

NOTICE OF THE EIGHT ANNUAL GENERAL MEETING

Notice is hereby given that the Eight Annual General Meeting (“AGM”) of the Members of Summit Digitel Infrastructure Private Limited (formerly known as Reliance Jio Infratel Private Limited) will be held on **Monday, September 27, 2021** at **11:00 A.M.** (IST) through Video Conferencing (“VC”)/Other Audio Visual Means (“OAVM”), to transact the following business:

ORDINARY BUSINESS:

Item No. 1:

To receive, consider and adopt the Audited Financial Statements of the Company for the financial year ended March 31, 2021 together with the Board’s Report and Auditors Report thereon

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

“**RESOLVED THAT** the Audited Financial Statements of the Company for the financial year ended March 31, 2021 together with the Board’s Report and Auditors Report thereon, as circulated to the members, be and are hereby considered and adopted.”

By Order of the Board of Directors
Summit Digitel Infrastructure Private Limited
(formerly known as Reliance Jio Infratel Private Limited)

Chandra Kant Sharma
Company Secretary
Membership No: F8322

Date : August 28, 2021

Place : Mumbai

Registered Office:

511, Shapath-V,
Near Karnavati Club,
S G Highway Ahmedabad - 380015
CIN: U64200GJ2013PTC105870

Notes:

1. In view of the continuing COVID-19 pandemic, the Ministry of Corporate Affairs (“MCA”), has vide its circular dated January 13, 2021 read with circulars dated April 8, 2020, April 13, 2020 and May 5, 2020, has permitted the holding of the Annual General Meeting (“AGM/Meeting”) through Video Conferencing (“VC”)/Other Audio Visual Means (“OAVM”), without the physical attendance of the Members at the Meeting venue till December 31, 2021. In accordance with the MCA Circulars, provisions of the Companies Act, 2013 (“Act”), the Eight 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. **Generally, a member entitled to attend and vote at the Meeting is entitled to appoint a proxy to attend and vote on a poll instead of himself and the proxy need not be a member of the Company.** Since this Meeting is being held through VC/OAVM pursuant to the MCA Circulars, physical attendance of members has been dispensed with. Accordingly, the facility for appointment of proxies by the members will not be available for the AGM and hence the Proxy Form and Attendance Slip are not annexed hereto.
3. Considering the Meeting is being held through VC, Route Map for the venue is not required to be annexed to this Notice.
4. In compliance with the MCA Circulars, Notice of the AGM along with the Annual Report for the financial year 2020-21 is being sent only through electronic mode to those Members whose email addresses are registered with the Company/ Depositories. Members may note that the Notice and Annual Report for the financial year 2020-21 will also be available on the Company’s website www.summitdigitel.com.
5. Corporate members intending to authorise their representative(s) to attend the Meeting are requested to send to the Company at email id secretarial@summitdigitel.com, a certified true copy of the relevant Board Resolution authorizing their representative(s) to attend and vote on their behalf at the Meeting atleast 1 hour before commencement of the meeting i.e. by 10:00 a.m. on September 17, 2021.
6. In case of joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote.
7. The Register of Directors and Key Managerial Personnel and their shareholding, maintained under section 170 of the Act, Register of Contracts or Arrangements in which the Directors are interested maintained under section 189 of the Act, Register of Members and the relevant documents referred to in the Notice will be available electronically for inspection by the members during the AGM by writing to the Company before the commencement of the Meeting a secretarial@summitdigitel.com.

All documents referred to in the Notice will also be available electronically for inspection without any fee by the members from the date of circulation of this Notice up to the date of AGM. Members seeking to inspect such documents can send an email to secretarial@summitdigitel.com.

8. The Members, whose names appear in the register of members/list of beneficial owners as on Friday, June 4, 2021 i.e. the cut-off date, shall be entitled to vote on the resolution set forth in this notice.
9. Members seeking inspection/any information with regards to the documents referred to in the Notice or any matter to be placed at the Meeting, are requested to write to the Company before the commencement of the Meeting through email at secretarial@summitdigitel.com. The same will be replied by the Company suitably. Additionally, copies of the relevant documents will be made available for inspection at the Meeting.
10. The procedure for attending the meeting through Video Conferencing is as under:
 - (A) Meeting will be held by way of VC through Microsoft Teams application.
 - (B) For Members/authorised representatives who have Microsoft Teams application installed on their device:
 - (i) Click on the web-link (*being sent separately in the email*).
 - (ii) Select 'Join the meeting as guest'.
 - (C) For Members/authorised representatives who do not have the Microsoft Teams application installed on their device:
 - (i) In case you wish to join through Mobile you will need to mandatorily install the Microsoft Teams application and then proceed with the next steps. In any other case, installation of Microsoft Teams application is not mandatory.
 - (ii) Click on the web-link (*being sent separately in the email*).
 - (iii) Select 'Join the meeting as guest'.
 - (D) General Instructions
 - i. The facility of joining the Meeting will commence 15 minutes before the time scheduled for the Meeting and will close 15 minutes after such schedule time.

- ii. Each member shall submit their corporate authorizations with the Company at secretarial@summitdigitel.com at least 1 hour before commencement of the meeting i.e. by 10:00 a.m. on September 27, 2021.
- iii. Each member shall identify themselves at the commencement of the Meeting for the purpose of quorum.
- iv. Attendance of members through VC shall be counted for the purpose of quorum under section 103 of the Act.
- v. For any assistance (including with technology) before or during the Meeting, members may contact the Company Secretary on +91 9867427545.
- vi. Designated email id of the Company for correspondences and all other purposes related to the Meeting shall be secretarial@summitdigitel.com.