

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, neilindustriestlimited@gmail.com

Ph: Corp Office: 0512- 2303325 **WEB:** www.neil.co.in

NOTICE OF THE 3RD BOARD MEETING OF THE COMPANY FOR THE FINANCIAL YEAR 2020-2021

Date: 28/08/2020

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. **Mr. Rajesh Bajpai**, Add: R/33 Block No. 13 Ramasre Nagar, Govind Nagar,
Kanpur-208006
4. **Mrs. Pinki Yadav**, Add: 15/137, Civil Lines, Kanpur-208001
5. **Mr. Chandra Kant Dwivedi**, Add: 117/815-A, M Block, Kakadev, Kanpur-208001
6. **Mr. Pankaj Kumar Mittal**, Add: 113/93, Shree Dham Apartment, Swaroop Nagar,
Kanpur-208002.

Dear Sirs/ Madam,

This is to inform you that the meeting of the Board of Directors of the Company will be held on Wednesday, the 02th day of September, 2020 at 01:00 P.M. at the Corporate Office of the Company at 14/113, Civil Lines, 402-403, Kan Chambers, Kanpur-208001.

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

You are requested to make it convenient to attend the Meeting.

For NEIL INDUSTRIES LIMITED

SD/-

Amanpreet Kaur

(Company Secretary & Compliance Officer)

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AGENDA OF THE 3RD MEETING OF THE BOARD OF DIRECTORS OF NEIL INDUSTRIES LIMITED FOR THE FINANCIAL YEAR 2020-2021, TO BE HELD ON WEDNESDAY, 02ND DAY OF SEPTEMBER, 2020 AT 01:00 P.M. AT THE CORPORATE OFFICE OF THE COMPANY AT 14/113, CIVIL LINES, 402-403, KAN CHAMBERS, KANPUR-208001:

1. To approve the Notice of the 37th Annual General Meeting of the Company to be held on September 30, 2020 at 10:00 A.M. through Video Conferencing/Other Audio Visual Means (VC/OAVM) along with the Director's Report.
2. To appoint Scrutinizer for the purpose of E-Voting and through Poll at the 37th Annual General Meeting of the Company to be held on September 30, 2020 through Video Conferencing/Other Audio Visual Means (VC/OAVM).
3. To transact any other item with the permission of the chair.

Yours faithfully,

For NEIL INDUSTRIES LIMITED

SD/-

Amanpreet Kaur

(Company Secretary & Compliance Officer)

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NOTES TO AGENDA OF THE 3RD MEETING OF THE BOARD OF DIRECTORS OF NEIL INDUSTRIES LIMITED FOR THE FINANCIAL YEAR 2020-2021, TO BE HELD ON WEDNESDAY, 02ND DAY OF SEPTEMBER, 2020 AT 01:00 P.M. AT THE CORPORATE OFFICE OF THE COMPANY AT 14/113, CIVIL LINES, 402-403, KAN CHAMBERS, KANPUR-208001:

AGENDA TO ITEM 1

As per the provision of Section 96 of the Companies Act, 2013, every Company other than OPC is required to hold its Annual General Meeting within a period of Six months from the Closure of Financial year. Therefore, in reference to this, the draft of the Notice of the Annual General Meeting for circulation to all its shareholders is placed before the Board for approval. Therefore, the consent of the Board of Directors is required for approving the draft notice of Annual General Meeting.

AGENDA TO ITEM 2

As per the provision of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015, every company which has listed its equity shares on the recognized stock exchange requires to appoint scrutinizer for the purpose of e-voting and for the conduct of Poll at the Annual General Meeting. Therefore, the consent of the Board of Directors is required for the appointment of scrutinizer.

Yours faithfully,

For **NEIL INDUSTRIES LIMITED**

SD/-

Amanpreet Kaur

(Company Secretary & Compliance Officer)