

**Q.5 Attempt the following:**

1) Write a letter to ROC seeking extension of time to hold the AGM

**Ans:**

**MEENAKSHI CONSTRUCTION LTD.**

Registered Office: 27, Meenakshi House,  
Nariman Point, Mumbai-400 021.  
CIN: L24521MH2002PLC111222

Tel No. (022) 2438 2543

Fax No. (022) 2438 4404

Ref. No. MEEN / 49 / 19

Website. [www.meenakshilimited.com](http://www.meenakshilimited.com)

Email: [meencons@gmail.com](mailto:meencons@gmail.com)

Date: 20th June 2019

To  
The Registrar of Companies,  
Maharashtra State,  
Marine Lines,  
Mumbai 400 020.

**Sub: Extension of time for holding 4th Annual General Meeting**

Dear Sir.

In accordance with Section 96 of the Companies Act, 2013, we are required to hold the 4th Annual General Meeting for the financial year ended 31st March, 2019 on or before 30th September, 2019.

We are sorry to state that our staff was on strike for their demand for increase in salary with effect from 1st January, 2019. Due to the strike, records have remained incomplete. Now, they have withdrawn the strike and have started preparing the necessary records and documents for the financial year 2018-2019.

Under the circumstances, it would not be possible to complete all the formalities and hold the 15th Annual General Meeting in time, i.e. before 30th September, 2019.

We, therefore, request you to grant us an extension of time by two months for holding the Annual General Meeting, i.e. up to 30th November, 2019. We undertake to pay the penalty for the delay. We will be highly obliged if you kindly grant us the extension.

Awaiting your favourable response,

Thanking you,  
Your faithfully,  
On behalf of the board  
Sd. /

Company secretary

**Encl:** Copy of annual report of 2017-18

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2) Write a letter to MCA with regard to ticket raising:

**Ans:**

**SUJATA IRON LIMITED**

Registered Office: 42, Ready money Terrace, Dr. Annie Besant Road  
Worli Naka, Mumbai 400 018.  
CIN: L13571M112005PLCZ22444

Tel. No. (022) 2494 3792

Fax No. (022) 2444 7999

Ref. No. SIL /D1 /20 / 19-20

Website: sujataironhimited.com

E-mail: [siltd@mtnl.net.in](mailto:siltd@mtnl.net.in)

Date: 1st June, 2019

Web Information Manager.  
'B' wing, Nehru Bhavan.  
No. 13, Dr. Rajendra Prasad Road,  
New Delhi 110 001.

**Sub: difficulty in downloading e-form**

Dear Sir,

This is to bring to your kind notice that company is required to the form SH 7 to inform the

Registrar of Companies in respect to alteration made in our share capital.

We further inform you that in spite of repeated efforts from last three days we could not download the form. The system message appearing on the website read as 'File is damaged and it cannot repaired'.

We have tried our level best to solve the issue but it is totally failed we .therefore, request you to look into the matter at your earliest.

Thanking you,  
Your faithfully,  
For **sujata iron limited.**

Sd. /

Company secretary

**Encl:** Copy of message as appearing on website

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3) Write a reply to a complaint by investor

**Ans:**

**VIKAS COMPANY LIMITED**

Registered Office : 49, Vikas house, Veer Nariman Road,  
Mumbai Central, Mumbai 400 008.  
CIN : L42874MH2002PLC333222

Tel. No. (022) 6662 6429

Fax No. (022) 2566 8808

Ref. No. MT / 49 / 19-20

Website: [www.vikascold.com](http://www.vikascold.com)

E-mail: [vikcold07@gmail.com](mailto:vikcold07@gmail.com)

Date: 15th July, 2019

Mr. Suryakant Deshpande,  
15, Kirti Mahal, Station Road,  
Ahmadabad 380 001.  
(By Registered Post A.D)

**Sub: Non-receipt of Dividend for 2018 19**

Dear Sir.

I am in receipt of your complaint letter dated 10th July 2019 regarding non-receipt of dividend for the year 2018-19. In this regard. I am directed by the Board to inform you that your Board of Directors has carefully considered the financial position and profits of the company before taking a decision on the payment of dividend.

The Board of Directors is of the view that non-payment of dividend this year will help strengthen the financial position of your company. Such non-payment of dividend will provide additional nuance for the expansion and development programme which your company has in its immediate view. The alternative to this step was heavy borrowings from the banks and other financial institutions at higher rate of interest. The consequent

heavy burden of interest would have decreased the probability of your company. The Board's decision of non-payment of dividend will prove to be a boon to the Company as also to its members.

I hope you will appreciate the long term beneficial view taken by the Board in this regard.

Your faithfully,  
For **Vikas company limited**  
Sd. /  
Company secretary  
C.C to SEBI

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4) Write a letter to NCLT seeking extension of time of reply public deposits.

**Ans:**

**NAVNEET GLOBAL COMPANY LIMITED**

Registered office: Navneet Bhavan, Bhavani Shankar Road,  
Dadar (W), Mumbai 400 028.

CIN : L46831MH1999PLC242747

Tel. No. (022) 6662 6565

Fax No. (022) 6662 6470

Ref. No. NCLT / DR / 29 / 19-20

Website: [www.navneetglobaltd.com](http://www.navneetglobaltd.com)

E-mail: [ntgoltd@bsnl.net.in](mailto:ntgoltd@bsnl.net.in)

Date: 12th May, 2019

The National Company Law Tribunal Board,  
A' wing. 4th Floor, Veena Bhavan,  
CGO Complex, Lodhi Road,  
New Delhi 110 003.

**Sub: Request to give extensive of time to repay deposits**

Dear Sir.

In the financial year 2016-17 on 12th August. 2016, the company had accepted Public deposits worth Q 20 lakh for a period of 36 months. As per the terms of issue of the deposits the period of deposits will expire on 11th August, 2019. The Company is required to repay the deposits on or before 1 1th August 2019.

We regret to inform you that the company is facing severe financial problems since the beginning of accounting year 2018-19 and hence the company is not in a position to repay the deposits on or before 1 1th August, 2019.

In this regard, the Board had conveyed its meeting on 9th May 2019 to discuss the said issue and after a long debate, the Board has passed a resolution for seeking extension from

National Company Law Tribunal (NCLT) Board for a period of 3 months to repay the deposits. We, therefore request you to grant extension of 3 months to repay the deposits.

Copy of the petition is attached in 2 sets.

We assure you that the company will repay the Deposits on or before 1 1th November, 2019.

Thanking you,  
Your faithfully,  
**For Navneet global company Limited,**  
Sd. /  
Company secretary

**Encl :** (1) Certified copy of Board resolution.  
(2) Petition for extension of time.  
(3) Challan for fees paid.