



**OCTAWARE**

The Bridge To Productivity

CIN: L72200MH2005PLC153539

**Date: 30.09.2025**

To,  
The Manager  
Corporate Relationship Department  
**BSE Limited**  
P J Towers, Dalal Street,  
Mumbai-400001

Dear Sir/Madam,

**REF: SCRIP ID: 540416/SYMBOL: OCTAWARE, ISIN: INE208U01019**

**Sub: Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (SEBI LODR) - Summary of Proceedings of the 20<sup>th</sup> Annual General Meeting.**

Dear Sir,

This is to inform you that the 20th Annual General Meeting ("AGM") of the Company convened on Tuesday, September 30, 2025, AT 04:00 P.M. AT Unit 003, Tower II, Seepz Bldg., Seepz SEZ, Andheri East, Mumbai- 400096 Maharashtra India.

As required by Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. We are enclosing herewith the Proceedings of the 20th Annual General Meeting of the Company.

This is for your kind information and records.

Thanking You,

**Yours faithfully,  
For Octaware Technologies Limited**

**Muqem Habib Shaikh  
Company Secretary & Compliance Officer  
M No.A73657**

Encl: As Above

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**Octaware Technologies Ltd.**

**Regd Office:** 204, Timmy Arcade, Makwana Road, Marol Naka, Andheri (E), Mumbai-400059.

Tel: +91-22-28293949, +91-22-40231431, Fax: +91-22-28293959, Website: [www.octaware.com](http://www.octaware.com), Email: [info@octaware.com](mailto:info@octaware.com) & [cs@octaware.com](mailto:cs@octaware.com)



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**PROCEEDINGS OF THE 20<sup>th</sup> ANNUAL GENERAL MEETING OF THE COMPANY HELD ON TUESDAY, 30<sup>th</sup> SEPTEMBER, 2025 AT 04:00 P.M.**

As required by Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Proceedings of the 20<sup>th</sup> Annual General Meeting of the Company are as follows:

Mr. Muqem Habeeb Patel, Company Secretary, informed at 04:00 P.M. that quorum was present and since the quorum requirement was met the meeting could start.

Mohammed Aslam khan, Managing Director of the Company, took over as Chairman of the meeting. He welcomed all the shareholders present at the 20<sup>th</sup> Annual General Meeting (AGM).

The Chairman informed the Members that the Annual General Meeting was being conducted physically at the scheduled venue in compliance with the applicable provisions of the Companies Act, 2013 and the Secretarial Standards issued by the Institute of Company Secretaries of India (ICSI).

He informed that all other directors of the Company including Mrs. Rabia Khan, Chairman of Stakeholders Relationship Committee, Mohammed Siraj Moinuddin Gunwan, Shahnawaz A. Shaikh, Vidhya Hemakar Shetty, Narayanan Krishnan were present in the meeting.

He further informed that Hiren J. Maru, Representative of M/s. DGMS & Co., Statutory Auditors of the Company and Mr. Aabid Mohammed from M/s. Aabid & Co., Company Secretaries were also present as a Scrutinizer of the Company.

The Chairman then asked Mr. Muqem Habeeb Shaikh to take through the regulatory matters and general instructions pertaining to the AGM.

Mr. Muqem Habeeb Shaikh, Company Secretary, welcomed the Members present at the 20<sup>th</sup> Annual General Meeting of the Company.

The Company Secretary had given an advisory for the members attending the AGM in person.

He informed the Members that since the Annual General Meeting (AGM) was held physically, the facility for physical attendance and appointment of proxy was duly available to the Members in accordance with the applicable provisions of the Companies Act, 2013.

He also informed that the Register of Directors and Key Managerial Personnel and their shareholding, Register of Contracts and Memorandum and Articles of Association of the Company were available electronically for inspection by the Members.

He further informed that the Company had provided the facility of Remote e-Voting through National Securities Depository Limited (NSDL) from 09:00 AM IST on Saturday, 27th September, 2025 to 05:00 PM IST on Monday, 29th September, 2025. He asked the Members who had not cast their votes through Remote e-Voting and present at this meeting could vote through e-Voting system provided by NSDL.

The Chairman further said that with the permission of the Members, the Notice of the 20<sup>th</sup> AGM, the Annual Audited Accounts for the Financial Year 2024-25 along with Directors' Report and Auditors Report were taken as read.

The Chairman further stated that the Statutory Auditors' Report to the Members on the Audited Financial Statements for the Financial Year 2024-25 did not have any qualification, adverse remark or observation, the Secretarial Audit Report for the Financial Year 2024-25 did not have any qualification, adverse remark or observation and the same have been mentioned in the Board Report.

The Chairman then took up the 3 (three) Agenda items as indicated in the Notice of the 20<sup>th</sup> AGM which are as under:

**ORDINARY BUSINESS:**

1. Adoption of Financial Statements including Audited Balance Sheet as at 31<sup>st</sup> March 2025, Statements of Profit and Loss (along with Audited Financial Statements) and Cash Flow Statements for the year ended on that date together with the Directors' Report and Auditors' Reports thereon.
2. Appointment of Director in place of Mr. Shahnawaz Aijazuddin Shaikh (DIN: 06910575) who retires by rotation and, being eligible, offers himself for re-appointment.

**SPECIAL BUSINESS:**

3. Appointment of M/s. Aabid & Co. Company Secretaries as a Secretarial Auditor for conducting Secretarial Audit for the term of 5 consecutive years from F.Y.2025-26 to financial year 2029-30.

The Chairman informed that the Company had received few requests from shareholders to speak at the AGM. The Company accepted all such requests, and the shareholders who expressed their views were duly heard and suitably addressed by the Chairman.

The Chairman then informed that the voting platform would remain available for the next 15 minutes for Members to cast their votes on the Resolutions set out in the Notice of the 20<sup>th</sup> AGM.

He further informed that the results of the e-Voting along with the Scrutinizers Report would be placed on the website of the Company i.e. <http://www.octaware.com/> and also would be available on the website of the Stock Exchange i.e. [www.bseindia.com](http://www.bseindia.com).

**Vote of Thanks**

The Chairman thanked all the Members for sparing their valuable time and attending the AGM.

With this the meeting concluded at 4.20 p.m.

This is for your kind information and records.

Thanking you,

Yours faithfully,

For **OCTAWARE TECHNOLOGIES LIMITED**

**MR. MUQEEM HABEEB SHAIKH**  
**COMPANY SECRETARY & COMPLIANCE OFFICER**  
**M No. A73657**