**NOTIC BY A MEMBER**

**Date:**

**To**

**The Board of Directors**

**(Name of the Company)**

**(Address of the Registered Office of the company)**

**Subject:** Noticeunder section 160 of the Companies Act, 2013.

Dear Sir/Madam,

Pursuant to the provisions of Section 160 of the Companies Act, 2013, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of the member proposing the candidature), resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (residential address of the proposer), hereby propose the candidature of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the candidate) (DIN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_) residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(residential address of the candidate) to be appointed as a Director of the Company for the approval of members at the ensuing Annual General Meeting of the Company.

Please find enclosed Cheque no./Demand Draft no./etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_ for Rs. 1,00,000/- (Rupees One Lakh Only) drawn on \_\_\_\_\_\_\_\_\_\_ Bank (\_\_\_\_\_\_\_\_\_ Branch), being the deposit for proposing the candidature of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the candidate) for the office of Director. *(This shall not apply if the candidature is w.r.t an Independent Director)*

Thanking you,

Yours faithfully,

**Signature:**

**Name of the proposer:**

**SELF NOMINATION**

**Date:**

**To**

**The Board of Directors**

**(Name of the Company)**

**(Address of the Registered Office of the company)**

**Subject:** Noticeunder section 160 of the Companies Act, 2013.

Dear Sir/Madam,

Pursuant to the provisions of Section 160 of the Companies Act, 2013, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of the candidate), having DIN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (residential address of the candidate), hereby propose myself to be appointed as a Director of the Company for the approval of members at the ensuing Annual General Meeting of the Company.

Please find enclosed Cheque no./Demand Draft no./etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_ for Rs. 1,00,000/- (Rupees One Lakh Only) drawn on \_\_\_\_\_\_\_\_\_\_ Bank (\_\_\_\_\_\_\_\_\_ Branch), being the deposit for proposing the candidature for the office of a Director. *(This shall not apply if the candidature is w.r.t an Independent Director)*

Thanking you,

Yours faithfully,

**Signature:**

**Name of the proposer:**

**DIN:**