Date:

To,

The Board of Directors

**(Name of the Company)**

(Reg. address of the company)

**Subject:** Intimation under section 173 (2) of the Companies Act, 2013 and the rules made thereunder.

Dear Sir/Madam.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Director’s name), (DIN :\_\_\_\_\_\_\_\_\_\_\_\_\_\_), Director/Managing Director/Additional Director of the company, residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (residential address), intend to participate in the Board Meeting to be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date of the Board Meeting) OR the Board meetings to be convened during the Calendar Year \_\_\_\_\_\_\_\_\_ through video conferencing or other audio visual means.

Signature:

Name:

Designation:

DIN:

Date:

Place: