

MINUTES OF THE 11/2021-22 MEETING OF THE BOARD OF DIRECTORS OF ENVIROTECH SYSTEMS PRIVATE LIMITED HELD ON MONDAY, 08<sup>TH</sup> NOVEMBER 2021 TO BE COMMENCED AT 11.00 A.M AT THE REGISTERED OFFICE OF THE COMPANY AT OFFICE NO. A-29, BLOCK-A, SHYAM VIHAR PHASE-I, NEW DELHI-110043.

1. **DIRECTOR'S PRESENT:**

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|----|-----------------------|----------|
| 1. | Mr. Manoj Kumar Gupta | Director |
| 2. | Mrs. Sindhu Gupta     | Director |

2. **CHAIRMAN:**

Mr. Manoj Kumar Gupta, was elected as Chairman of the meeting and took the Chair and welcomed all the Directors present.

3. **LEAVE OF ABSENCE:**

No Leave of absence was taken note of.

4. **QUORUM:**

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

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

The minutes of the previous meeting of the members held on 21<sup>ST</sup> October 2021 were confirmed and signed by the Chairman.

6. **TO CONSIDER AND APPROVE THE AUDITED FINANCIAL STATEMENTS OF THE COMPANY FOR THE FINANCIAL YEAR ENDED ON 31st MARCH, 2021:**

The Board of Directors of the company considered, approved and reviewed the Audited Financial Statements of the company for the financial year ended on 31st March, 2021 before the meeting of board and pass the following resolution:

To consider and adopt the Audited Financial Statements for the Financial Year ended 31st March, 2021 and the Reports of the Board of Directors and Auditors thereon and to consider and if thought fit, to pass with or without modification(s) the following Resolution as on Ordinary Resolution:

**"RESOLVED THAT** the Directors' Report and the Audited Balance Sheet as on year ended 31st March, 2021, the Statement of Profit & Loss and the Statement of Cash Flows for the year ended on 31st March, 2021 along with the Auditors' Report thereon are hereby considered, approved and adopted."

CHAIRMAN'S  
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7. **TO CONSIDER AND APPROVE THE AUDITED FINANCIAL STATEMENTS OF THE COMPANY FOR THE FINANCIAL YEAR ENDED ON 31<sup>ST</sup> MARCH, 2021:**

The Board of Directors of the company considered, approved and reviewed the Audited Financial Statements of the company for the financial year ended on 31<sup>st</sup> March, 2021 before the meeting of board and pass the following resolution:

**“RESOLVED THAT**, the Audited Financial Statements of the company for the financial year ended on 31<sup>st</sup> March 2021, as placed before the board duly initiated by the Chairperson of the meeting for the purpose of identification be and are hereby approved”

**RESOLVED FURTHER THAT**, Mr. Manoj Kumar Gupta (DIN: 01187138) and Mrs. Sindhu Gupta (DIN: 01190580), directors of the company, be and are hereby authorized to sign the said Audited Financial Statements on behalf of the board of directors of the company”.

8. **TO APPROVE AUDITORS' REPORT FOR THE FINANCIAL YEAR ENDED ON 31<sup>ST</sup> MARCH 2021.**

The Auditors' Report to shareholders on the accounts of the Company for the year ended 31<sup>st</sup> March, 2021 was placed at the Meeting. The Directors discussed the observations made by the Auditors in their report. In their opinion the Report needed no comments and clarifications as it was self explanatory. Thereafter the following resolution was passed by the Directors:

**“RESOLVED THAT** the Auditors' Report to the shareholders on the accounts for the year ended 31<sup>st</sup> March, 2021 be and is hereby approved.”

9. **TO APPROVE DIRECTORS' REPORT FOR THE FINANCIAL YEAR ENDED ON 31<sup>ST</sup> MARCH 2021:-**

The Chairman placed before the Board of Directors the Directors' Report of the Company for the year ended 31<sup>st</sup> March, 2021. The Board noted the same and passed the following resolution:

**“RESOLVED THAT** the Directors' Report for the year ended 31<sup>st</sup> March, 2021 as submitted before the Meeting be and is hereby approved and the same be signed on behalf of the Directors by Mr. Manoj Kumar Gupta (DIN: 01187138) and Mrs. Sindhu Gupta (DIN: 01190580), directors of the company.”

10. **TO AUTHORIZE DIRECTOR OF THE COMPANY TO SIGN ANNUAL RETURN:-**

The Chairperson informed the Board that for signing of Annual Return for the financial year ended 31<sup>st</sup> March, 2021 and filing the necessary forms with the Registrar of Companies. Authorization has to be given to Directors of the Company. The Board took note of the same and passed the following resolution:

CHAIRMAN'S  
INITIALS

**“RESOLVED THAT** Mr. Manoj Kumar Gupta (DIN: 01187138) and Mrs. Sindhu Gupta (DIN: 01190580), directors of the company be and are hereby authorized to sign the Annual Return of the Company for the financial year ended 31st March, 2021 and file the necessary forms with the Registrar of Companies.”

**11. REGULARISATION OF ADDITIONAL DIRECTOR**

The Chairperson informed the Board Sh. Yash Gupta (DIN-09353431), who was appointed as an Additional Director of the Company by the Board of Directors w.e.f. 21.10.2021, in terms of Section 161 of the Companies Act, 2013 and whose term expires at the ensuring Annual General Meeting of the Company. The Board took note of the same and passed the following resolution:

**“RESOLVED THAT** Sh. Yash Gupta (DIN-09353431), who was appointed as an Additional Director of the Company by the Board of Directors w.e.f. 21.10.2021, in terms of Section 161 of the Companies Act, 2013 and whose term expires at the ensuring Annual General Meeting of the Company and for the appointment of whom the Company has received a notice in writing proposing his candidature for the Office of the Director be and is hereby appointed as Director of the Company.”

**12. NOTICE CONVENING THE 14<sup>th</sup> ANNUAL GENERAL MEETING:-**

The Chairman informed the Board that there is need to hold 14<sup>th</sup> Annual General Meeting of the Company. The Chairman then placed before the Board a draft Notice dated 08<sup>th</sup> November 2021 for convening the Annual General Meeting of the Company on Wednesday, 29<sup>th</sup> November 2021 at registered office of the Company at 10:30 AM After due consideration and deliberation, the Board passed the following resolution:

**“RESOLVED THAT** 14<sup>th</sup> Annual General Meeting of the Company be convened on Monday, 29<sup>th</sup> November 2021 at 10:30 AM at the Registered Office of the Company at Registered Office to transact the businesses mentioned in the Draft Notice as placed before the Board.

**FURTHER RESOLVED THAT** Mr. Manoj Kumar Gupta (DIN: 01187138) and Mrs. Sindhu Gupta (DIN: 01190580), Director of the Company be and is hereby authorized to issue the notice to all the Directors, Shareholders and Auditors of the Company in this regard.”

**13. 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: 12/11/2021

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