

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: 0512- 2303325 **WEB:** www.neil.co.in

NOTICE OF THE 7TH BOARD MEETING OF THE COMPANY FOR THE FINANCIAL YEAR 2021-2022

Date: 21.02.2022

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 Tuesday, the 22nd day of February, 2022 at 11:30 A.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/-

Ruchi (Shukla) Sharma
(Chief Financial Officer)

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AGENDA OF THE 7TH MEETING OF THE BOARD OF DIRECTORS OF NEIL INDUSTRIES LIMITED FOR THE FINANCIAL YEAR 2021-2022, TO BE HELD ON TUESDAY , 22ND DAY OF FEBRUARY, 2022 AT 11:30 A.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 on record the Resignation of Ms. Amanpreet Kaur (ACS- 56912), Company Secretary & Compliance Officer of the Company dated 21.02.2022.
5. To Appoint Ms. Pooja Mishra (ACS- 62900) as a new Company Secretary & Compliance Officer of the Company.
6. 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 7TH MEETING OF THE BOARD OF DIRECTORS OF NEIL INDUSTRIES LIMITED FOR THE FINANCIAL YEAR 2021-2022, TO BE HELD ON TUESDAY, 22ND DAY OF FEBRUARY, 2022 AT 11:30 A.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 25.01.2022

AGENDA TO ITEM 4

The Company has received the resignation of Ms. Amanpreet Kaur from the post of Company Secretary and Compliance Officer of the Company. This agenda item is proposed to be taken n record in the ensuing meeting of the Board of Directors of the Company.

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AGENDA TO ITEM 5

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. Pooja Mishra 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 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 to appoint Ms. Pooja Mishra, (ACS-62900) 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.

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ITEM NO. 6

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)