

NEIL INDUSTRIES LIMITED

CIN: L51109WB1983PLC036091

R/O: 88B, (Ground Floor), Lake View Road, Kolkata-700029

Corporate Office: 14/113, Civil Lines, 402-403, Kan Chambers, Kanpur-208001

E Mail: neilil@rediffmail.com, neilindustriesslimited@gmail.com

Ph: Corp Office: 8953338815 WEB: www.neil.co.in

NOTICE OF THE 1st BOARD MEETING OF THE COMPANY FOR THE FINANCIAL YEAR 2023-2024 AT A SHORTER PERIOD

Date: 14.04.2023

To,
The Board of Directors,

1. **Mr. Arvind Kumar Mittal** Add: 2A/220, Azad Nagar, Nawab Ganj, Kanpur-208002.
2. **Mr. Vivek Awasthi**, Add: 128/348, K Block, Kidwai Nagar, Kanpur-208011
3. **Mrs. Archana Singh**, Add: 16/19-C, Civil Lines, Near Bandahan Guest House, Kanpur-208001
4. **Mr. Chandra Kant Dwivedi**, Add: 117/815-A, M Block, Kakadev, Kanpur-208001
5. **Mr. Pankaj Kumar Mittal**, Add: 113/93, Shree Dham Apartment, Swaroop Nagar, Kanpur-208002.
6. **Mr. Anil Sharma**, Add: Darpan Building, Flat No.112, 1st Floor, 50A, Purna Das Road Near Goal Park, Sarat Bose Road, Kolkata-700029

Dear Sirs/ Madam,

This is to inform you that the meeting of the Board of Directors of the Company will be held on Friday, the 14th day of April, 2023 at 3:00 P.M. at a shorter period at the Corporate Office of the Company at 14/113, Civil Lines, 402-403, Kan Chambers, Kanpur-208001. The Directors will also have the facility to join the meeting through VC/OAVM mode, The link for the meeting has been provided herein below: (the link for joining the meeting is meet.google.com/pjd-wudb-tvm).

The agenda of the business to be transacted at the meeting is enclosed herewith.

For **NEIL INDUSTRIES LIMITED**

SD/-

Ruchi (Shukla) Sharma
(Chief Financial Officer)

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AGENDA OF THE 1ST MEETING OF THE BOARD OF DIRECTORS OF NEIL INDUSTRIES LIMITED FOR THE FINANCIAL YEAR 2023-2024, TO BE HELD ON FRIDAY, 14TH DAY OF APRIL, 2023 AT 03:00 P.M. AT THE CORPORATE OFFICE OF THE COMPANY AT 14/113, CIVIL LINES, 402-403, KAN CHAMBERS, KANPUR-208001

1. To elect Chairman of the meeting.
2. To grant leave of absence if any.
3. To take note of the minutes of the preceding Board Meeting.
4. To take note of Disclosure of Interest by the Directors.
5. To take declaration from all the Directors of the Company in regard to Non- Acceptance of Deposits from the public as per the Circular issued by RBI.
6. To take on record the Resignation of Ms. Pooja Mishra (ACS- 62900), Company Secretary & Compliance Officer of the Company dated 14.04.2023.
7. To Appoint Ms. Stuti Shukla (ACS- 71056) as a new Company Secretary & Compliance Officer of the Company.
8. To transact any other item with the permission of the chair.

Yours faithfully,

For **NEIL INDUSTRIES LIMITED**

SD/-

Ruchi (Shukla) Sharma
(Chief Financial Officer)

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NOTES TO AGENDA OF THE 1ST MEETING OF THE BOARD OF DIRECTORS OF NEIL INDUSTRIES LIMITED FOR THE FINANCIAL YEAR 2023-2024, TO BE HELD ON FRIDAY, 14TH DAY OF APRIL, 2023 AT 03:00 A.P.M. AT THE CORPORATE OFFICE OF THE COMPANY AT 14/113, CIVIL LINES, 402-403, KAN CHAMBERS, KANPUR-208001

FOR ITEM NO. 1

The Directors present in the meeting shall elect one of the Directors to chair the meeting.

FOR ITEM NO. 2

The leave of absence shall be granted if requisition of leave of absence from directors is received by the Company.

FOR ITEM NO. 3

The Board of Directors shall take the note of the minutes of the meeting of the Board of Directors held on 27.01.2023

AGENDA TO ITEM 4

As per the provisions of Section 184(1) of the Companies Act, 2013, the directors are requested to make disclosures in form MBP-1 to the Company at the first board meeting in every financial year. Hence a meeting of the Board of the Directors of the Company is proposed on the aforementioned date to comply with the requirements of the above provision.

AGENDA TO ITEM 5

In terms of Master Direction - Non-Banking Financial Companies Acceptance of Public Deposits (Reserve Bank) Directions, 2016: Every non-deposit accepting NBFCs should pass in the meeting of its board of directors within thirty days of the commencement of the next financial year and each subsequent financial year, a resolution to the effect that the company has neither accepted public

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deposit nor would accept any public deposit during the year. Hence a meeting of the Board of the Directors of the Company is proposed on the aforementioned date to comply with the requirements of the above provision.

AGENDA TO ITEM 6

The Company has received the resignation of Ms. Pooja Mishra from the post of Company Secretary & Compliance Officer of the Company today at 11:00 A.M. This Agenda item is proposed to be taken in the ensuing meeting of Board of Directors.

AGENDA TO ITEM 7

As per the provision of Section 203 of the Companies Act, 2013 read with rule 8 of Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and Regulation 6 & 19 of SEBI (Listing, Obligation and Disclosure Requirement) Regulation, 2015 other applicable provisions made there under (including any statutory modification(s) or re-enactment thereof), the Companies Act, 2013 and rules made there under it is proposed to appoint a new Company Secretary and Compliance officer of the Company . The Company has received the Curriculum Vitae of Ms. Stuti Shukla (ACS- 71056) at around 12:30 P.M, who is proposed to be appointed as the new Company Secretary and Compliance officer of the Company by passing the following resolution;

RESOLVED THAT pursuant to the provisions of Section 203 of the Companies Act, 2013 read with rule 8 of Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and Regulation 6 & 19 of SEBI (Listing, Obligation and Disclosure Requirement) Regulation, 2015 and Regulation 9(3) of SEBI (Prohibition of Insider Trading) Regulation other applicable provisions made there under (including any statutory modification(s) or re-enactment thereof), the Companies Act, 2013 and rules made there under, consent of the Board of Directors be and is hereby accorded

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to appoint Ms. Stuti Shukla, (ACS-71056) as the Company Secretary & Compliance Officer of the Company w.e.f the date of passing of this resolution to perform the duties as required under the Companies Act, 2013 and as required under SEBI (Listing, Obligation and Disclosure Requirement) Regulation, 2015.

ITEM NO. 8

The Board is free to discuss any other item with the permission of the chair.

Yours faithfully,

For **NEIL INDUSTRIES LIMITED**

SD/-

**Ruchi (Shukla) Sharma
(Chief Financial Officer)**

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