

NOTICE OF THE 25<sup>TH</sup> ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT THE TWENTY FIFTH ANNUAL GENERAL MEETING OF THE MEMBERS OF AYVENS INSURANCE SERVICES INDIA PRIVATE LIMITED (formerly known as Lease Plan Fleet Management India Pvt Ltd) REF. NO. AISIPL/2025-26 WILL BE HELD AT SHORTER NOTICE ON TUESDAY, 30 SEPTEMBER, 2025 AT IST 5.00 P.M. AT THE REGISTERED OFFICE OF THE COMPANY SITUATED AT C4C/332, JANAKPURI, NEW DELHI- 110058, INDIA TO TRANSACT THE FOLLOWING BUSINESS:

**Ordinary Business**

1. To consider and adopt the audited financial statements of the Company for the financial year ended 31 March 2025 including audited Balance Sheet as on 31 March, 2025, the statement of Profit and Loss Account of the Company for the financial year ended as on that date together with the reports of the Auditors and Board of Directors thereon.
2. To consider and approve appointment of M/s P M Shah and Associates, Chartered Accountants having Firm Registration No. 131576W as the Statutory Auditors of the Company.

By Order of the Board of Directors  
FOR AYVENS INSURANCE SERVICES INDIA PRIVATE LIMITED

  
Prashant Puntambekar  
Director

DIN: 07699941

Date: 30 September, 2025

Place: MUMBAI



**Notes:**

- 1) A Member entitled to attend and vote at the Meetings is entitled to appoint a proxy or proxies to attend and vote on a poll only, instead of himself and a proxy so appointed need not be a member of the Company. The proxy in order to be effective must be deposited at the Registered office of the Company not less than 48 Hours before the Meeting.
- 2) A person can act as proxy on behalf of Members not exceeding Fifty (50) Members and holding in the aggregate not more than ten Percent of the total share capital of the Company carrying voting rights. A Member holding more than ten Percent of the total share capital of the company carrying voting rights may appoint a single person as Proxy and such person shall not act as Proxy for any other Person or Shareholder.
- 3) Corporate members intending to send their authorized representatives to attend the Meeting are requested to send to the Company a certified true copy of the Board Resolution or an Authority Letter authorizing their representative to attend and vote on their behalf at the Meeting.
- 4) Members are requested to bring their attendance slip along with their copy of Annual Report to the Meeting.
- 5) Members are requested to promptly notify any changes in their address and mandates to the Company quoting their Folio No.
- 6) The Register of Directors and their shareholding, maintained under Section 170 of the Companies Act, 2013 and Register of Contracts or Arrangements in which the Directors are interested, maintained under Section 189 of the Companies Act, 2013 and all other documents referred to in the Notice will be open for inspection by the members between 2:00 p.m. to 4:00 p.m.

FOR AYVENS INSURANCE SERVICES INDIA PRIVATE LIMITED

*P. Puntambekar*

Prashant Puntambekar

Director

DIN: 07699941

Date: 30 September 2025

Place: MUMBAI



**AYVENS INSURANCE SERVICES INDIA PRIVATE LIMITED** Regd. Office:- C4C/332,

Janakpuri, New Delhi- 110058

**[CIN: U61100DL1999PTC098050]**

**Form No. MGT-11****PROXY FORM**

[Pursuant to section 105(6) of the Companies Act, 2013 and rule 19(3) of the  
Companies (Management and Administration) Rules, 2014]

Venue of the Meeting: 4th Floor, D wing, Jolly Board Tower, I- Think Techno Campus,  
Kanjurmarg (East) ,Mumbai- 400042, India.

Date & Time: \_\_\_\_\_ at IST \_\_\_\_\_ p.m.

Name of the member (s):

.....

Registered Address:

.....

E-mail Id:

.....

Folio No/ Client Id:

.....

DP ID:

.....

I/We, being the member (s) of ..... equity shares of Rs. 10 each of Lease Plan India Pvt.  
Ltd., hereby appoint

Name:

.....

Address:

.....

E-mail Id:

.....

**Ayvens Insurance Services India Private Limited (formerly known as Lease Plan Fleet Management India Private Limited)**

Corporate Office: 2nd Floor, Tower A Millenium Plaza, Sector 27, Gurugram -122002

Registered Office: Ground Floor, C4C/332, Janakpuri, New Delhi - 110058

Tel: +91 (0)124 466 0100 | [www.ayvens.com/en-in](http://www.ayvens.com/en-in) | [reachus@ayvens.com](mailto:reachus@ayvens.com) | CIN: U61100DL1999PTC098050

Signature:

.....,

or failing him/her

Name:

.....

Address:

.....

E-mail Id:

.....

Signature:

.....,

or failing him/her

Name:

.....

Address:

.....

E-mail Id:

.....

Signature:

.....,

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the Annual General Meeting of the Company **Ref. No. AISIPL/AGM/2025-2026** to be held on **Tuesday 30 September 2025 at IST 5.00 p.m.** at the registered office of the Company at C4C/332, Janakpuri, New Delhi- 110058, India and at any adjournment thereof in respect of such resolutions as are indicated below:

1. Consideration and adoption of the audited financial statement of the Company for the financial year ended 31 March, 2025 including audited Balance Sheet as on 31 March, 2025, the statement of Profit and Loss Account of the Company for the financial year ended as on that date together with the reports of the Auditors and Board of Directors thereon;

2. To consider and approve appointment of M/s P M Shah and Associates, Chartered Accountants having Firm Registration No. 131576W as the Statutory Auditors of the Company.

Signed this ..... day of ..... 2025.

\_\_\_\_\_  
Signature of shareholder

\_\_\_\_\_  
Signature of Proxy holder(s)

Affix H1/-  
Revenue  
Stamp  
Here

Note: This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company, not less than 48 hours before the commencement of the Meeting.

**AYVENS INSURANCE SERVICES INDIA PRIVATE LIMITED** Regd. Office:- C4C/332,  
Janakpuri, New Delhi- 110058  
[CIN: U61100DL1999PTC098050]

**ATTENDANCE SLIP**  
**25<sup>TH</sup> ANNUAL GENERAL MEETING**  
**Ref. No. AISIPL/AGM/2025-26**

Please fill this attendance slip and hand it over at the entrance of the venue of the meeting.

	<b>Name and Address:</b>	<b>No. of Shares held:</b>
*DPId No. _____		
*Client Id No. _____		
Regd.Folio No. _____		

I certify that I am a member/ proxy / authorized representative for the member of the Company.

I hereby record my presence at the **25<sup>TH</sup> Annual General Meeting** of **AYVENS INSURANCE SERVICES INDIA PRIVATE LIMITED** Ref. No. AISIPL/AGM/2025-2026 on **Tuesday 30 September 2025 at IST 5.00 P.m.** at the registered office of the Company at C4C/332, Janakpuri, New Delhi- 110058.

\_\_\_\_\_  
Name of the Member / proxy  
(in BLOCK LETTERS)

\_\_\_\_\_  
Signature of the Member / Proxy