

Q.5 Attempt the following:

1) Draft the notice and agenda of routing board meeting

Ans:

KUNAL COMPANY LIMITED

Registered office: 235/B, KIL HOUSE, DR.D.N. Marg,
Churchgate, Mumbai – 400 020,
CIN: L11027MH2009PLC311488

Website : www.kunallimited.com

E-mail: Kmtrld@mtnl.net.in

Date : 15th July, 2019

Tel.no. 022-2333 8353
Fax no. 022-2444 5464
Ref no. KIL / DI / 22 / 2019

The Directors,
Mr. Venkatesh S. Kamath,
117, N.C. Kelkar Road,
Dadar (W), Mumbai – 400 028,

Sub: Notice of the Board meeting dated 10th August 2019.

Dear Sir,

This is to inform you that the meeting of the board of directors of the company will be held on 10th August, 2019 at 11.30 Am. At the registered office of the company at 234 / D , KIL House , Dr. D.N. Marg , Churchgate, Mumbai – 400 020 for transaction the following business:

AGENDA:

1. To read the notice convening, the board meeting.
2. To confirm the minutes of the previous board meeting.
3. To Consider the proposal of opening a new branch of our company in Kolkata.
4. To consider and approve the application for the transfer of shares.
5. To consider the financial position of the company for the year ended 31st march, 2019 .
6. To open dividend account.

7. To discuss and decide any other Business with the permission of the chair.

You are hereby requested to be present at the meeting.

Thanking you,
Your faithfully,
For **Kamal company Ltd.**
Sd/-
Company secretary

2) Write a letter to the directors requesting him to disclose his personal interest in a contact :

Ans:

JAY BHARAT COMPANT LIMITED
Registered office: 64, bharat bhavan, G.K. Marg,
Lower parel, Mumbai – 400 013 .
CIN: L10338MH2008PLC246078.
Tel no. (022)-2498 2549
Fax no. (022)-2498 7868

Reg no. D/DR/18/18-19
Website: www.jaybharatlimited.com
Email: jaybharat 07@gmail.com
Date: 15th July ,2019

The directors,
Mr. sameer M. Tendulkar,
84/A, Garud residency,
S.V. Road ,panvel ,
New Mumbai – 410 206.

Sub: Disclosure of personal interest

Dear Sir,

This is to inform you that the meeting of the Board of Directors of the company will be held on 7th August, 2019. As you will notice the item No. 4 on the agenda deals with the consideration tenders for supply of machine tools. Fixtures and accessories to our plant at Nasik. Messrs Kulkarni manufacturing firm of Mumbai have submitted their tender for the supply of those materials. It is learnt from a reliable source that you happen to be

one of the partners of the said firm.

I wish to know whether the said information is true or not. In case If you have a personal Interest in the matter. Kindly disclose the nature of your interest in the firm as per Section 184 of the Companies Act, 2013 to the chairman through a suitable letter. Your disclosure will be treated as confidential.

As early reply is requested

Thanking you ...
Your faithfully,
For **Jay Bharat Company Ltd**
Sd./-
Company secretary

3) Write a letter to the director who was absent for a board meeting to inform him about proceeding of the meeting.

Ans:

SHAH & NAHAR COMPANY LIMITED
124 B, Shah Apartment, cumballa hill.
Mumbai – 400 026.
CIN: L20223MH2009PLC421085.

Tel no. (022)- 2382 4818.
Fax no. (022)- 2382 6789.
Ref no. SNI/DI/21/2019
Website: www.shahnaharlimited.com
Email: Snltd@mtnl.net.in
Date: 15th July, 2019

The Directors,
Mrs. Archana A. Tawde,
54, siddhivinayak Apartment,
Shivaji Park, Dadar (west),
Mumbai- 400 028 .

Sub : Report of last board meeting held on 4th July 2019

Dear Madam.

I am enclosing herewith a copy of the minutes of the last Board meeting held on 4th July. 2019. Which you could not attend.

I would like to draw your kind attention to Item No. 3 of the enclosed minutes.

Item No. 3: It was decided in the last meeting to import some latest machines and equipment as a part of the modernisation project of the Company. This meeting resolved upon raising capital by the issue of equity rights and by inviting fixed deposits to finance the project. The following decisions were taken unanimously.

(1) The Company should issue 8,50,000 equity shares of ₹ 10 each to the members of the public and the existing shareholders should be given rights to buy two shares for every one share held by them.

(2) The Company should accept Fixed Deposits from the members of the public for a duration of 2 and 3 years with interest at the rates of 10% and 11% p.a. respectively. It is possible to raise about 2 crore rupees through this source.

The other items in the minutes, being of a routine nature. Need no explanation.

I shall be glad to give you further details if you so desire.

Encl.: A copy of the minutes.

Yours faithfully,
Shah & Nahar company Ltd.
Sd./
Company secretary

4) Write a letter to the directors reminding him about the provision regarding absenteeism at the board meeting :

Ans:

NAVNEET COMPANY LIMITED
Navneet Bhavan, Bhavani Shankar Road,
Dadar (W), Mumbai 400 028.
CIN: L32324MH2000PLC246258

Tel. No. (022) 6662 6378
Fax No. (022) 6662 4182
Ref. No. NCL [DR 129 /2019]

Website : www.navneetlimited.com

E-mail: navneet40@gmail.com

Date : 11th January, 2019

The Director.

Mr. Uday J. Maru.

62. Vikas Complex,

Thane 400 601.

Sub. : Information about absenteeism in the Board Meeting.

Dear Sir.

I am instructed by the chairman to bring to your kind notice that you have remained absent for all the Board meetings, which were held from 1st April 2018.

The next Board Meeting will be held on 29th January, 2019 and the notice convening the meeting has already been dispatched to you. You are requested to note that under Section 167(1) (b) of the Companies Act, 2013, "the office of a Director becomes vacant if he absents himself from all the meetings of the Board for a period of 12 months with or without obtaining prior leave of absence from the Board."

I would, therefore request you to kindly attend the ensuing meeting without fail so that the unpleasant legal consequences of absence from the Board Meetings can be avoided.

Thanking you,

Yours faithfully,

For Navneet Company Ltd.

Sd./

Company Secretary