

## **SHORTER NOTICE OF THE TWENTY SECOND (22<sup>ND</sup>) ANNUAL GENERAL MEETING**

Notice is hereby given that the 22<sup>nd</sup> (Twenty Second) Annual General Meeting (“the meeting or AGM”) of Aviva Life Insurance Company India Limited (“Company”) will be held on Friday, 12<sup>th</sup> August 2022 at 03:00 pm at 5<sup>th</sup> Floor, Punjabi Bhawan, 10, Rouse Avenue, New Delhi-110002, India to transact the following businesses:

### **ORDINARY BUSINESS(ES):**

1. **To receive, consider, approve and adopt the Audited Financial Statements of the Company comprising of Balance Sheet as at 31st March 2022, Revenue Account, Statement of Profit and Loss, Receipts and Payments Account for the financial year ended 31st March 2022 together with the Management Report, Directors’ Report and Auditors’ Report thereon.**

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

“**RESOLVED THAT** the Audited Financial Statements of the Company comprising of the Balance Sheet as at 31<sup>st</sup> March 2022, Revenue Account, Statement of Profit and Loss, Receipts and Payments Account for the financial year ended 31<sup>st</sup> March 2022 and noted thereon, Management Report, Report of the Board of Directors and Auditors thereon be and are hereby received, considered, approved and adopted.”

2. **To appoint a Director in place of Mr Pritam Das Narang (DIN: 00021581), who retires by rotation at this Annual General Meeting and being eligible offers himself for re-appointment.**

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

“**RESOLVED THAT** pursuant to the provisions of Section 152 and other applicable provisions, if any, of the Companies Act, 2013 read with the rules made thereunder (including any statutory modification(s) or reenactment thereof, for the time being in force), Mr Pritam Das Narang (DIN: 00021581) who retires by rotation at this Annual General Meeting, and being eligible offered himself for re-appointment, be and is hereby re-appointed as a Director of the Company, liable to retire by rotation.”

3. **To appoint a Director in place of Mr Pradip Burman (DIN: 00042241), who retires by rotation at this Annual General Meeting and being eligible offers himself for re-appointment.**

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

“**RESOLVED THAT** pursuant to the provisions of Section 152 and other applicable provisions, if any, of the Companies Act, 2013 read with the rules made thereunder (including any statutory modification(s) or reenactment thereof, for the time being in force), Mr Pradip Burman (DIN: 00042241) who retires by rotation at this Annual General Meeting, and being eligible offered himself for re-appointment, be and is hereby re-appointed as a Director of the Company, liable to retire by rotation.”

4. **Appointment of M/s J. C. Bhalla & Co. (JCB) (Firm Registration No. 001111N) as Joint Statutory Auditors of the Company and fixing their remuneration**

CIN - U66010DL2000PLC107880

IRDA Regn. No. 122

Aviva Life Insurance Company India Limited  
Head Office: 401-A, 4<sup>th</sup> Floor, Block A, DLF Cyber Park,  
Sector-20, NH-8, Gurugram, Haryana-122016  
Tel.: +91 124 2709000, Fax: +91 124 2571210  
Registered Office: 2nd Floor, Prakashdeep Building,  
7, Tolstoy Marg, New Delhi - 110 001, India  
Tel.: +91 11 41510933, Fax: +91 11 41510922



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

**“RESOLVED THAT** pursuant to the provisions of Section 139, 142 and all other applicable provisions, if any, of the Companies Act, 2013, along with the relevant Rules made thereunder, and based on the recommendations of the Audit committee and Board of Directors of the Company, the approval of the shareholders of the Company be and is hereby accorded to the appointment of M/s J. C. Bhalla & Co. (JCB) (Firm Registration No. 001111N) as Joint Statutory Auditors of the Company to hold the office from the conclusion of the Twenty Second Annual General Meeting till the conclusion of the Twenty Seventh Annual General Meeting at such remuneration as may be fixed by the Board of Directors of the Company on the recommendation of Audit Committee.

**RESOLVED FURTHER THAT** the Board of Directors of the Company (including the Audit Committee thereof) be and are hereby authorized to decide and/or alter the terms and conditions of the appointment, including the remuneration of the Statutory Auditors, for the relevant year during the aforesaid term of their appointment.”

5. **Appointment of M/s Thakur, Vaidyanath Aiyar & Co. Chartered Accountants (TVA) (Firm Registration No. 000038N) as Joint Statutory Auditors of the Company and fixing their remuneration**

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

**RESOLVED THAT** pursuant to the provisions of Section 139, 142 and all other applicable provisions, if any, of the Companies Act, 2013, along with the relevant Rules made thereunder, and based on the recommendations of the Audit committee and Board of Directors of the Company, the approval of the shareholders of the Company be and is hereby accorded to the appointment of M/s Thakur, Vaidyanath Aiyar & Co. Chartered Accountants (TVA) (Firm Registration No. 000038N) as Joint Statutory Auditors of the Company to hold the office from the conclusion of the Twenty Second Annual General Meeting till the conclusion of the Twenty Seventh Annual General Meeting on such remuneration as shall be fixed by the Board of Directors of the Company on the recommendation of Audit Committee.

**RESOLVED FURTHER THAT** the Board of Directors of the Company (including the Audit Committee thereof) be and are hereby authorized to decide and/or alter the terms and conditions of the appointment, including the remuneration of the Statutory Auditors, for the relevant year during the aforesaid term of their appointment.”

**SPECIAL BUSINESS(ES):**

6. **Appointment of Mr. Ravi Tiwari (DIN: 09324901) as Director of the Company**

To consider, and if thought fit, to pass with or without notification, the following resolution as an Ordinary Resolution:

**“RESOLVED THAT** pursuant to the IRDAI Corporate Governance Guidelines, 2016, and provisions of Sections 149, 152 read with and any other applicable provisions of the Companies Act, 2013 (“the Act”) and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force), Article 35 of Article of Association of the Company, on recommendation of Nomination and remuneration Committee, Mr. Ravi Tiwari (DIN:



09324901) who was appointed as an Additional Director of the Company under section 161 of the Companies Act, 2013 with the effect from 07<sup>th</sup> October 2021 and who holds the office upto the date of 22<sup>nd</sup> Annual General Meeting of the Company, be and is hereby appointed as Director of the Company, liable to retire by rotation.

**RESOLVED FURTHER THAT** Mr. Anuj Arora, Company Secretary of the Company be and is hereby authorized for and on behalf of the Company to take all necessary steps and to do all such acts, deeds and things as may be required to give effect to this resolution”.

**7. Appointment of Mr. Asit Rath (DIN: 09561510) as Director of the Company**

To consider, and if thought fit, to pass with or without notification, the following resolution as an Ordinary Resolution:

**“RESOLVED THAT** pursuant to the provisions of IRDAI Corporate Governance Guidelines, 2016, and Sections 149, 152 and any other applicable provisions of the Companies Act, 2013 (“the Act”) and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force), Article 35 of Article of Association of the Company, Mr. Asit Rath (DIN: 09561510) who was appointed as an Additional Director of the Company in the capacity of Executive Director with the effect from 11<sup>th</sup> July 2022 and who holds the office upto this Annual General Meeting of the Company and in respect of whom the Company has received a notice in writing from a member under section 160 of the Companies Act, 2013, proposing his candidature for the office of Director, be and is hereby appointed as Director of the Company, not liable to retire by rotation.

**RESOLVED FURTHER THAT** Mr. Anuj Arora, Company Secretary of the Company be and is hereby authorized for and on behalf of the Company to take all necessary steps and to do all such acts, deeds and things as may be required to give effect to this resolution.”

**8. Appointment of Mr. Asit Rath (DIN: 09561510) as Chief Executive Officer (“CEO”) & Managing Director (“MD”) of the Company**

To consider, and if thought fit, to pass with or without notification, the following resolution as a Special Resolution:

**“RESOLVED THAT** pursuant to the provisions of Section 34A and other applicable provisions, if any, of the Insurance Act, 1938 read with rules/regulations made thereunder (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), pursuant to applicable guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI) from time to time, the Articles of Association of the Company, and pursuant to the applicable provisions, if any, of the Companies Act, 2013 (“the Act”) read with rules made thereunder (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), the Nomination & Remuneration Policy of the Company, recommendations of the Nomination and Remuneration Committee and Board and as approved by the IRDAI, the members hereby approve the appointment of Mr. Asit Rath (DIN: 09561510) as Managing Director & Chief Executive Officer of the Company, for a period of three year with effect from 11<sup>th</sup> July 2022 to 10<sup>th</sup> July, 2025




**RESOLVED FURTHER THAT** the Board of Directors of the Company (hereinafter referred to as the 'Board' which term shall be deemed to include any committee which the Board may have constituted or hereinafter constitute to exercise the powers conferred by this resolution) be and are hereby authorized to vary, alter, enhance or widen (collectively referred to as 'Variation') the scope of remuneration payable to Mr. Asit Rath, as Managing Director & Chief Executive Officer during his tenure, without being required to seek any further consent or approval of the members of the Company or otherwise to the end and intent that they shall be deemed to have given their approval thereto expressly by the authority of this resolution, provided, however, that any such Variation shall not exceed any amount permitted to be paid to the Managing Director under applicable law.

**RESOLVED FURTHER THAT** Any of the directors or Company Secretary of the Company be and is hereby authorised to do all such acts, deeds and things as it may in its absolute discretion thinks necessary, as may be directed by IRDAI."

**By order of the Board**  
**For Aviva Life Insurance Company India Limited**

Anuj Arora



Digitally signed by Anuj Arora  
DN: cn=Anuj Arora,  
serial=2360172, postalCode=201306,  
2.5.4.20=040468873a163a02a085440a0  
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6C78D9D38E, cn=Anuj Arora  
Date: 2022.08.04 16:19:17 +05'30'

**Anuj Arora**  
**Company Secretary**  
**IN4-2404, Inspire Tower, Eldeco Amantran,GH-003**  
**Sector-119, Noida, UP-201306**

**Date:** 04<sup>th</sup> August 2022  
**Place:** Gurugram

CIN - U66010DL2000PLC107880

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

As required under Section 102 of the Companies Act, 2013 read with Rules made thereunder, the following explanatory statement refers to all the material fact relating to business set out under the **Item No. 6** in the accompanying notice of Annual General Meeting of the Company:

**6. Appointment of Mr. Ravi Tiwari (DIN: 09324901) as Director of the Company**

Mr. Ravi Tiwari was appointed as an Additional Director (Non-executive Director) of the Company as a nominee of AIH with effect from 07<sup>th</sup> October 2021 who shall hold the office upto this Annual General Meeting and is eligible to be appointed as a Director of the Company. Mr. Tiwari proposes to be appointed as Director of the Company

Prior to joining Aviva Group, he was employed with Morgan Stanley as Managing Director, European Financial Institutions Group, Investment Banking Division wherein he has led coverage across full waterfront of subsector verticals: Insurance, Banks, Wealth Management, Asset Management, Financial Technology and Consumer Finance. He worked there for almost 14 years.

He has completed his Economics Part I: First Class, Economics Part II: 2.i Class; University of Cambridge, Downing College.

Mr. Tiwari currently holds Directorship in Aviva International Holdings Limited and Aviva Europe UK Societas.

The Company has received all requisite disclosures/ declarations from Mr. Tiwari for his appointment as Director of the Company.

The candidature has been proposed in the line with requirements applicable to the relevant shareholder as per the Joint Venture Agreement.

The copy of the draft letter of appointment of the Director are available for inspection by members at the registered office and corporate office of the Company as well as during the meeting.

The terms and conditions for his appointment shall be as per the Deed of Covenant to be executed between the Company and the Director as required under IRDAI Corporate Governance Guidelines, 2016.

In compliance with the provisions of Secretarial Standard 2, the details of Mr Ravi Tiwari are mentioned below:

Age	37 years
Qualifications	Economics Part I: First Class, Economics Part II: 2.i Class University of Cambridge, Downing College
Terms and conditions of appointment	The same is uploaded on the Company website.
Shareholding in the Company	Nil
Number of directorship in other companies	Disclosed in MBP-1
Membership / Chairmanship of Committees of other Boards	Disclosed in MBP-1



Except Mr Tiwari or his relatives, no other directors / key managerial personnel of the Company / their relatives are, in any way, concerned or interested, financially or otherwise, except to the extent of their shareholding in the Company, in this resolution.

The Board recommends the Ordinary Resolution set out at item no. 6 of the Notice for approval by the members.

As required under Section 102 of the Companies Act, 2013 read with Rules made thereunder, the following explanatory statement refers to all the material fact relating to business set out under the **Item No. 7 and 8** in the accompanying notice of Annual General Meeting of the Company:

**7. and 8. Appointment of Mr. Asit Rath (DIN: 09561510) as Director of the Company and Appointment of Mr. Asit Rath (DIN: 09561510) as Chief Executive Officer (“CEO”) & Managing Director (“MD”) of the Company**

Pursuant to the applicable provisions of the Companies Act, 2013 read with rules made thereunder, applicable provisions of Section 34A and other applicable provisions, if any, of the Insurance Act, 1938 read with rules/regulations made thereunder (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), applicable guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI), the Articles of Association of the Company and on the recommendations of the Nomination and Remuneration Committee, the Board approved the appointment of Mr. Asit Rath (DIN: 09561510) as an Additional Director with effect from July 11, 2022, who shall hold office upto this Annual General Meeting and is eligible to be appointed as a Director of the Company.

On recommendation of the Nomination and Remuneration Committee, the Board also approved the appointment of Mr. Asit Rath as Managing Director & Chief Executive Officer of the Company for term of three year with effect from July 11, 2022 consequent upon resignation of Mr Amit Malik as Managing Director & Chief Executive Officer of the Company, subject to the approval of the shareholders at this Annual General Meeting.

The Company has received all requisite disclosures/ declarations from Mr. Rath for his appointment as Managing Director & Chief Executive Officer of the Company. Mr. Rath currently does not hold directorship in any company.

The copy of the draft letter of appointment of the Director setting out the terms and conditions are available for inspection by members at the registered office and corporate office of the Company as well as during the meeting. The terms and conditions for his appointment shall be as per the Deed of Covenant to be executed between the Company and the Director as required under IRDAI Corporate Governance Guidelines, 2016.

As per Section 34 of Insurance Act, 1938, section 196 and 197 does not apply. Hence details required under schedule V is not required to be provided. In compliance with the provisions of Secretarial Standard 2, the details of Mr Asit Rath is mentioned below:

Age	45 years
Qualification	Post Graduate
Experience	More than 22 years
Terms and conditions of appointment	The same is uploaded on the Company website.
Shareholding in the Company	NIL
Number of directorship in other companies	Disclosed in MBP-1





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Except Mr. Rath or his relatives, no other directors / key managerial personnel of the Company / their relatives are, in any way, concerned or interested, financially or otherwise, except to the extent of their shareholding in the Company, in this resolution.

The Board recommends the Ordinary Resolution set out at item no. 7 of the Notice for approval by the members and Special Resolution set out at item no. 8 of the Notice for approval by the members.

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CIN - U66010DL2000PLC107880

IRDA Regn. No. 122

Aviva Life Insurance Company India Limited

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## Notes

- 1. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT ONE OR MORE PROXIES TO ATTEND AND VOTE ON A POLL INSTEAD OF HIMSELF /HERSELF AND SUCH PROXY NEED NOT BE A MEMBER OF THE COMPANY.**
- 2. PROXIES IN ORDER TO BE EFFECTIVE MUST BE FILED WITH THE COMPANY AT ITS REGISTERED OFFICE NOT LATER THAN 48 HOURS BEFORE THE COMMENCEMENT OF THE MEETING. A PROXY FORM IS ENCLOSED WITH THIS NOTICE.**
- 3. A PERSON CAN ACT AS PROXY ON BEHALF OF THE MEMBERS NOT EXCEEDING FIFTY AND HOLDING IN THE AGGREGATE NOT MORE THAN TEN PERCENT OF THE TOTAL PAID UP SHARE CAPITAL OF THE COMPANY CARRYING VOTING RIGHTS. IN CASE A PROXY IS PROPOSED TO BE APPOINTED BY THE MEMBER HOLDING MORE THAN TEN PERCENT OF THE TOTAL PAID UP SHARE CAPITAL OF THE COMPANY CARRYING VOTING RIGHTS, THEN SUCH PROXY SHALL NOT ACT AS PROXY FOR ANY OTHER MEMBER. PROXIES SUBMITTED ON BEHALF OF LIMITED COMPANIES, SOCIETIES ETC. MUST BE SUPPORTED BY APPROPRIATE RESOLUTIONS / AUTHORITY, AS APPLICABLE. A PROXY HOLDER NEEDS TO SHOW HIS IDENTITY AT THE TIME OF ATTENDING THE MEETING.**
4. Corporate members intending to send their authorized representative(s) to attend the meeting are requested to send to the Company a duly certified copy of the Board Resolution authorizing their representative(s) to attend and vote on their behalf at the meeting.
5. The Register of Directors and Key Managerial Personnel and their shareholding maintained u/s 170 of the Companies Act, 2013, Register of contracts or arrangement in which directors are interested maintained u/s 189 of the Companies Act, 2013, Register of Proxy and documents referred in the Notice and explanatory statement, if any, are open for inspection at the Company's registered office at New Delhi during normal business hours on all working days and copies thereof shall also be made available for inspection in physical or in electronic form at the corporate office of the Company situated at Gurugram up to the date of AGM.
6. Proxy Form, Attendance Slip and a Route Map along with Prominent Landmark for easy location to reach the venue of 22<sup>nd</sup> Annual General Meeting are annexed with to this notice.
7. Members/Authorised Representatives/Proxies attending the meeting are requested to bring their attendance slip duly signed so as to avoid inconvenience.

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**ATTENDANCE SLIP**

**AVIVA LIFE INSURANCE COMPANY INDIA LTD**

**CIN: U66010DL2000PLC107880**

**Registered Office: 2nd Floor Prakashdeep Building 7 Tolstoy Marg New Delhi-110001**

**22<sup>nd</sup> Annual General Meeting** held on Friday, 12th August 2022 at 03:00 pm at 5th Floor, Punjabi Bhawan, 10, Rouse Avenue, New Delhi-110002

Registered Folio No. / DP ID No. Client ID No.

Number of Shares held

I certify that I am a member / proxy for the member(s) of the Company.

I hereby record my presence at the 22<sup>nd</sup> Annual General Meeting of the Company being held at 5<sup>th</sup> Floor, Punjabi Bhawan, 10, Rouse Avenue, New Delhi-110002 on Friday, 12<sup>th</sup> August 2022, at 03:00 pm

Name of the Member / Proxy

Signature of the member / proxy

(in BLOCK letters)

*Note: Please fill up this attendance slip and hand it over at the entrance of the meeting hall.*



**AVIVA LIFE INSURANCE COMPANY INDIA LTD**  
**CIN: U66010DL2000PLC107880**  
**Registered Office: 2nd Floor Prakashdep Building 7 Tolstoy Marg New Delhi- 110001**  
**Website: <https://www.avivaindia.com>**

**Form No. 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: U66010DL2000PLC107880

Name of the company: **AVIVA LIFE INSURANCE COMPANY INDIA LTD**

Registered office: 2<sup>nd</sup> Floor Prakashdep Building 7 Tolstoy Marg New Delhi- 110001

Name of the member(S):	
Registered address:	
E-mail Id:	
Folio No/ Client Id:	
DP ID:	

CIN - U66010DL2000PLC107880

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I/We, being the member (s) of ..... shares of the above named company, hereby appoint:

<b>1.</b>	
Name:	
Address:	
E-mail Id:	
Signature: .....,or failing him/her	

<b>2.</b>	
Name:	
Address:	
E-mail Id:	
Signature:.....,or failing him/her	

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 22<sup>nd</sup> Annual General Meeting of the Company, to be held on on Friday, 12<sup>th</sup> August, **2022** at 03:00 pmat 5<sup>th</sup> Floor, Punjabi Bhawan, 10, Rouse Avenue, New Delhi-110002 and at any adjournment thereof in respect of such resolution is indicated below:

Resolution No.	Description of Resolutions	For	Against
<b>Ordinary Business:</b>			
1	To receive, consider, approve and adopt the audited Financial Statements of the Company comprising of Balance Sheet as at 31 <sup>st</sup> March 2022, Revenue Account, Statement of Profit and Loss, Receipts and Payments Account for the financial year ended 31 <sup>st</sup> March 2022 together with the Management Report, Directors' Report and Auditors' Report thereon.		
2	To appoint a Director in place of Mr Pritam Das Narang (DIN: 00021581), who retires by rotation at this Annual General Meeting and being eligible offers himself for re-appointment.		

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3	To appoint a Director in place of Mr Pradip Burman (DIN: 00042241), who retires by rotation at this Annual General Meeting and being eligible offers himself for re-appointment.		
4	<b>Appointment of M/s J. C. Bhalla &amp; Co. (JCB) (Firm Registration No. 001111N) as Joint Statutory Auditors of the Company and fixing their remuneration</b>		
5	<b>Appointment of M/s Thakur, Vaidyanath Aiyar &amp; Co. Chartered Accountants (TVA) (Firm Registration No. 000038N) as Joint Statutory Auditors of the Company</b>		
<b>Special Business:</b>			
6	Appointment of Mr. Ravi Tiwari (DIN: 09324901) as Director of the Company		
7	Appointment of Mr. Asit Rath (DIN: 09561510) Director of the Company.		
8	Appointment of Mr. Asit Rath (DIN: 09561510) as Chief Executive Officer & Managing Director of the Company.		

Signed this..... day of..... 2022

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.**

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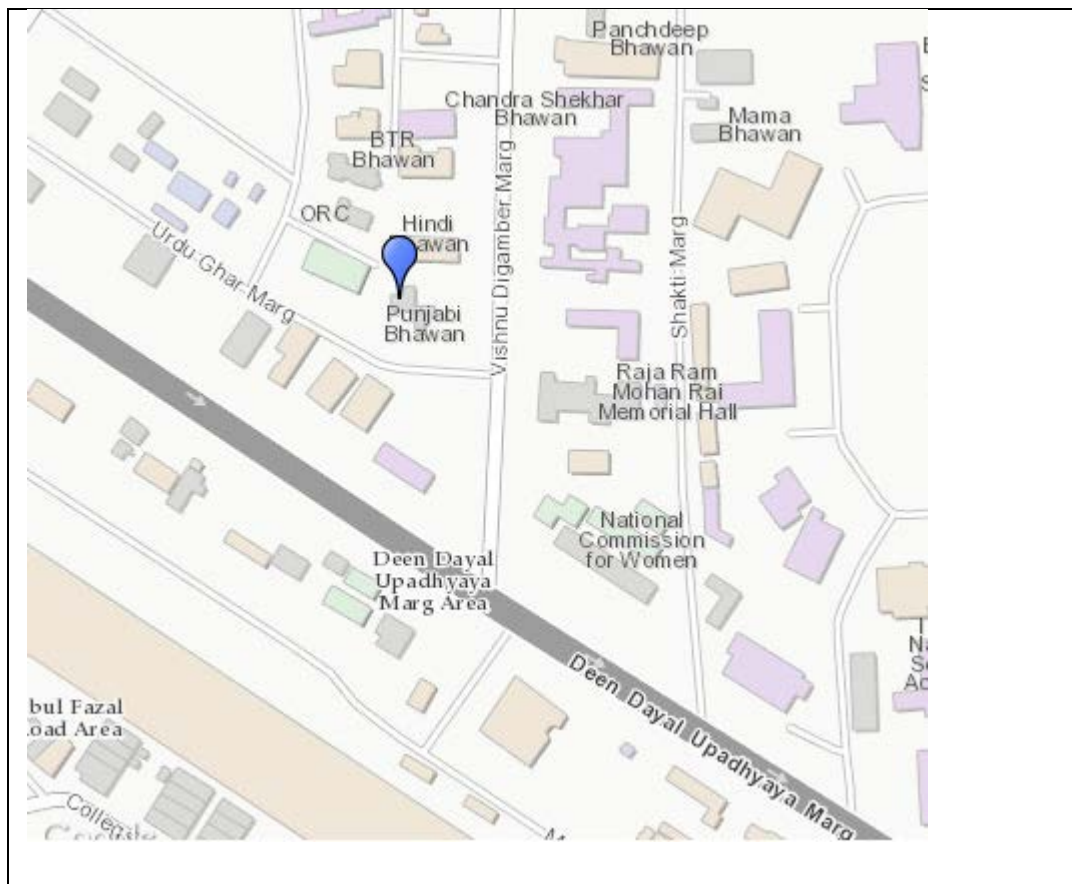
**Aviva Life Insurance Company India Limited**  
**ROUTEMAP ALONGWITH PROMINENT LANDMARK**

**Day : Friday**

**Date : 12<sup>th</sup> August, 2022**

**Time : 03:00 pm**

**Venue: 5<sup>th</sup> Floor, Punjabi Bhawan, 10, Rouse Avenue, New Delhi-110002**



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