



CFA Institute

CFA Institute India Private Limited
702, 7th Floor, A Wing, One BKC Tower, G Block, Bandra Kurla Complex, Mumbai 400 051, India
+000-800-919-1625 tel | <https://www.cfainstitute.org> | info@cfainstitute.org
CIN U74120MH2014FTC256215

NOTICE FOR 11TH ANNUAL GENERAL MEETING

To,
All Members,
Directors,
Auditors,
of CFA Institute India Private Limited

SHORTER NOTICE IS HEREBY GIVEN THAT THE 11TH ANNUAL GENERAL MEETING OF THE MEMBERS OF CFA INSTITUTE INDIA PRIVATE LIMITED SHALL BE HELD ON TUESDAY, 30TH SEPTEMBER, 2025 AT 03:00 P.M. THROUGH VIDEO CONFERENCING (VC) / OTHER AUDIO-VISUAL MEANS (OAVM), THE DEEMED VENUE FOR THE MEETING SHALL BE THE REGISTERED OFFICE OF THE COMPANY SITUATED AT 7TH FLOOR, 702, A WING, C/66, G BLOCK, ONE BKC, OPP. BANK OF BARODA, BANDRA (E)- 400051, MUMBAI, MAHARASHTRA, INDIA

TO TRANSACT THE FOLLOWING BUSINESS:

ORDINARY BUSINESS:

1. To receive, consider and adopt the audited balance sheet, the statement of profit and loss account and the cash flow statement of the Company for the financial year ended on 31 March 2025 together with the reports of the directors and auditors thereon, and in this regard, to pass the following resolution as an ordinary resolution;

To consider and, if thought fit, to pass the following resolution as an **Ordinary Resolution:**

"RESOLVED THAT the Audited Financial Statements i.e., Balance Sheet, Profit and Loss Account, Cash Flow Statement and notes forming part thereof together with the reports of Board of Directors and Auditors thereon of the Company for the financial year ended March 31, 2025, as circulated to the members and laid before the meeting be and hereby considered and adopted.

RESOLVED FURTHER THAT Board of the Directors of the Company, be and are hereby authorized to do all such acts, deeds and things to the extent as may be necessary to give effect to the aforesaid resolution."

For CFA INSTITUTE INDIA PRIVATE LIMITED



Arati Porwal

Director

DIN: 09536661

**Address: A-801, Vaibhav Paradise, Aaram Society Road,
Vakola, Santacruz (East), Mumbai - 400055.**



NOTES:

1. Pursuant to General Circular No. 14/2020 dated April 08, 2020, General Circular No. 17/2020 dated April 13, 2020, Circular No. 20/2020 dated May 05, 2020, Circular No. 02/2021 dated January 13, 2021, Circular No. 19/2021 dated December 8, 2021, Circular No. 21/2021 dated December 14, 2021, and Circular No. 02/2022 dated May 5, 2022, General Circular No. 10/2022 dated December 28, 2022, General Circular No. 09/2023 dated September 25, 2023, General Circular No. 09/2024 dated September 19, 2024 respectively, issued by the Ministry of Corporate Affairs ("MCA Circulars") the Extra - Ordinary General Meeting ('EOGM' of the Company is being conducted through VC/OAVM Facility, which does not require the physical presence of members at a common venue. The deemed venue for the EOGM shall be the Registered Office of the Company.
2. In compliance with the aforesaid MCA Circulars, Notice of the AGM is being sent only through electronic mode to those Shareholders whose email addresses are registered with the Company.
3. Shareholders attending the AGM through VC / OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.
4. A member entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of himself/herself. The proxy need not be a member of the company. The proxy in order to be effective must be received by the company not less than 48 hours before the meeting. A proxy form is enclosed. However, since the quorum requirement is 2 members personally present as per provisions of Section 103 (1)(b) of the Companies Act, 2013 and the Company has only two members the right to appoint a proxy cannot be exercised.
5. A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than 10% of the total share capital of the Company carrying voting rights. A member holding more than 10% 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 a proxy for any other person or shareholder. Proxies shall not have the right to speak at the meeting.
6. The register of directors and their shareholding, maintained u/s 170 of the Companies Act, 2013 and register of contracts or arrangements in which directors are interested maintained u/s 189 of the companies act, 2013 and all other documents referred to in the notice will be available for inspection by the members at the annual general meeting.
7. Members / proxies / authorized representatives should bring the duly filled attendance slip enclosed herewith to attend the meeting. The Notice of the AGM is being sent by through permitted mode.



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8. All documents referred to in the accompanying Notice shall be open for inspection at the Registered Office of the Company during (3.00 p.m. to 5.00 p.m.) on all working days except Saturday up to and including the date of the Annual General Meeting of the Company.
9. The route map for this meeting forms part of this notice.
10. The proxy form is annexed to this notice.
11. Institutional / Corporate Shareholders (i.e., other than individuals / HUF, NRI, etc.) are required to send a scanned copy (PDF/JPG Format) of its Board or governing body Resolution/Authorization etc., authorizing its representative to attend the AGM through VC / OAVM on its behalf and to vote through show of hand or poll. The said Resolution/ Authorization shall be sent to the Company by email through its registered email address to monica.varma@cfainstitute.in

For CFA INSTITUTE INDIA PRIVATE LIMITED



Arati Porwal

Director

DIN: 09536661

**Address: A-801, Vaibhav Paradise,
Aaram Society Road, Vakola,
Santacruz (East), Mumbai - 400055,
Maharashtra, India.**

Date: 25th September, 2025

Place: Mumbai



FORM 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]*

CIN: U74120MH2014FTC256215

CFA INSTITUTE INDIA PRIVATE LIMITED

Address: 7th Floor, 702, A Wing, C/66, G Block, One BKC, Opp. Bank of Baroda, Bandra (E) - 400051, Maharashtra, India.

Name of the member (s):

Registered Address:

E-mail Id:

Folio No/ client Id:

DP ID:

**I/We, being the member (s) of _____ shares of the above named Company,
hereby Appoint:**

1. **Name:** _____
Address: _____
Email-Id: _____
Signature:....., or falling him
2. **Name:** _____
Address: _____
Email-Id: _____
Signature:..... or falling him
3. **Name:** _____
Address: _____
Email-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 held on Tuesday, 30th September, 2025 at 03:00 P.M. at 7th Floor, 702, A Wing, C/66, G Block, One BKC, Opp. Bank of Baroda, Bandra (E) - 400051, Maharashtra, India and at any adjournment thereof in respect of such resolutions are indicated below:



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Sr. No.	Resolutions	For	Against
Ordinary Business			
1.	To consider and adopt the audited financial statement of the Company for the financial year ended 31 st March, 2025 together with the Reports of the Board of Directors and the Auditor there on.		

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

Affix
Revenue
stamp

Signature of Shareholder

Signature of proxy holder(s)

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

**ANNUAL GENERAL MEETING**

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

Name	
Address	
No. of Shares held	
DP ID 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 Annual General Meeting of the Company held on Tuesday, 30th September, 2025 at 03:00 P.M. at 7th Floor, 702, A Wing, C/66, G Block, One BKC, Opp. Bank of Baroda, Bandra (E) - 400051, Maharashtra, India.

..... Full

name of the Member (in block letters)

Signature

Folio No.: DPID No.: *..... Client ID No.: *.....

*Applicable for member holding shares in electronic form

..... Full

name of the Proxy (in block letters)

Signature

ROUTE MAP FOR THE VENUE OF THE MEETING

Landmark: Beside Bank of Baroda





INSTRUCTIONS:

1. Proxy form shall be deposited with the Company either in person or through post not later than forty-eight hours before the commencement of the Meeting in relation to which they are deposited.
2. A Proxy form which does not state the name of the Proxy shall not be considered valid.
3. Undated Proxy shall not be considered valid.
4. An instrument of Proxy is valid only if it is properly stamped as per the applicable law.
5. Proxy form should be signed by the Shareholders and Proxy Holder. Attendance Slip should be signed by members/proxy holder along with name in block letters.
6. The Proxy-holder shall prove his identity at the time of attending the Meeting.
7. If multiple proxies received for the same Member, the Proxy which is dated last shall be considered valid; if they are not dated or bear the same date without specific mention of time, all such multiple Proxies shall be treated as invalid.
