

# 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, neilindustrieslimited@gmail.com**

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

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## **NOTICE OF THE 1<sup>ST</sup> BOARD MEETING OF THE COMPANY FOR THE FINANCIAL YEAR 2022-2023**

Date: 13.04.2022

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, 1<sup>st</sup> 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 Thursday, the 21<sup>st</sup> day of April, 2022 at 12:00 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/-

**POOJA MISHRA**

**(COMPANY SECRETARY & COMPLIANCE OFFICER)**

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**AGENDA OF THE 1<sup>ST</sup> MEETING OF THE BOARD OF DIRECTORS OF NEIL INDUSTRIES LIMITED FOR THE FINANCIAL YEAR 2022-2023, TO BE HELD ON THURSDAY, 21<sup>ST</sup> DAY OF APRIL, 2022 AT 12:00 P.M. AT THE CORPORATE OFFICE OF THE COMPANY AT 14/113, CIVIL LINES, 402-403, KAN CHAMBERS, KANPUR-208001**

1. To take note of Disclosure of Interest by the Directors.
2. 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.
3. To take note of adherence to Fair Practice Code (FPC) as per latest RBI guidelines.
4. To take note of compliance with latest RBI guidelines on KYC and PMLA norms prescribed by the Bank.
5. To appoint the Principal Officer of the Company.
6. To Appoint the Internal Auditor of the Company.
7. To Appoint the Secretarial Auditor of the Company
8. To transact any other item with the permission of the chair.

Yours faithfully,

For NEIL INDUSTRIES LIMITED

SD/-

**POOJA MISHRA**

**(COMPANY SECRETARY & COMPLIANCE OFFICER)**

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## **NOTES TO AGENDA OF THE 1<sup>ST</sup> MEETING OF THE BOARD OF DIRECTORS OF NEIL INDUSTRIES LIMITED FOR THE FINANCIAL YEAR 2022-2023, TO BE HELD ON THURSDAY, 21ST DAY OF APRIL, 2022 AT 12:00 P.M. AT THE CORPORATE OFFICE OF THE COMPANY AT 14/113, CIVIL LINES, 402-403, KAN CHAMBERS, KANPUR-208001**

### **AGENDA TO ITEM NO. 1**

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 NO. 2**

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 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 NO. 3**

In terms of latest Master Direction - Non-Banking Financial Companies Fair Practice Code (FPC) (Reserve Bank) Directions, 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

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Subsequent financial year, a resolution to the effect that the company is in adherence to Fair Practice Code (FPC) as per latest RBI guidelines. 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 NO. 4**

In terms of latest RBI guidelines - Non-Banking Financial Companies Know Your Customer (KYC) and Prevention of Money Laundering (PMLA) Act, 2002 norms, 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 to comply with the latest RBI guidelines on KYC and PMLA norms prescribed by the Bank. 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 NO. 5**

In terms of Master Direction - Non-Banking Financial Companies (including RNBCs) are advised in Para 10 of Annex VI, Every non-deposit accepting NBFCs should appoint a senior management officer to be designated as Principal Officer in order to have timely access to Customer Identification and other CDD Information, therefore there is need to appoint a principal officer in respect to adherent to the KYC guidelines issued by the Reserve Bank of India. 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.

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## **AGENDA TO ITEM NO. 6**

As per the provisions of Section 138(1) of the Companies Act, 2013, read with Rule 13 of the Companies (Accounts) Rules, every listed company shall be required to appoint an Internal Auditor to conduct internal audit of the function and activities of the Company. Hence a meeting of the Board of the Directors of the Company is proposed on the aforementioned date to comply with the above provision and to appoint Ms. Pooja Mishra, Company Secretary & Compliance Officer of the company to act as the Internal Auditor of the Company for the financial year 2022-23.

## **AGENDA TO ITEM NO. 7**

Section 204(1) of the Companies Act, 2013 mandates secretarial audit for every listed company, and only a member of Institute of Company Secretaries of India holding certificate of practice (company secretary in practice) can conduct Secretarial Audit and furnish Secretarial Audit Report to the Company. Hence a meeting of the Board of the Directors of the Company is proposed on the aforementioned date to comply with the above provision to appoint M/s V. Agnihotri & Associates, Practicing Company Secretaries as a Secretarial auditor of the Company for the financial year 2022-23.

## **AGENDA TO 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/-**

**POOJA MISHRA**

**(COMPANY SECRETARY & COMPLIANCE OFFICER)**