

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: 8953338815 WEB: www.neil.co.in

NOTICE OF THE 3RD BOARD MEETING OF THE COMPANY FOR THE FINANCIAL YEAR 2022-2023

Date: 29.07.2022

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 Wednesday, the 10th day of August, 2022 at 01:00 P.M. at the Corporate Office of the Company at 14/113, Civil Lines, 402-403, Kan Chambers, Kanpur-208001 UP.

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 3RD MEETING OF THE BOARD OF DIRECTORS OF NEIL INDUSTRIES LIMITED FOR THE FINANCIAL YEAR 2022-2023, TO BE HELD ON WEDNESDAY , 10TH DAY OF AUGUST, 2022 AT 01:00 P.M. AT THE CORPORATE OFFICE OF THE COMPANY AT 14/113, CIVIL LINES, 402-403, KAN CHAMBERS, KANPUR-208001 UP

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 Approve the Un-audited Financial Results of the Company for the quarter ended 30th June 2022.
5. To hold 39th Annual General Meeting (AGM) of the Company on Monday, September 26, 2022 at 11:30 A.M. (IST) through Video Conferencing or Other Audio Visual Means (VC/OAVM).
6. Notice of the Annual General Meeting of the Company along with the Director's Report for circulation to members.
7. To approve the book Closure dates for the purpose of AGM of the Company from September 19th, 2022 to September 26th, 2022 (both days inclusive).
8. To appoint Scrutinizer for the purpose of Remote E-Voting and E voting at the 39th Annual General Meeting of the Company to be held on Monday, September 26th, 2022 through Video Conferencing/Other Audio Visual Means (VC/OAVM).
9. 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 3RD MEETING OF THE BOARD OF DIRECTORS OF NEIL INDUSTRIES LIMITED FOR THE FINANCIAL YEAR 2022-2023, TO BE HELD ON WEDNESDAY, 10TH DAY OF AUGUST, 2022 AT 01:00 P.M. AT THE CORPORATE OFFICE OF THE COMPANY AT 14/113, CIVIL LINES, 402-403, KAN CHAMBERS, KANPUR-208001 UP

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 **28.05.2022**.

FOR ITEM NO. 4

Pursuant to Regulation 33 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, every listed company is required to submit quarterly standalone financial results to the Stock Exchange within 45 days for the Unaudited Financial Results along with the Limited Review Report. Therefore, the Board of Directors has to consider, finalize and adopt the unaudited Financial Statements of the Company for the quarter ended June 30th, 2022. Hence, the Directors are requested to attend the meeting and give their invaluable suggestions.

FOR ITEM NO. 5 & 6

The members of the Board are hereby informed that pursuant to the provisions of Section 96 of the Companies Act, 2013, Every Company is required to hold its Annual General Meeting within a period of Six months from the Closure of Financial year. Therefore, the draft of the Notice along with the Director's Report under Section 134(3) convening the Annual General Meeting will be placed for finalization and approval so that the same can be circulated to the members. Hence, the Board of Directors is requested to consider the matter with utmost diligence.

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It is proposed to hold 39th Annual General Meeting (AGM) of the Company on Monday, September 26, 2022 at 11:30 A.M. (IST) through Video Conferencing or Other Audio Visual Means (VC/OAVM). The Directors are requested to approve the proposed Annual General Meeting date.

FOR ITEM NO. 7

The Board for the Purpose of the ensuing Annual General Meeting of the Company has to approve the relevant dates related to E-Voting schedule, Cut-off (Record Date), Book Closure Dates. The board has to consider the dates for the above purpose in the ensuing Board meeting.

FOR ITEM NO. 8

Pursuant to the provisions of Section 108 of the Companies Act, 2013, the appointment of scrutinizer is mandatory for scrutinizing the E-Voting process as well as voting during the AGM and who in turn will be providing a report on the votes cast “in favor” or “against” the resolutions stated in the notice to the members for the Annual General Meeting. Therefore, the Board of Directors has to deliberate on the matter and appoint the Scrutinizer for the ensuing Annual General Meeting of the Company. Hence, the Directors are requested to attend the meeting and give their invaluable suggestions and opinions so that the aforesaid transactions which are of a paramount importance can be completed properly, efficiently and with due diligence.

FOR ITEM NO. 9

The Directors are consented to transact any other item in addition to above mentioned agenda items with the permission of Chairman, if required, at the proposed Board Meeting.

Yours faithfully,

For **NEIL INDUSTRIES LIMITED**

SD/-

POOJA MISHRA

(COMPANY SECRETARY & COMPLIANCE OFFICER)