

NOTICE OF TWENTY THIRD (24th) ANNUAL GENERAL MEETING

Notice is hereby given that the 24th (Twenty Fourth) Annual General Meeting (AGM) of **Aviva Life Insurance Company India Limited** (the Company) will be held at 5th Floor, Punjabi Bhawan, 10, Rouse Avenue, New Delhi-110002, India on Thursday, 08th August 2024 at 01:00 p.m. to transact the following business:

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 2024, Revenue Account, Profit and Loss Account, Receipts and Payments Account for the financial year ended 31st March 2024 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 31st March 2024, Revenue Account, Statement of Profit and Loss, Receipts and Payments Account for the financial year ended 31st March 2024 and notes 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. Randy Lianggara (DIN 0009193302), 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. Randy Lianggara (DIN 0009193302) who retires by rotation at this Annual General Meeting, and being eligible offered

CIN - U66010DL2000PLC107880

IRDA Regn. No. 122

Aviva Life Insurance Company India Limited
Head Office: 401-A, 4th 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.: +91 114 1510933, Fax: +91 114 1510922



1800-180-2266/0124-2709046
1800-103-7766



customerservices@avivaindia.com



www.avivaindia.com

himself for re-appointment, be and is hereby re-appointed as a Director of the Company, liable to retire by rotation.”

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

Sd /-

Komal Jolly
Company Secretary
Membership No A22020
401-A, 4th Floor, Block A, DLF Cyber Park,
Sector-20, NH-8, Gurugram,
Haryana-122016

Date: 17th July 2024
Place: Gurugram

CIN - U66010DL2000PLC107880

IRDA Regn. No. 122

Aviva Life Insurance Company India Limited
Head Office: 401-A, 4th 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.: +91 114 1510933, Fax: +91 114 1510922



1800-180-2266/0124-2709046
1800-103-7766



customerservices@avivaindia.com



www.avivaindia.com

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 RECEIVED IN THE ENCLOSED PROXY FORM AT THE COMPANY'S REGISTERED OFFICE NOT LATER THAN 48 HOURS BEFORE THE TIME FIXED FOR 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 in terms of Section 113 of the Companies Act, 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. Members/Proxies/Authorised Representatives are requested to bring the attendance slips duly filled in and signed for attending the Meeting, so as to avoid inconvenience. Members who hold shares in dematerialised form are requested to write their client ID and DP ID numbers.
6. 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 All documents referred to in the Notice 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.
7. Proxy Form, Attendance Slip and Route Map along with Prominent Landmark for easy location to reach the venue of Annual General Meeting are annexed with this notice.
8. Electronic copy of the Annual Report is being sent to all the Members whose email IDs are registered with the company/Depository Participant(s) for communication purposes unless any Member has requested for a hard copy of the same.

CIN - U66010DL2000PLC107880

IRDA Regn. No. 122

Aviva Life Insurance Company India Limited
Head Office: 401-A, 4th 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.: +91 114 1510933, Fax: +91 114 1510922



1800-180-2266/0124-2709046
1800-103-7766



customerservices@avivaindia.com



www.avivaindia.com

9. Any query relating to financial statements must be sent to the company's Registered Office at least seven days before the date of the Meeting.

CIN - U66010DL2000PLC107880

IRDA Regn. No. 122

Aviva Life Insurance Company India Limited
Head Office: 401-A, 4th 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.: +91 114 1510933, Fax: +91 114 1510922



1800-180-2266/0124-2709046
1800-103-7766



customerservices@avivaindia.com



www.avivaindia.com



ANNEXURE I

Information pursuant to the provisions of the Secretarial Standard on General Meetings ('SS-2') issued by the Institute of Company Secretaries of India, pertaining to Directors seeking re-appointment the 24th Annual General Meeting:

Particulars	Mr Pritam Das Narang	Mr Randy Lianggara
DIN	00021581	009193302
Age	70 years	57 years
Qualifications	B. Com, FCA, FCS, AICWA, MIIA	Bachelor of Business Administration (BBA) from IOWA State University, USA, Master of Business Administration (MBA) from GOLDEN GATE UNIVERSITY, USA and he is Certified of Professional, Life and Health Insurance (CPLHI), USA, Chartered Financial Consultant, Chartered Life Underwriter, Certified Wealth Manager, UK, Certified Financial Planner (CFP), USA
Experience	A financial wizard, Mr. Narang has been the trusted professional who has guided the Group through its patches of rough weather. Over the years, he has achieved great laurels for the Group by establishing several new ventures like AVIVA Life Insurance, besides being a key force behind the acquisition of two overseas companies by Dabur India Ltd - HobiKozmetik Group of Turkey and Namaste Laboratories of the YS. Besides, he has also helped establish several overseas manufacturing ventures for Dabur in abroad besides setting up operations at various location in India.	Randy is an industry veteran with more than 29 years' experience in the insurance sector with the track records of turning around business and profitability.
Terms and conditions of appointment	Non Executive Director	Non Executive Director
Remuneration sought and last drawn	Nil	Nil
Date of first appointment on the Board	23.08.2001	25.06.2021
Shareholding in the Company	Nil	Nil
Relationship with other Directors, Manager and other Key Managerial Personnel of the Company	Nil	Nil
No. of meetings of the Board attended during the year	Four/Five for FY 2023-24	Four/Five for FY 2023-24
Number of directorship in other companies#	9	Nil
Membership / Chairmanship of Committees of other Boards	As per disclosures (MBP1)	As per disclosures (MBP1)

Includes Directorships in other private and public companies and excludes foreign Companies

CIN - U66010DL2000PLC107880

IRDA Regn. No. 122

Aviva Life Insurance Company India Limited
Head Office: 401-A, 4th 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.: +91 114 1510933, Fax: +91 114 1510922



1800-180-2266/0124-2709046
1800-103-7766



customerservices@avivaindia.com



www.avivaindia.com

ATTENDANCE SLIP

AVIVA LIFE INSURANCE COMPANY INDIA LTD
CIN: U66010DL2000PLC107880
Registered Office: 2nd Floor Prakashdeep Building, 7 Tolstoy Marg,
New Delhi 110001

24th Annual General Meeting, Thursday, 08th August 2024, 01:00 p.m.
Email cosec@avivaindia.com Telephone 0124-2709000
Website <https://www.avivaindia.com/>

Registered Folio No. / DP ID Client ID No.
Name of First named Member/Proxy/Authorised Representative
Name of Joint Member(s), if any:
No. of Shares held

I/we certify that I/we am/are member(s)/proxy for the member(s) of the company.

I/we hereby record my/our presence at the 24th Annual General Meeting of the Company being held at 5th Floor, Punjabi Bhawan, 10, Rouse Avenue, New Delhi-110002 on Thursday, 08th August 2024, at 01:00 p.m.

Signature of First holder/Proxy/Authorised Representative

Signature of 1st Joint holder
Signature of 2nd Joint holder

Note(s): 1. Please sign this attendance slip and hand it over at the Attendance Verification Counter at the MEETING VENUE.
2. Only shareholders of the company and/or their Proxy will be allowed to attend the Meeting.

Name of Signature of First holder/
Proxy/Authorised Representative

(in BLOCK letters)

Signature of First holder/
Proxy/ Authorised Representative



AVIVA LIFE INSURANCE COMPANY INDIA LTD
CIN: U66010DL2000PLC107880
Registered Office: 2nd Floor Prakashdeep 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: 2nd Floor Prakashdeep Building 7 Tolstoy Marg New Delhi- 110001

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

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

1.	
Name:	
Address:	
E-mail Id:	
Signature:or failing him/her	

2.	
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 24th Annual General Meeting of the Company, to be held on **08th August 2024 on Thursday at 01:00 p.m. at 5th Floor, Punjabi Bhawan, 10, Rouse Avenue, New Delhi-110002** and at any adjournment thereof in respect of such resolution is indicated below:

CIN - U66010DL2000PLC107880

IRDA Regn. No. 122

Aviva Life Insurance Company India Limited
 Head Office: 401-A, 4th 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.: +91 114 1510933, Fax: +91 114 1510922



1800-180-2266/0124-2709046
1800-103-7766



customerservices@avivaindia.com



www.avivaindia.com



Resolution No.	Description of Resolutions	For	Against
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 2024, Revenue Account, Profit and Loss Account, Receipts and Payments Account for the financial year ended 31st March 2024 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.		
3.	To appoint a Director in place of Mr. Randy Lianggara (DIN 0009193302), who retires by rotation at this Annual General Meeting and being eligible offers himself for re-appointment.		

Signed this..... day of..... 2024

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.

CIN - U66010DL2000PLC107880

IRDA Regn. No. 122

Aviva Life Insurance Company India Limited
Head Office: 401-A, 4th 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.: +91 114 1510933, Fax: +91 114 1510922



1800-180-2266/0124-2709046
1800-103-7766



customerservices@avivaindia.com



www.avivaindia.com



AVIVA
Life Insurance

AVIVA LIFE INSURANCE COMPANY INDIA LIMITED

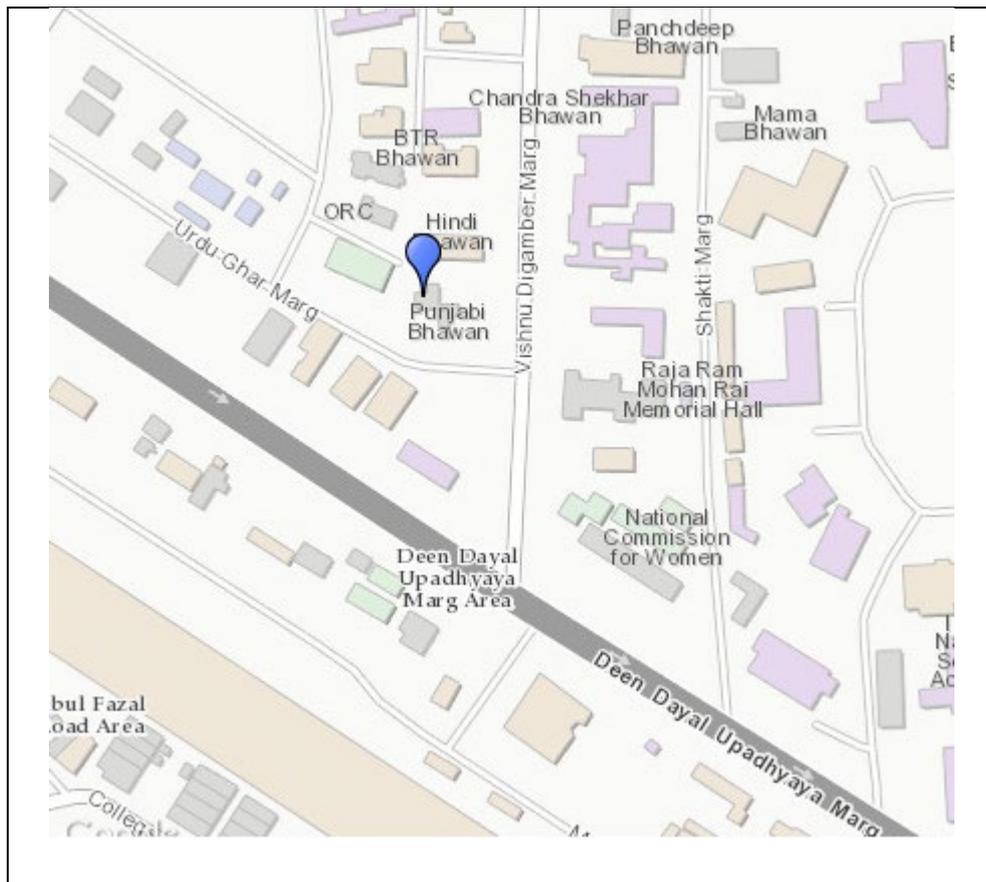
ROUTEMAP ALONGWITH PROMINENT LANDMARK

Day: Thursday

Date: 08th August 2024

Time: 01:00 p.m.

Venue: 5th Floor, Punjabi Bhawan, 10, Rouse Avenue, New Delhi-110002



CIN - U66010DL2000PLC107880

IRDA Regn. No. 122

Aviva Life Insurance Company India Limited
Head Office: 401-A, 4th 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.: +91 114 1510933, Fax: +91 114 1510922



1800-180-2266/0124-2709046
1800-103-7766



customerservices@avivaindia.com



www.avivaindia.com