

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, neilindustriestlimited@gmail.com

Ph: Corp Office: 8953338815 WEB: www.neil.co.in

NOTICE OF THE 4TH BOARD MEETING OF THE COMPANY FOR THE FINANCIAL YEAR 2022-2023

Date: 01.11.2022

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 Thursday, the 10th day of November, 2022 at 01:30 P.M. at the Corporate Office of the Company at 14/113, Civil Lines, 402-403, Kan Chambers, Kanpur-208001.

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 4TH MEETING OF THE BOARD OF DIRECTORS OF NEIL INDUSTRIES LIMITED FOR THE FINANCIAL YEAR 2022-2023, TO BE HELD ON THURSDAY , 10TH DAY OF NOVEMBER, 2022 AT 01:30 P.M. AT THE CORPORATE OFFICE OF THE COMPANY AT 14/113, CIVIL LINES, 402-403, KAN CHAMBERS, KANPUR-208001

1. To elect Chairman of the meeting.
2. To grant leave of absence, if any.
3. To take note of the minutes of preceding Board Meeting.
4. To approve the Un-Audited Financial Results of the Company for the Quarter/ Half Year ended September 30th, 2022.
5. Reconstitution of Audit Committee.
6. Reconstitution of Nomination & Remuneration Committee.
7. Reconstitution of Stakeholder Relationship Committee/Investor Grievance Committee.
8. 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 4TH MEETING OF THE BOARD OF DIRECTORS OF NEIL INDUSTRIES LIMITED FOR THE FINANCIAL YEAR 2022-2023, TO BE HELD ON THURSDAY, 10TH DAY OF NOVEMBER, 2022 AT 01:30 P.M. AT THE CORPORATE OFFICE OF THE COMPANY AT 14/113, CIVIL LINES, 402-403, KAN CHAMBERS, KANPUR-208001

AGENDA TO ITEM NO. 1

The Directors present in the meeting shall elect one of the Directors to chair the meeting.

AGENDA TO ITEM NO. 2

The leave of absence shall be granted if requisition of leave of absence from directors is received by the Company.

AGENDA TO ITEM NO. 3

The Board of Directors shall take the note of the minutes of the meeting of the Board of Directors held on 10.08.2022 and passed the following resolution:

“RESOLVED THAT the minutes of the meeting of the Board of Directors held on 10.08.2022 be and is hereby noted.”

AGENDA TO ITEM NO. 4

Pursuant to Regulation 33 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, every listed company is required to submit quarterly/half yearly 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 approve the unaudited Financial Statements of the Company for the quarter/half year ended September 30th, 2022. Hence, the Directors are requested to attend the meeting and give their invaluable suggestions.

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AGENDA TO ITEM NO. 5

Mrs. Archana Singh, Non Executive Independent Director of the Company is a member of the Audit Committee in order to comply with the requirement of Regulation 18 of SEBI Listing Obligation & Disclosure Requirements (LODR) Regulations, 2015 and Section 177 of the Companies Act, 2013. However one of the members of the committee, Mrs. Archana Singh expresses her inability to devote her time in the meetings of the committee. Considering her request as genuine she is proposed to be replace as a member by Mr. Anil Sharma, one of the other independent directors, considering his financial and technical background. Hence a meeting of the Board of the Directors of the Company is required in order to take on record and approve the proposed reconstitution.

AGENDA TO ITEM NO. 6

Mrs. Archana Singh, Non Executive Independent Director of the Company is a member of the Nomination and Remuneration Committee in order to comply with the requirement of Regulation 19 of SEBI Listing Obligation & Disclosure Requirements (LODR) Regulations, 2015 and Section 178 (1) of the Companies Act, 2013. However one of the members of the committee, Mrs. Archana Singh expresses her inability to consign her time in the meetings of the committee. Considering her request as genuine she is proposed to be replace as a member by Mr. Anil Sharma, one of the other independent directors, considering his financial and technical context. Hence a meeting of the Board of the Directors of the Company is required in order to take on record and approve the proposed reconstitution.

AGENDA TO ITEM NO. 7

Mrs. Archana Singh, Non Executive Independent Director of the Company is a member of the Stakeholder Relationship Committee/Investor Grievance Committee in order to comply with the requirement of Regulation 20 of SEBI Listing Obligation & Disclosure Requirements (LODR) Regulations, 2015 and Section 178 (5) of the Companies Act, 2013. However one of the members of the committee, Mrs. Archana Singh expresses her inability to devote her time in the meetings of the committee. Considering her solicitation as genuine she is proposed to be replace as a member

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by Mr. Anil Sharma, one of the other independent directors. Keeping in mind the Availability of Mr. Anil Sharma, Non Executive Independent Director of the Company is proposed to be appointed as the member of the Committee in place of the Existing member i.e. Mrs. Archana Singh. Hence a meeting of the Board of the Directors of the Company is required in order to take on record and approve the proposed reconstitution.

AGENDA TO ITEM NO. 8

The Board is free to discuss any other item with the permission of the chair.

Yours faithfully,

For **NEIL INDUSTRIES LIMITED**

SD/-

POOJA MISHRA

(COMPANY SECRETARY & COMPLIANCE OFFICER)