

## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 16<sup>th</sup> (Sixteenth) Annual General Meeting ("AGM") of the members of TBO Tek limited (formerly TBO Tek Private Limited and Tek Travels Private Limited) ("the Company") will be held on Tuesday, the 27<sup>th</sup> day of September 2022 at 11:00 AM (IST) through Video Conferencing/ Other Audio-Visual Means (VC/OAVM) to transact the following business:

### ORDINARY BUSINESSES

1. **TO RECEIVE, CONSIDER AND ADOPT THE AUDITED STANDALONE AND CONSOLIDATED FINANCIAL STATEMENTS AND REPORTS OF THE AUDITORS AND DIRECTORS OF THE COMPANY FOR THE FINANCIAL YEAR ENDED MARCH 31, 2022**

To consider and if thought fit, to pass with or without modification(s), the following Resolution as an Ordinary Resolution:

**"RESOLVED THAT** the audited standalone and consolidated financial statements of the Company for the financial year ended March 31, 2022, and the reports of the Board of Directors and Auditors thereon laid before this meeting, be and are hereby considered and adopted."

2. **TO APPOINT A DIRECTOR IN PLACE OF MR. GAURAV BHATNAGAR (DIN: 00446482), WHO RETIRES BY ROTATION AND BEING ELIGIBLE, OFFERS HIMSELF FOR RE-APPOINTMENT**

To consider and if thought fit, to pass with or without modification(s), the following Resolution as an Ordinary Resolution:

**"RESOLVED THAT** Mr. Gaurav Bhatnagar (DIN: 00446482), who retires by rotation and being eligible, offers himself for re-appointment, be and is hereby re-appointed as a Director of the Company, liable to retire by rotation."

### SPECIAL BUSINESSES

3. **TO APPOINT MR. RAVINDRA DHARIWAL (DIN: 00003922) AS AN INDEPENDENT DIRECTOR OF THE COMPANY**

**"RESOLVED THAT** pursuant to the provisions of Section 149, 150, 152 read with Schedule IV, and other applicable provisions, if any, of the Companies Act, 2013, and the rules made thereunder (including any statutory modification(s) or re-enactments(s) thereof for the time being in force), any other applicable law and Articles of association of the Company, Mr. Ravindra Dhariwal (DIN: 00003922), who was appointed as an Additional Director (Independent Director) of the Company by the Board of Directors with effect from November 24, 2021, and who holds the office up to the date of this Annual General Meeting and who is eligible for appointment under the relevant provisions of the Companies Act, 2013, and in respect of whom the Company has received a notice in writing from a member proposing his candidature for the office of Director, be and is hereby appointed as an Independent Director of

**TBO Tek Limited**

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CIN: U74999DL2006PLC155233

✉ info@tbo.com | ☎ +91 124 4998999

📍 Registered Office Address: E-78 South Extension Part- I, New Delhi-110049, India

📍 Corporate Office Address: Plot No. 728, Udyog Vihar Phase- V, Gurgaon-122002, Haryana, India

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the Company, not liable to retire by rotation, and shall hold office for a period of 5 consecutive years from November 24, 2021 to November 23, 2026.

**RESOLVED FURTHER THAT** the any of the Directors and/ or Company Secretary of the Company, be and are hereby severally authorized to file necessary forms with the Registrar of Companies, NCT of Delhi and Haryana, at New Delhi and do all such acts, deeds, matters and things as may be required to be done to give effect to the above resolution.”

**4. TO APPOINT MS. ANURANJITA KUMAR (DIN: 05283847) AS AN INDEPENDENT DIRECTOR OF THE COMPANY**

To consider and if thought fit, to pass with or without modification(s), the following Resolution as an Ordinary Resolution:

“**RESOLVED THAT** pursuant to the provisions of Section 149, 150, 152 read with Schedule IV, and other applicable provisions, if any, of the Companies Act, 2013, and the rules made thereunder (including any statutory modification(s) or re-enactments(s) thereof for the time being in force), any other applicable law and Articles of association of the Company, Ms. Anuranjita Kumar (DIN: 05283847), who was appointed as an Additional Director (Independent Director) of the Company by the Board of Directors with effect from November 24, 2021, and who holds the office up to the date of this Annual General Meeting and who is eligible for appointment under the relevant provisions of the Companies Act, 2013, and in respect of whom the Company has received a notice in writing from a member proposing her candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company, not liable to retire by rotation, and shall hold office for a period of 5 consecutive years from November 24, 2021 to November 23, 2026.

**RESOLVED FURTHER THAT** the any of the Directors and/ or Company Secretary of the Company, be and are hereby severally authorized to file necessary forms with the Registrar of Companies, NCT of Delhi and Haryana, at New Delhi and do all such acts, deeds, matters and things as may be required to be done to give effect to the above resolution.”

**5. TO APPOINT MR. BHASKAR PRAMANIK (DIN: 00316650) AS AN INDEPENDENT DIRECTOR OF THE COMPANY**

“**RESOLVED THAT** pursuant to the provisions of Section 149, 150, 152 read with Schedule IV, and other applicable provisions, if any, of the Companies Act, 2013, and the rules made thereunder (including any statutory modification(s) or re-enactments(s) thereof for the time being in force), any other applicable law and Articles of association of the Company, Mr. Bhaskar Pramanik (DIN: 00316650), who was appointed as an Additional Director (Independent Director) of the Company by the Board of Directors with effect from November 24, 2021, and who holds the office up to the date of this Annual General Meeting and who is eligible for appointment under the relevant provisions of the Companies Act, 2013, and in respect of whom the Company has received a notice in writing from a member proposing his candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company, not liable to retire by rotation, and shall hold office for a period of 5 consecutive years from November 24, 2021 to November 23, 2026.

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**RESOLVED FURTHER THAT** the any of the Directors and/ or Company Secretary of the Company, be and are hereby severally authorized to file necessary forms with the Registrar of Companies, NCT of Delhi and Haryana, at New Delhi and do all such acts, deeds, matters and things as may be required to be done to give effect to the above resolution.”

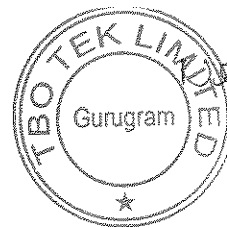
**6. TO APPOINT MR. RAHUL BHATNAGAR (DIN: 07268064), AS AN INDEPENDENT DIRECTOR OF THE COMPANY**

To consider and if thought fit, to pass with or without modification(s), the following Resolution as an Ordinary Resolution:

“**RESOLVED THAT** pursuant to the provisions of Section 149, 150, 152 read with Schedule IV, and other applicable provisions, if any, of the Companies Act, 2013, and the rules made thereunder (including any statutory modification(s) or re-enactments(s) thereof for the time being in force), any other applicable law and Articles of association of the Company, Mr. Rahul Bhatnagar (DIN: 07268064), who was appointed as an Additional Director (Independent Director) of the Company by the Board of Directors with effect from November 24, 2021, and who holds the office up to the date of this Annual General Meeting and who is eligible for appointment under the relevant provisions of the Companies Act, 2013, and in respect of whom the Company has received a notice in writing from a member proposing his candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company, not liable to retire by rotation, and shall hold office for a period of 5 consecutive years from November 24, 2021 to November 23, 2026.

**RESOLVED FURTHER THAT** the any of the Directors and/ or Company Secretary of the Company, be and are hereby severally authorized to file necessary forms with the Registrar of Companies, NCT of Delhi and Haryana, at New Delhi and do all such acts, deeds, matters and things as may be required to be done to give effect to the above resolution.”

**By Order of the Board of Directors  
For TBO Tek Limited  
(Formerly TBO Tek Private Limited and Tek Travels Private Limited)**



*Neera Chandak*

**Neera Chandak**  
**Company Secretary**  
Membership No.: A21596  
Level 22, Tower C, Building No. 5,  
DLF Cyber City, Gurugram-122002, Haryana, India  
CIN: U74999DL2006PLC155233  
Email id: [Neera.chandak@tbo.com](mailto:Neera.chandak@tbo.com)

**Registered Office:**  
E-78 South Extension, Part-1,  
New Delhi-110049, India

Date: 30/08/2022

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**NOTES:**

1. In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs ("MCA") vide its circular dated May 5, 2020 read with circulars dated April 8, 2020, April 13, 2020, January 13, 2021 and May 05, 2022 (collectively referred to as "MCA Circulars") has permitted the holding of the AGMs through Video Conferencing ("VC")/ Other Audio-Visual means ("OAVM"), without the physical presence of the members at a common venue. In compliance with the provisions of the Companies Act, 2013 read with the relevant Rules made thereunder ("the Act") and MCA Circulars, the AGM of the Company is being held through VC/ OAVM. The deemed venue for the AGM shall be the Registered Office of the Company.
2. The relevant explanatory statement pursuant to the provisions of Section 102(1) of the Act setting out the material facts and reasons, in respect of Item No. 3 to 6 of this Notice of the 16<sup>th</sup> AGM ("Notice"), is annexed herewith.
3. Since the AGM is being held through VC/ OAVM, physical attendance of the Members has been dispensed with. Accordingly, the facility for appointment of proxies by Members is not available, as provided in the MCA Circulars and hence the Proxy Form and Attendance Slip are not annexed to this Notice. The attachment of the route map for the AGM venue is also dispensed with.
4. Pursuant to the provisions of Section 113 of the Act, representatives of the Corporate Members may be appointed for the purpose of participation and voting at the AGM. Corporate members intending to allow their authorised representative(s) to attend the meeting are requested to provide to the Company, a certified copy of the Board Resolution/ Authorization Letter/ Power of Attorney, authorising the representative(s) to attend and vote on their behalf at the meeting.
5. The copy of Notice is being sent through electronic mode to all the members.
6. Notice of the 16<sup>th</sup> AGM will also be available on the website of the Company at <https://www.tbo.com>.
7. Information regarding particulars of the Directors to be appointed in terms of the Act and Secretarial Standard 2 are annexed hereto.
8. The Register of Directors and Key Managerial Personnel and their shareholding, Register of Contracts or Arrangements in which Directors are interested and documents referred to in the Notice and explanatory statement are available for inspection at the Registered Office of the Company on all working days (Monday to Friday) between 11.00 a.m. and 1.00 p.m. up to the date of AGM and will also be available for inspection at the meeting.
9. Please note that TBO Employees Benefit Trust do not hold any voting right.

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10. Participation in Meeting:

- (i) The Company is providing VC/ OAVM facility to its members for joining/participating at the EGM. Members are requested to use Internet with a good speed to avoid any disturbance during the Meeting.
- (ii) Members are requested to use the following link to join the meeting:  
<https://us06web.zoom.us/j/88340578087?pwd=YkjmZ1ZQRG82WjFEWIZrTWZIV215UT09>  
Meeting ID and password will be mailed separately to the members/participants.
- (iii) On the date of the meeting, the Members, Directors, Key Managerial Personnel and all other persons authorized to attend the meeting, may join, using above the zoom link.

11. Members attending the EGM through VC/ OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.

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**EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013**

**ITEM NO. 3 to 6**

The members are hereby informed that Mr. Ravindra Dhariwal, Ms. Anuranjita Kumar, Mr. Bhaskar Pramanik and Mr. Rahul Bhatnagar were appointed as the Additional Directors in the capacity of Independent Directors on the Board of the Company w.e.f. November 24, 2021. As per the provisions of Section 161 of the Act, they will hold the office up to the date of this AGM.

The Company has received notice in writing from Members under section 160 of the Act proposing the candidature of Mr. Ravindra Dhariwal, Ms. Anuranjita Kumar, Mr. Bhaskar Pramanik and Mr. Rahul Bhatnagar for the office of Director of the Company.

All the Directors have confirmed their eligibility and have given their consent to be appointed as Independent Directors. The Company has received requisite declarations from them to the effect that they meet the criteria of independence as provided under Section 149 (6) of the Act. They have also confirmed that they are not aware of any circumstance or situation which exists or may be reasonably anticipated that could impair or impact their ability to discharge their duties. Further, they are not disqualified from being appointed as Director in terms of Section 164(2) of the Act.

In the opinion of the Board, they fulfill the criteria specified under the Act for appointment as Independent Directors and are independent of the management.

Brief details of Mr. Ravindra Dhariwal, Ms. Anuranjita Kumar, Mr. Bhaskar Pramanik and Mr. Rahul Bhatnagar are mentioned below:

- **Mr. Ravindra Dhariwal** holds a bachelor's degree of technology in chemical engineering from Indian Institute of Technology, Kanpur and holds a post-graduate diploma in management from Indian Institute of Management, Calcutta. He is the chairperson of Sagacito Technologies Private Limited. He was the vice president of franchise for South East Asia at Pepsico International.
- **Ms. Anuranjita Kumar** holds a bachelor's degree of arts in psychology from Indraprastha College for Women, University of Delhi and has a post graduate diploma in personnel management and industrial relations from XLRI, Jamshedpur. She has previously been engaged with the Royal Bank of Scotland and is part of the council of advisors for the American India Foundation. She is also the founder, chairperson and chief executive officer of Women in Technology (WiT), India Forum.
- **Mr. Bhaskar Pramanik** holds a bachelor's degree in technology from the Indian Institute of Technology, Kanpur. He has experience in the technology industry. He is currently on the Indian advisory board of The Schulich School of Business, York University, the executive council of Bennett University, Greater Noida and the advisory council of Indian Institute of Technology, Palakkad and has served as director on the central board of State Bank of India. He has been previously engaged with Microsoft Corporation (India) Private Limited as

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chairman and area vice president and the National Radio and Electronics Company Limited as divisional manager – business systems division.

- **Mr. Rahul Bhatnagar** holds a bachelor's degree in arts from the University of Delhi and a master's degree in business administration from Wharton School, University of Pennsylvania. He is also an associate member of the Institute of Chartered Accountants of India. He has been associated with Bharti Enterprises and Pepsico International.

In view of their diversified and vast experiences, the Board has recommended the appointment of Mr. Ravindra Dhariwal, Ms. Anuranjita Kumar, Mr. Bhaskar Pramanik and Mr. Rahul Bhatnagar as Independent Directors of the Company for a term of five consecutive years i.e., from November 24, 2021, to November 23, 2026, and they shall not be liable to retire by rotation.

Save and except Mr. Ravindra Dhariwal, Ms. Anuranjita Kumar, Mr. Bhaskar Pramanik and Mr. Rahul Bhatnagar, none of the other Directors and Key Managerial Personnel and their relatives, are in any way, concerned or interested, financially or otherwise, in the resolution set out in item no. 3 to 6.

None of the Directors and KMP of the Company are *inter-se* related to each other.

The Board recommends the Ordinary Resolutions set out at Item Nos. 3 to 6 of the Notice for approval of the Members.

**By Order of the Board of Directors  
For TBO Tek Limited  
(Formerly TBO Tek Private Limited and Tek Travels Private Limited)**



*Neera Chandak*

**Neera Chandak  
Company Secretary**

Membership No.: A21596

Level 22, Tower C, Building No. 5,

DLF Cyber City, Gurugram-122002, Haryana, India

CIN: U74999DL2006PLC155233

Email id: [Neera.chandak@tbo.com](mailto:Neera.chandak@tbo.com)

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Date: 30/08/2022

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**INFORMATION OF DIRECTORS SEEKING APPOINTMENT AT THE FORTHCOMING AGM PURSUANT TO THE PROVISIONS OF COMPANIES ACT, 2013 AND SECRETARIAL STANDARD AS ON THE DATE OF NOTICE**

Name	Mr. Ravindra Dhariwal
DIN	00003922
Date of birth	September 11, 1952
Age	69 years
Original date of appointment	November 24, 2021
Qualification	Bachelor's degree of technology in chemical engineering from Indian Institute of Technology, Kanpur and post-graduate diploma in management from Indian Institute of Management, Calcutta
Experience	Strategy, Organizational Development, Marketing and Brand Management
Terms and conditions of appointment & remuneration	As per the Nomination and Remuneration Policy
No. of Board meetings attended during the year	As mentioned in the Board Report
Shareholding in the Company	Nil
Relationship with other Directors, Managers and Key Managerial Personnel	No relationship
Directorships held in other companies in India	<ul style="list-style-type: none"> <li>• Bata India Limited</li> <li>• Mahindra Electric Mobility Limited</li> <li>• Sagacito Technologies Private Limited</li> <li>• Sheela Foam Limited</li> <li>• Sterling Holiday Resorts Limited</li> <li>• IRB Infrastructure Developers Limited</li> </ul>
Membership/ Chairmanship of	<ul style="list-style-type: none"> <li>• <i>Bata India Limited</i></li> </ul>

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Committees in other companies in India	<p>Audit Committee – Member</p> <p>Nomination and Remuneration Committee – Chairman</p> <p>Stakeholders Relationship Committee – Member</p> <ul style="list-style-type: none"><li>• <i>Mahindra Electric Mobility Limited</i></li></ul> <p>Audit Committee – Member</p> <p>Nomination and Remuneration Committee – Member</p> <ul style="list-style-type: none"><li>• <i>Sheela Foam Limited</i></li></ul> <p>Audit Committee – Member</p> <p>Nomination and Remuneration Committee – Member</p> <p>Corporate Social Responsibility Committee – Member</p> <ul style="list-style-type: none"><li>• <i>Sterling Holiday Resorts Limited</i></li></ul> <p>Audit Committee – Member</p> <p>Nomination and Remuneration Committee – Chairman</p>
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Name	Ms. Anuranjita Kumar
DIN	05283847
Date of birth	November 2, 1971
Age	50 years
Original date of appointment	November 24, 2021
Qualification	Bachelor's degree of arts in psychology from Indraprastha College for Women, University of Delhi and Post graduate diploma in personnel management and industrial relations from XLRI, Jamshedpur.
Experience	Human Resource veteran
Terms and conditions of appointment & remuneration	As per the Nomination and Remuneration Policy
No. of Board meetings attended during the year	As mentioned in the Board Report
Shareholding in the Company	Nil
Relationship with other Directors, Managers and Key Managerial Personnel	No relationship
Directorships held in other companies in India	<ul style="list-style-type: none"> <li>Northcap Services Private Limited</li> <li>Sunstone Education Technology Private Limited</li> </ul>
Membership/ Chairmanship of Committees in other companies in India	-

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Name	Mr. Bhaskar Pramanik
DIN	00316650
Date of birth	March 20, 1951
Age	71 years
Original date of appointment	November 24, 2021
Qualification	Bachelor's degree in technology from the Indian Institute of Technology, Kanpur
Experience	Rich experience in technology industry
Terms and conditions of appointment & remuneration	As per the Nomination and Remuneration Policy
No. of Board meetings attended during the year	As mentioned in the Board Report
Shareholding in the Company	Nil
Relationship with other Directors, Managers and Key Managerial Personnel	No relationship
Directorships held in other companies in India	<ul style="list-style-type: none"> <li>• Cordillera Hospitality Private Limited</li> <li>• Myy Sports Private Limited</li> <li>• Myytake Private Limited</li> <li>• Route Mobile Limited</li> <li>• Royal Orchid Hotels Limited</li> <li>• TCNS Clothing Co. Limited</li> </ul>
Membership/ Chairmanship of Committees in other companies in India	<ul style="list-style-type: none"> <li>• <i>Route Mobile Limited</i> Stakeholders' Relationship Committee - Chairman</li> <li>• <i>TCNS Clothing Co. Limited</i> Audit Committee - Member Nomination and Remuneration Committee - Chairman Corporate Social Responsibility Committee - Member</li> </ul>

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Name	Mr. Rahul Bhatnagar
DIN	07268064
Date of birth	March 29, 1958
Age	64 years
Original date of appointment	November 24, 2021
Qualification	Bachelor's degree in arts from University of Delhi, Master's degree in Business Administration from Wharton School, University of Pennsylvania, USA, and an Associate Member of Institute of Chartered Accountant of India
Experience	Business Strategy and Execution, Financial Management and Controls, M&A, Taxation, Treasury and Marketing Intelligence
Terms and conditions of appointment & remuneration	As per the Nomination and Remuneration Policy
No. of Board meetings attended during the year	As mentioned in the Board Report
Shareholding in the Company	Nil
Relationship with other Directors, Managers and Key Managerial Personnel	No relationship
Directorships held in other companies in India	<ul style="list-style-type: none"> <li>• Rossell India Limited</li> <li>• Sanofi India Limited</li> <li>• Whirlpool of India Limited</li> </ul>
Membership/ Chairmanship of Committees in other companies in India	<ul style="list-style-type: none"> <li>• <i>Rossell India Limited</i> Audit Committee – Chairman CSR Committee – Member Risk Management Committee – Member</li> <li>• <i>Sanofi India Limited</i> CSR Committee – Chairman</li> </ul>

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	<p>Stakeholder Committee – Chairman</p> <p>Audit Committee – Member</p> <p>Remuneration Committee – Member</p> <p>Risk Management Committee – Chairman</p> <ul style="list-style-type: none"><li>• <i>Whirlpool of India Limited</i></li></ul> <p>Audit Committee – Chairman</p> <p>CSR Committee – Member</p> <p>Remuneration Committee – Member</p>
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