

**NOTICE OF THE BOARD MEETING**

**November 03, 2020**

**Directors**

- |    |                     |   |
|----|---------------------|---|
| 1. | Ms. Ruchi Kalra     | Chief Financial Officer and Whole Time Director |
| 2. | Mr. Asish Mohapatra | Director  |
| 3. | Mr. Vasant Sridhar  | Director  |
| 4. | Mr. Akshat Pande    | Independent Director                            |
| 5. | Mr. Rohit Kapoor    | Independent Director                            |
| 6. | Mr. Sathyan David   | Independent Director                            |

**Special Invitees:**

- |    |                            |  |
|----|----------------------------|--|
| 1. | Mr. Bhuvan Kumar Gupta     | Director of OFB Tech Private Limited (Holding Company)         |
| 2. | Mr. Vikram Vaidyanathan    | Nominee Director of OFB Tech Private Limited (Holding Company) |
| 3. | Mr. John Tyler Day         | Nominee Director of OFB Tech Private Limited (Holding Company) |
| 4. | Mr. Navroz Darius Udawadia | Nominee Director of OFB Tech Private Limited (Holding Company) |

**Observer**

- |    |                        |  |
|----|------------------------|--|
| 1. | Mr. Niren Shah         | Additional Observer from Norwest Venture Partners (Investor) |
| 2. | Mr. Nikhil Kookada     | Observer from Norwest Venture Partners (Investor)            |
| 3. | Mr. Arjun Ghose        | Observer from Falcone edge                                   |
| 4. | Mr. Rajinder Balaraman | Observer from Matrix Partners                                |
| 5. | Mr. Gautam Patel       | Observer from Zodiac   |
| 6. | Mr. Rikin Kapdia       | Observer from Zodiac   |
| 7. | Ms. Remika Agarwal     | Observer of Creation   |
| 8. | Mr. Neeraj Bhargava    | Observer from zodiac   |

**Invitees**

- |    |                         |                                      |
|----|-------------------------|--------------------------------------|
| 1. | Mr. Lokesh Garg         | VP-Finance & Collections             |
| 2. | Mr. Prashant Roy Sharma | Head-Corporate Finance               |
| 3. | Mr. Bhubneshwar Jha     | Senior Manager- Finance and Accounts |

**In Attendance**

- |    |                          |                   |
|----|--------------------------|-------------------|
| 1. | Mr. Brij Kishore Kiradoo | Company Secretary |
|----|--------------------------|-------------------|

The Meeting of the Board of Director of the Company is scheduled to be held on **Tuesday, 10 November, 2020 at 11:30 A.M. (IST) at 101, First Floor, Vipul Agora Mall, Mg Road, Gurgaon-122002, India through Video Conference (VC)**, to inter alia consider and transact the business mentioned herein below.

S.NO.	Particulars	Tentative Time allocation (in minutes)	Lead	Purpose
1.	To ascertain requisite quorum.	2 Minutes	Chairperson	Ascertaining Quorum
2.	To grant Leave of Absence, if required	2 minutes	Chairperson	Granting LOA

**Registered Office:** Registered Office: Shop No. G-22 C (UGF) D-1 (K-84), Green Park Main, New Delhi, South Delhi- 110016,

CIN: U65929DL2016PTC306174, Phone: 01140507973

3.	To read and confirm the Minutes of the previous Board Meeting of the Company.	5 minutes	Chairperson	Confirmation
4.	To consider & approve unaudited Financial Results along with Limited Review report for the Half year ended in September 2020.	1 hour	Chairperson /Secretary	Consideration and Approval
5.	To consider and approve constitution of Corporate Social Responsibility Committee of the Company.	5 Minutes	Chairperson /Secretary	Consideration and Approval
6.	To discuss around the compliance with corporate governance standards in the Company	5 Minutes	Chairperson /Secretary	Discussion
7.	To approve Contracts and Transaction entered with Related Parties on arm's length basis and ordinary course of Business	5 Minutes	Chairperson /Secretary	Consideration and approval
8.	To consider and Take note of Internal Audit report for the Quarter period starting from April 2020 to June 2020	5 Minutes	Chairperson /Secretary	Consideration and Noting
9.	To consider and approve re-appointment of Statutory Auditor of the Company	5 Minutes	Chairperson /Secretary	Consideration and approval
10.	To approve draft Annual Report of the Company for the FY 2019-2020	5 Minutes	Chairperson /Secretary	Approval
11.	To approve Notice of AGM for FY 2019-2020	5 Minutes	Chairperson /Secretary	Approval
12.	Any other Item with the permission of Chairperson.	If any		

You are requested to make it convenient to attend the aforesaid meeting.

**By and on behalf of the Board of Directors  
For OXYZO Financial Services Private Limited**

Sd/-

**Brij Kishore Kiradoo**  
Company Secretary  
M No: - A40347

**Date: 03-11-2020**

**Place : Gurugram**

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