

**MINUTES OF THE 05/2012-13 MEETING OF THE BOARD OF DIRECTORS OF ENVIROTECH SYSTEMS PRIVATE LIMITED HELD AT REGISTERED OFFICE SITUATED AT A-29, BLOCK -A, SHAYAM VIHAR, PHASE-1, NEW DELHI-110043 ON MONDAY 20<sup>TH</sup>, AUGUST 2012 AT 11.00 A.M.**

**DIRECTORS PRESENT**

Mr. Manoj Kumar Gupta                      Director  
Mrs. Sindhu Gupta                              Director

**1. CHAIRPERSON**

Mr. Manoj Kumar Gupta presided as Chairperson of the Meeting. He thanked the other Director present and took the chair.

**2. LEAVE OF ABSENCE:**

All the directors were present, hence no Leave of absence was sought.

**3. QUORUM:**

The business before the meeting was taken up after having established that the requisite quorum was present.

**4. MINUTES OF THE PREVIOUS MEETING:**

The minutes of the previous meeting of the members held on August 14<sup>th</sup>, 2012 were confirmed and signed by the Chairman.

**5. ADOPTION OF ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31<sup>ST</sup> MARCH, 2012**

Board received the Balance Sheet as on 31<sup>st</sup> March, 2012 and the Profit & Loss Account along with schedules annexed thereto for the year ended 31<sup>st</sup> March, 2012 (both tabled at the meeting and initialled by the Chairman for the purpose of identification. Board discussed elaborately and passed the following resolution with unanimous consent.

To receive, consider and adopt the Audited Balance Sheet as at 31st March, 2012 and the Profit & Loss Account for the year ended on that date together with Auditors' Report and Directors' Report thereon.

**6. ADOPTION OF AUDITOR'S REPORT**

The Board received the Auditor's Report on the Accounts for the year ended 31<sup>st</sup> March, 2012 at the venue of the Board Meeting and the same was considered. After discussion the following resolution was passed unanimously:

CHAIRMAN  
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“To re-appoint M/s VISHAL KAUSHAL & CO., CHARTERED ACCOUNTANTS, the retiring Auditors, as Statutory Auditors of the Company to hold the office from the conclusion of this Annual General meeting until the conclusion of the next Annual General Meeting of the Company and to fix their remuneration.”

**7. TO CONSIDER AND APPROVE THE DIRECTORS' REPORT TO THE MEMBERS:**

The draft of Directors' Report to the members of the Company for the financial year ended 31<sup>st</sup> March, 2012 was placed before the Board. Board considered the same and passed the following resolution with unanimous consent:

**RESOLVED THAT** the Directors' Report to be presented to the members at the ensuing Annual General Meeting placed before the Board and initialled by the Chairman for the purpose of identification, be and is hereby approved and that pursuant to section 217 of the Companies Act, 1956, Mr. Manoj Kumar Gupta, Director, and Mrs. Sindhu Gupta, Director of the Company, be and are hereby authorised to sign the Report and the same be sent to the members along with the audited accounts of the Company.”

**8. INTIMATION BY DIRECTORS U/S 274(1)(g)**

Chairman placed before the Board Form DD-A dully signed by the Board members as prescribed under Companies (Disqualification of Directors under Section 274(1)(g) of the Companies Act, 1956) Rules, 2003 disclosing that Board member are not disqualified u/s 274(1)(g). Board took a note of the intimation filed by the Directors and recorded that none of the Board members is disqualified under Section 274(1)(g) of the Companies Act, 1956.

**9. DIRECTOR'S RESPONSIBILITY STATEMENT**

Chairman placed before the Board, Director's Responsibility Statement as required under the provisions of Section 217 (2AA) of the Companies Act, 1956. The contents of the Statement as given below were read before the Board and approved:

(i) in the preparation of the annual accounts for the financial year ended 31<sup>st</sup> March, 2012, the applicable accounting standards had been followed along with proper explanation relating to material departures;

(ii) the directors had selected such accounting policies and applied them consistently and made judgments and estimates that are reasonable and prudent so as to give a true and fair view of the state of affairs of the Company at the end of the financial year and of the profits of the Company for the year under review;

(iii) the directors had taken proper and sufficient care for the maintenance of adequate accounting records in accordance with the provisions of the Companies Act, 1956 for safeguarding the assets of the Company and for preventing and detecting fraud and other irregularities;

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(iv) the directors had prepared the accounts for the financial year ended 31st March, 2012 on a 'going concern' basis.

**10. TO FIX THE DATE FOR THE 5<sup>TH</sup> ANNUAL GENERAL MEETING AND TO APPROVE THE NOTICE CONVENING THE 05<sup>TH</sup> ANNUAL GENERAL MEETING:**

Chairman placed before the Board draft Notice of 05<sup>TH</sup> Annual General Meeting to be sent to the members of the Company.

Board considered the same and passed the following resolution with unanimous consent:

**RESOLVED THAT** the 05<sup>TH</sup> Annual General Meeting of the Company be convened on Wednesday, the 26<sup>th</sup> day of September 2012 at 11.00 A.M. at the Registered office of the Company.

**RESOLVED FURTHER THAT** the Notice to the members of the Company for the 5<sup>th</sup> Annual General Meeting placed before the Board be and is hereby approved."

**FURTHER RESOLVED THAT** Mr. Manoj Kumar Gupta Director of the Company be and is hereby authorized to sign the said Notice and the same be sent to the members."

**11. ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR:**

There being no other matter to be transacted, the meeting terminated with a vote of thanks to the Chair.

Place: Delhi

Date: 11/09/2012



CHAIRMAN

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# MINUTE BOOK

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