



NOTICE OF BOARD MEETING 2/2022-2023

Date: 25th August, 2022

To,

All the Directors & KMP of the Company

Dear Sir(s),

Notice is hereby given that the 2/2022-2023 meeting of the Board of Directors of the Company is scheduled to be held on Sunday, 4th September, 2022 at 01:00 p.m. at 315, Third Floor, HB Twin Tower, Netaji Subhash Place, Pitampura North Delhi DL 110034. The agenda of the business to be transacted at the meeting is enclosed herewith.

Director and KMP
Mr. Sanjay Mittal
Mrs. Sonia Mittal
Mr. Raveesh Kanaujia
Mr. Dharam Pal Mittal
Mr. Pawaneshwar Pathania
Mr. Dinesh Kumar Goel
Mrs. Reeta

Kindly make it convenient to attend the meeting.

Yours faithfully,

FOR VIVO COLLABORATION SOLUTIONS LIMITED

REETA
COMPANY SECRETARY & COMPLIANCE OFFICER
ACS: 40876

Vivo Collaboration Solutions Limited

Registered Address: 315, 3rd Floor, HB Twin Tower, Netaji Subhash Place, Pitampura, New Delhi 110034, India, CIN : U72900DL2012PTC230709

Website: www.vivo.ooo Phone: +91-7838651690



AGENDA FOR 2/2022-2023 BOARD MEETING OF VIVO COLLABORATION SOLUTIONS LIMITED SCHEDULED TO BE HELD ON SUNDAY, 4th SEPTEMBER, 2022 AT 01:00 P.M. AT THE REGISTERED OFFICE OF THE COMPANY SITUATED AT 315, THIRD FLOOR, HB TWIN TOWER, NETAJI SUBHASH PLACE, PITAMPURA NORTH DELHI DL 110034

NOTICE OF 2/2022-2023 BOARD MEETING

To,

All the Directors & KMP of the Company

Dear Sir(s),

Notice is hereby given that the **2/2022-2023** Meeting of the Board of Directors of **Vivo Collaboration Solutions Limited** will be held at the Registered Office of Company situated at **315, Third Floor, HB Twin Tower, Netaji Subhash Place, Pitampura North Delhi DL 110034** on **Sunday, 4th September, 2022** at **01:00 P.M.** to transact the business (es) as set out in Agenda herein provided below:-

AGENDA FOR THE 2/2022-2023 BOARD MEETING OF VIVO COLLABORATION SOLUTIONS LIMITED

Day: Sunday

Date: 4th September, 2022

Time: 01:00 P.M.

Place: 315, Third Floor, HB Twin Tower, Netaji Subhash Place, Pitampura North Delhi DL 110034 (Registered Office of the Company)

ITEM	AGENDA ITEMS
1.	To elect the Chairman of the 2/2022-2023 Board Meeting
2.	To grant Leave of absence, if any
3.	To consider Quorum of the Meeting 2/2022-2023 Board Meeting

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4.	To take note and consider the Minutes of the Previous Meeting of the Board of Directors.
4A.	To take note and consider the Minutes of the Previous Meeting of the Committee Meetings
5.	To consider Appointment of M/s. Gaur & Associates, Chartered Accountants, (FRN: 005354C) (Peer Review Certificate No: 011195), as Statutory Auditor of the Company for 5 years.
6.	To take note of the Reconciliation of Share Capital Audit Report for the Quarter ended 30th June, 2022 as per the provisions of Regulation 76 of the SEBI (Depositories and Participants) Regulations, 2018.
7.	To take note of Shareholding Pattern pursuant to Regulation 31(1)(b) of SEBI (LODR) Regulations, 2015, as amended for the quarter ended 30 th June, 2022.
8.	To take note of Statement relating to investors Complaint as per Regulation 13 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 for the Quarter ended 30 th June, 2022
9.	To consider appointment of Mr Sanjeev Dabas Practicing Company Secretary at Dabas S & Co., (CP No. 24418) (Peer Review Certificate No. 2098/2022) as the Scrutinizer for E-voting.
10.	To consider and adopt Director's Report for the Financial Year ended 31st March, 2022.
11.	To decide cut-off date for E-voting
12.	To decide book closure date.
13.	To consider directors liable to retire by rotation.
14.	To Authorize Board of Directors of the Company to sign Annual Return of the Company for the F.Y. 2021-2022
15.	To consider and approve the Notice for calling of (11 th AGM)

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	Annual General Meeting.
16.	To consider any other Business(es) if any with the permission of the Chair.
17.	Vote of thanks

FOR VIVO COLLABORATION SOLUTIONS LIMITED

**REETA
COMPANY SECRETARY & COMPLIANCE OFFICER
ACS: 40876**

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Explanatory Notes

Item No. 1: To elect the Chairman of the 2/2022-2023 Board Meeting

The Directors of the Company present at the 2/2022-2023 Board Meeting will elect the Chairman in order to preside the 2/2022-2023 Board Meeting.

Item No. 2: To grant Leave of absence, if sought by any Director of the Company

Leave of absence will be granted to those Directors who will not present at the 2/2022-2023 Board Meeting.

Item No. 3: To confirm the presence of Quorum at 2/2022-2023 Board Meeting

The Chairman will confirm the presence of requisite Quorum as required as per the provisions of Section 174 of the Companies Act, 2013.

Item No. 4: To confirm the Minutes of the previous Meeting of Board of Directors

The Chairman will place before the Board, Minutes of Previous Board Meeting for their consideration and thereafter they would be requested to confirm the same.

Item No. 4A: To confirm the Minutes of the Previous Meeting of the Committee Meetings

The Chairman will place before the Board Minutes of Previous Meetings of the Committee Meetings for their consideration and thereafter they would be requested to confirm the same.

Item No. 5: Appointment of M/s. Gaur & Associates, Chartered Accountants, (FRN: 005354C) (Peer Review Certificate No: 011195), as Statutory Auditor of the Company for 5 years.

The Chairman will inform the Board that Company wishes to appoint **M/s. Gaur & Associates, Chartered Accountants, (FRN: 005354C) (Peer Review Certificate No: 011195)**, as Statutory Auditor of the Company pursuant to Section 139 of the Companies Act, 2013 as amended for 5 years.

The Board Members are requested to consider and approve the same.

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Item No. 6: To take note of Reconciliation of Share Capital Audit Report pursuant to Regulation 76 of SEBI (Depositories and Participants) Regulations, 2018, as amended for the Quarter ended 30th June, 2022

The Chairman will table before the Board Members Reconciliation of Share Capital Audit in compliance of Regulation 76 of SEBI (Depositories and Participants) Regulations, 2018, as amended as submitted to the Stock Exchange for the Quarter ended 30th June, 2022. The Board Members are required to take note of the same.

Item No. 7: To take note of Shareholding Pattern pursuant to Regulation 31(1)(b) of SEBI (LODR) Regulations, 2015, as amended for the quarter ended 30th June, 2022

The Chairman will place before the Board Members Shareholding Pattern for the quarter ended 30th June, 2022 submitted with the Stock Exchange pursuant to Regulation 31(1)(b) of SEBI (LODR) Regulations, 2015, as amended. The Board Members are required to take note of the same.

Item No. 8: To take note of Statement of Investor Complaints pursuant to Regulation 13(3) of SEBI (LODR) Regulations, 2015, as amended for the Quarter ended 30th June, 2022.

The Chairman will place before the Board Members statement of investor complaints received, disposed and remaining unresolved for the Quarter ended 30th June, 2022 submitted with the Stock Exchange pursuant to Regulation 13(3) of SEBI (LODR) Regulations, 2015, as amended. The Board Members are required to take note of the same after due consideration.

Item No.9: To consider appointment of Mr. Sanjeev Dabas Practicing Company Secretary at Dabas S & Co., (CP No. 24418) (Peer Review Certificate No. 2098/2022) as the Scrutinizer for E-voting.

The Chairman will inform the Board that Company wishes to appoint **Mr. Sanjeev Dabas Practicing Company Secretary at Dabas S & Co., (CP No. 24418) (Peer Review Certificate No. 2098/2022)** as the Scrutinizer for E-voting.

The Board Members are requested to consider and approve the same.

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Item No. 10: To consider and adopt Director's Report for the Financial Year ended 31st March, 2022.

The Chairman will place before the Board Members the Directors Report of the Company for the Financial Year ended 31st March, 2022.

The Board Members are requested to consider and approve the same.

Item No. 11: To decide cut-off date for E-voting

The Chairman will inform the board that cut-off date has to be decided for E-voting.

The Board Members are requested to consider and approve the same.

Item No. 12: To decide book closure date.

The Chairman will inform the board that Book Closure date has to be decided.

The Board Members are requested to consider and approve the same

Item No. 13: To consider directors liable to retire by rotation.

The Chairman will inform the board that 1/3 of the directors are liable to retire by rotation.

The Board Members are requested to consider and approve the same

Item No. 14: To Authorize Director of the Company to sign Annual Return of the Company for the F.Y. 2021-22

The Chairman will inform the board that any of the directors have to be authorized to sign the Annual Return for the financial year 2021-22

The Board Members are requested to consider and approve the same

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Item No. 15: To consider issuance of Notice for calling of (11th AGM) Annual General Meeting.

The Chairman will place before the Board members the draft notice for the 11th Annual General Meeting.

The Board Members are requested to consider and approve the same

Item No. 16: To Discuss any other business with the permission of the Chair

Any other business considered necessary shall be transacted at the Meeting with the permission of the Chair.

A handwritten signature in black ink, appearing to read "Reeta", with a long horizontal line extending to the right.

**Reeta
(Company Secretary & Compliance Officer)**

Date: 25/08/2022

Place: New Delhi

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