
11. As an austerity measure, copies of the Annual Report will not be distributed at the Annual General Meeting. Members are requested to bring their copies to the meeting.
12. Members who have not registered their e-mail addresses so far are requested to register their e-mail address for receiving all communications including Annual Report, Notices, and Circulars etc. from the Company electronically.

13. In terms of Section 72 of the Companies Act, 2013, the shareholders of the Company may nominate a person on whom the shares held by him/them shall vest in the event of his/their death. Shareholders desirous of availing this facility may submit nomination in SH-13.
14. The Company has entered into agreements with CDSL to offer depository services to the Shareholders. Shareholders can open account with any of the depository participant registered with CDSL.
15. Pursuant to the requirement of the listing agreement, the Company declares that its equity shares are listed on the Calcutta stock exchange. The Company has paid the annual listing fee for the year 2019-20 to the above stock exchange.
16. As a part of "Green initiative in the Corporate Governance", The Ministry of Corporate Affairs vide its circular nos. 17/2011 and 1/2011 dated 21.04.2011 and 29.04.2011, respectively, has permitted the companies to serve the documents, namely, Notice of General Meeting, Balance Sheet, Statement of Profit & Loss, Auditors' Report, Directors' report, etc., to the members through e-mail. The shareholders holding shares in physical form are requested to register their e-mail address with the Registrar & Share Transfer Agents by sending duly signed request letter quoting their folio no., name and address. In case of shares held in demat form, the shareholders may register their e-mail addresses with their DPs (Depository Participants).
17. Members may also note that the Notice of the 38th Annual General Meeting and the Annual Report for 2020 will also be available at the Company's Registered Office in Kolkata for inspection during normal business hours on working days. Even after registering for e-communication, members are entitled to receive such communication in physical form, upon making a request for the same, by post free of cost.

Regd. Office:

Diamond Heritage,
Unit No. 1411, 14th Floor,
16, Strand Road,
Kolkata - 700001
Dated: 08.09.2020



By Order of the Board
For RUNIT INVESTMENTS COMPANY LIMITED


(NAVIN KUMAR BHARTIA)
Director
(DIN 00259552)