

## NOTICE OF BOARD MEETING

NOTICE is hereby given that the 02<sup>nd</sup> Meeting for the year 2021-2022 of the Board of Directors of the company will be held on Friday, the 27<sup>th</sup> August, 2021 at 11.00 A.M. at Registered Office of the Company at 278-280, F WING, SOLARIS 1, SAKI VIHAR ROAD, OPP L&T GATE NO. 6, POWAI, ANDHERI EAST MUMBAI-400072.

### AGENDA ITEMS FOR THE BOARD MEETING TO BE HELD ON FRIDAY, 27<sup>TH</sup> AUGUST 2021:

1. Confirmation of the previous Board Meeting.
2. To consider and adopt the Audited Financial Statements of the Company for the financial year ended March 31, 2021 and the reports of the Board of Directors ('the Board') and auditors thereon.
3. To consider the Re-appointment of the Statutory Auditors M/s. Vandana V Dodhia & Co., Chartered Accountants, (FRN No. 117812W) for the financial 2021-2022.
4. To consider the Re-appointment of Mrs. Ruchi Anjay Agarwal as the Director of the Company who retire by rotation at the ensuing Annual General Meeting.
5. To consider the appointment of Internal Auditor and fixing of Remuneration for Financial year 2021-2022.
6. To consider the appointment of Secretarial Auditor and fixing of Remuneration for Financial year 2021-2022.
7. To consider and approve the opening of the Dividend Account in the name of the Company with the Kotak Mahindra Bank for the payment of dividend in the ensuing Annual General Meeting.
8. To consider and approve the opening of the account with Axis Bank Limited to avail the Corporate Internet Banking together with TF-Connect services in respect of transactions such as Letter of Credit, Bank Guarantees, Bills, Remittance transactions and online forward contract confirmations.
9. Calling of the Annual General Meeting of the Company and providing Notice of AGM along with the Annual Report of the Company.

10. To Appoint Link Intime India Private Limited to provide Services for conducting of the Annual General Meeting through VIDEO CONFERENCING ("VC") / OTHER AUDIOVISUAL MEANS ("OAVM) and providing services such as Insta vote (Remote e-voting), Transmit of Annual Report/ Notice of AGM electronically, along with Insta Meet (Video Conferencing Facility).
11. Fixing of the Record Date for taking into consideration the Members as on cut-off date for providing the Dividend and Closing of the Books prior to the AGM.
12. To appoint M/s VKM and Associates as the Scrutinizers of the Company for smooth processing of the e-voting process and providing the Report on e-voting after the conclusion of the AGM.
13. Review of Business.
14. Any other Matter with permission of the Chair.

Kindly make it convenient to attend the Meeting.

Yours faithfully,



Mr. SAGAR SHAH  
COMPANY SECRETARY AND COMPLIANCE OFFICER  
Date: 20/08/2021  
Place: Mumbai

