

NOTICE

Notice is hereby given that the Thirteenth Annual General Meeting of the Members of Quetzal Online Private Ltd will be held on Monday, September 28, 2020 at 04.30 P.M. IST at the Registered Office of the Company situated at Workwise Solutions P.L, Level 16, D-Wing, Tradeworld, Lower Parel, Mumbai 400013 through Video Conferencing (“VC”)/Other Audio Visual Means (“OAVM”) to transact the following business

Ordinary Business:

Item No. 1 - To receive, consider and adopt the Balance Sheet as at 31st March 2020 and the Statement of Profit and Loss Account for the year ended as on that date, together with the Reports of Directors and Auditors thereon.

Item No. 2 - To ratify the appointment the Statutory Auditors of the Company i.e. M/s. Jain Salia & Associates (FRN:116291W).

You are requested to make it convenient to attend the Annual General Meeting.

**BY Order of the Board of Directors
For Quetzal Online Private Limited**

Shiv Agrawal

Director

DIN: 00040199

Address: House No - 3 Western Avenue Maharani Bagh, Srinivaspuri, South Delhi 110065

Place: Delhi

Date: 31st August,2020

NOTES:

- 1) In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs (“MCA”) has vide its circular dated April 8, 2020 read with circulars dated April 13, 2020 and June 15, 2020 (collectively referred to as “MCA Circulars”) permitted the holding of the General Meeting (“GM”) through VC /

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OAVM, without the physical presence of the Members at a common venue. In compliance with the provisions of the Companies Act, 2013 (“Act”) and MCA Circulars, the AGM of the Company is being held through VC / OAVM.

- 2) Pursuant to the provisions of the Act, a Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a Member of the Company. Since this AGM is being held pursuant to the MCA Circulars through VC / OAVM, physical attendance of Members has been dispensed with. *Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.*
- 3) Since the proceedings of this AGM are being conducted through VC/OAVM, the Registered Office of the Company situated at Workwise Solutions P.L, Level 16, D-Wing, Tradeworld Kamala Mills, Lower Parel, Mumbai 400013 is deemed to be the venue of the AGM.
- 4) Corporate members are requested to send to the Company, a duly certified copy of the board resolution authorizing their representative to attend and vote at the AGM.

The said Resolution/Authorization shall be sent to the Company by email through its registered email address to office.mumbai@quezx.com.

- 5) Members seeking any information with regard to any matter to be placed at the AGM, are requested to write to the Company on or before 25 September, 2020 through email on “office.mumbai@ quezx.com”. The same will be replied by the Company suitably.
- 6) In compliance with the aforesaid MCA Circulars, Notice of the AGM is being sent only through electronic mode to those Members whose email addresses are registered with the Company. Members may note that the Notice will also be available on the Company’s website <https://www.quezx.com/investor-communications.html>
- 7) Members attending the AGM through VC / OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.
- 8) Since the AGM will be held through VC / OAVM, the Route Map and Attendance Slip is not annexed in this Notice.
- 9) The Designated Email Address for the Company is “office.mumbai@quezx.com”. Members in case of any query may send an email to “office.mumbai@quezx.com”. Further, in case of voting is conducted by way of poll, Members shall be requested to send their vote on this Email ID.

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A. INSTRUCTIONS FOR MEMBERS FOR JOINING THE MEETING

1. Invitation link to join the meeting shall be shared by 24th September, 2020
2. Detailed instructions for the Members to join the meeting are given below:

OPTION 1:

Joining from Laptop or Computer (having access to webcam)

Step 1: Before joining a Zoom meeting on a laptop or computer, you can download the Zoom app from the following link:

<https://zoom.us/download> (Zoom Client for Meetings)

Otherwise, you will be prompted to download and install Zoom when you click a join link.

Step 2: Open the Zoom desktop client

Step 3:

- Click **Join a Meeting** if you want to join without signing in.

zoom

Join a Meeting

Sign In

- Sign in to Zoom using your registered Mail ID then click **Join**.



Join

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Step 4: Enter the Meeting ID number <_____> and Password <_____>. Click **Join** and make sure access is given to the microphone (to speak) and camera (to see).

Join a Meeting

Meeting ID or Personal Link Name

Grant MacLaren

Do not connect to audio

Turn off my video

OPTION 2:

Joining from Mobile Phone

Step 1: Downloading the Zoom Mobile App from the Application Store (e.g. Google Play Store, iOS App Store, as applicable).

Step 2: Join a meeting using one of these methods:

- Tap **Join a Meeting** if you want to join without signing in.
- Sign in to Zoom then tap **Join**.



Join

Step 3: Enter the meeting ID number and your display name

Step 4: Tap **Join Meeting**

3. Further Members will be required to allow Camera and use Internet audio settings as and when asked while setting up the meeting on Mobile App or Desktop Application, as the case may be.
4. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.

B. OTHER INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE AGM THROUGH VC / OAVM ARE AS UNDER:

Quetzal Online Private Limited

Registered/ Corporate Address: Office of Workwise Solutions Pvt Ltd, Level 16, D Wing, Tradeworld, Kamala Mills, Lower Parel (W) Mumbai 400013
Mob: 9560224659 www.QuezX.com / www.HeadHonchos.comCIN No: U72300MH2007PTC171256

1. Facility of joining the AGM through VC / OAVM shall open 15 minutes before the time scheduled for the AGM and will be available for all the Members.
2. Members who would like to express their views or ask questions during the AGM may raise their hands during the meeting or may also use chat facility.
3. Members will be able to attend the AGM through VC / OAVM and vote on the resolutions by using their registered mail ID.
4. Members are requested to use only registered Email ID for Voting during the time allotted for same. Votes casted by any other unregistered Email ID shall be considered as Invalid.
5. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.
6. In case of multiple votes on the same resolution, the first one shall be counted for the purpose of counting Votes.
7. Please note that no person other than the respective Member shall have access to place from where the Member is participating during the meeting.
8. In case of any queries relating to joining the Meeting through Electronic mode, Members may contact on Helpline number 9560224659 or mail us their queries on “office.mumbai@quezx.com”

**BY Order of the Board of Directors
For Quetzal Online Private Limited**

Shiv Agrawal

Director

DIN: 00040199

Address: House No - 3 Western Avenue Maharani Bagh, Srinivaspuri, South Delhi 110065

Place: Delhi

Date: 31.08.2020