

# Euro Asia Exports Limited

**Date: 21.08.2018**

**To,**

**Board of Directors  
Euro Asia Exports Limited**

**Sub: Notice for the forth coming Board Meeting**

Dear Sir/Madam,

This is to inform you that the meeting of the Board of Directors (Serial No. 03/2018-19) of the Company is scheduled to be held as follows:

|       |   |   |
|-------|---|---|
| Day   | : | Tuesday   |
| Date  | : | 28 <sup>th</sup> Day of August, 2018  |
| Time  | : | 3:00 PM   |
| Venue | : | Hotel City Park Airport, No. 49/2/1, Nh-8 Near Toll Plaza,<br>Kapashera, New-Delhi-110037 |

An agenda of the Board Meeting is enclosed herewith.

You are requested to make it convenient to attend the meeting.

For Euro Asia Exports Limited

For Euro Asia Exports Limited  
  
Company Secretary

Shanu Srivastava  
Company Secretary  
Email: [info@euroasiaexportsltd.com](mailto:info@euroasiaexportsltd.com)  
Phn. No. 0124-4577739

**EURO ASIA EXPORTS LIMITED**

**AGENDA**

**FOR**

**BOARD MEETING ( SERIAL NO. 03/2018-19)**

**DATE & DAY: 28<sup>TH</sup> AUGUST, 2018 (TUESDAY)**

**TIME: 3:00P.M.**

**VENUE: HOTEL CITY PARK AIRPORT NO. 49/2/1,  
NH-8 NEAR TOLL PLAZA, KAPASHERA  
NEW DELHI-110037**

For Euro Asia Exports Limited  
  
Company Secretary

## EURO ASIA EXPORTS LIMITED

**Date & Day :**

28<sup>th</sup> August, 2018 (Tuesday)

**Time:**

3:00P.M.

**Venue:**

Hotel City Park No. 49/2/1, No.  
49/2/1, NH-8 near Toll Plaza,  
Kapashera New Delhi-110037

| Item No. | Agenda Item   | Submitted for              |
|----------|---|----------------------------|
| 1.       | To appoint the Chairman and count the Quorum of the meeting.  | Appoint and Count          |
| 2.       | To grant leave of absence to the directors who are unable to attend the meeting, if any.  | Approval                   |
| 3.       | To ratify and adopt the minutes for the last Board Meeting held on 11 <sup>th</sup> August, 2018.                                     | Consideration and Adoption |
| 4.       | To ratify and adopt the minutes for the last Audit Committee Meeting held on 11 <sup>th</sup> August, 2018.                           | Consideration and Adoption |
| 5.       | To consider and approve the Internal Audit Report issued by M/s NK Bhat & Associates for the Financial Year 2017-18.                  | Consideration and Approval |
| 6.       | To consider and approve the Secretarial Audit Report issued by M/s Jain Akshi & Associates for the Financial Year 2017-18.            | Consideration and Approval |
| 7.       | To consider, discuss and approve the appointment of Scrutinizer for scrutinizing the E-Voting process at ensuing AGM of the company.  | Consideration and Approval |
| 8.       | To consider, discuss and approve the important dates and information relating to E-Voting at ensuing AGM of the company.              | Consideration and Approval |
| 9.       | To consider, discuss and ratify the appointment of Statutory Auditor of the Company.  | Consideration and Approval |
| 10.      | To fix the date, time and venue for convening the 37 <sup>th</sup> Annual General Meeting of the Company.                             | Approval                   |
| 11.      | To consider, discuss and approve the draft Board Report including draft Annual Report of the Company, as a whole, for the FY 2017-18. | Consideration and Approval |

For Euro Asia Exports Limited

  
Company Secretary



|     |  |          |
|-----|--|----------|
| 12. | To fix the Book Closure Period as per Section 91 of Companies Act, 2013 and Regulation 42 of SEBI (LODR), Regulations 2015 for the purpose of Annual General Meeting of the Company. | Approval |
| 13. | Any other Item which the Board may decide, with the permission of Chairman.  | If Any   |

For Euro Asia Exports Limited

*Shonu*  
Company Secretary

## **NOTES ON AGENDA:**

### **Item 1. To appoint the chairman of the meeting:**

The directors present at the meeting may elect any one amongst them as the Chairman of the meeting. The Chairman shall take the chair first and quorum shall be counted. The Chairman of the meeting shall evaluate and satisfy himself about:

- the mode of circulation and receipt of the Notice by all the directors;
- the presence of the requisite Quorum; and
- the mode of attendance by the directors; and thereafter, the meeting may proceed as per the agenda set out for the meeting.

### **Item 2. To grant leave of absence to the directors who are unable to attend the meeting:**

If any director is unable to attend the ensuing Board meeting, then he may send a request to Company Secretary of the Company for granting leave of absence.

### **Item 3. To ratify and adopt the minutes for the last Board Meeting held on 11<sup>th</sup> August, 2018:**

Minutes of the last Board Meeting held on 11<sup>th</sup> August, 2018 copies of which were circulated to the directors of the Company and is annexed to this agenda as well, may be confirmed and adopted by the directors present in the meeting.

### **Item 4. To ratify and adopt the minutes for the last Audit Committee meeting held on 11<sup>st</sup> August, 2018:**

Minutes of the last Audit Committee Meeting held on 11<sup>th</sup> August, 2018 copies of which were circulated to the directors of the Company and is annexed to this agenda as well, may be confirmed and adopted by the directors present in the meeting.

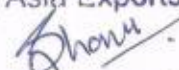
### **Item5. To consider and approve the Internal Audit Report issued by M/s N K Bhat & Associates for the Financial Year 2017-18:**

In terms of the requirements of Section 138 of Companies Act, 2013 the Board may take note of the Internal Audit Report issued by M/s N K Bhat & Associates, Internal Auditor of the Company for the Financial Year ended on 31<sup>st</sup> March, 2018 placed before the Board.

### **Item6. To consider and approve the Secretarial Audit Report issued by M/s Jain Akshi & Associates for the Financial Year 2017-18:**

In terms of the requirements of Section 204 of Companies Act, 2013 read with Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 the Board may take note of the Secretarial Audit Report issued by M/s Jain Akshi &

For Euro Asia Exports Limited



Company Secretary



**Associates**, Secretarial Auditor of the Company for the Financial Year ended on 31<sup>st</sup> March, 2018 placed before the Board.

**Item7. To consider, discuss and approve the appointment of Scrutinizer for scrutinizing the E-Voting process at ensuing AGM of the company:**

The consent letter of CS Sunni Gupta and draft resolution proposing to appoint CS Sunni Gupta, Practicing Company Secretary as Scrutinizer of the Company for conducting the E-Voting process at the 37<sup>th</sup> Annual General Meeting of the Company shall be placed before the Board. The Board may consider, discuss and approve the same by passing following resolution, with or without modification, in this regard:

**“RESOLVED THAT** in terms of the provisions of Section 108 of Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, the consent of Board of Directors of the Company be and is hereby accorded to appoint CS Sunni Gupta, Practicing Company Secretary having Registered Office of his Firm at M/s Sunni Gupta & Associates ; J-33 IIIrd Floor J Block Laxmi Nagar New Delhi – 110092 as Scrutinizer of the Company for conducting the E-voting process at the 37<sup>th</sup> Annual General Meeting of the Company.

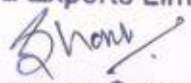
**RESOLVED FURTHER THAT** in the opinion of the Board, CS Sunni Gupta, Practicing Company Secretary is efficiently capable of scrutinizing the E- voting process in a fair and transparent manner and that remuneration paid to him shall be mutually decided between the parties.

**RESOLVED FURTHER THAT** any, Directors of the Company and Ms. Shanu Srivastava, Company Secretary of the Company be and are hereby severally authorized to do all such acts, deeds, things & execute all documents, undertaking as may be considered necessary in connection with or incidental for giving effect to the aforesaid resolution.”

**Item8. To consider, discuss and approve the important dates and information relating to E-Voting at ensuing AGM of the company:**

In terms of the requirements of Section 108 of Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 the material information as provided hereunder required to be finalized for conducting of E-Voting process at the 37<sup>th</sup> Annual General Meeting of the Company shall be placed before the Board. The Board may consider, discuss and finalize the matter and authorize the Company Secretary of the Company to sign the related documents:

For Euro Asia Exports Limited

  
Company Secretary



| S. No | Particulars                                  | Details                |
|-------|--|------------------------|
| 1.    | Cut of date for E-Voting                     | 21.09.2018             |
| 2.    | Voting Start Date & time                     | 25.09.2018- 09.00 A.M. |
| 3.    | Voting End Date & time                       | 27.09.2018- 05.00 P.M. |
| 4.    | Date & time of AGM                           | 28.09.2018             |
| 5.    | Date for submission of report by Scrutinizer | 30.09.2018             |
| 6.    | Date of declaration of AGM results.          | 30.09.2018             |

Further details shall be specifically decided at the Board Meeting for conducting the E-Voting process at the 37<sup>th</sup> Annual General Meeting of the Company.

**Item9. To consider, discuss and ratify the appointment of Statutory Auditor of the Company:**

In pursuance to the provisions of Section 139, 141 and 142 of Companies Act, 2013 read with Companies (Audit and Auditors) Rules, 2014 the Board may consider the matter to ratify the appointment of M/s VBR & Associates, as Statutory Auditor of the Company till the conclusion of 37<sup>th</sup> Annual General Meeting of the Company and if the ratification is approved, recommend the same to the shareholders for approval by way of passing resolution in the ensuing meeting.

**Item10. To fix the date, time and venue for convening the 37<sup>th</sup> Annual General Meeting of the Company:**

In pursuance to the requirements of Section 96 of Companies Act, 2013 the information for date, time and venue for convening the 37<sup>th</sup> Annual General Meeting of the Company shall be placed before the Board. The Board may consider, discuss and finalize the following matter with or without modifications, if any and authorize the Company Secretary of the Company to sign the related documents:

| S. No | Particulars  | Details  |
|-------|--------------|--|
| 1.    | Date of AGM  | 28.09.2018   |
| 2.    | Time of AGM  | 11:00 A.M.   |
| 3.    | Venue of AGM | Hotel City Park Airport, No. 49/2/1, Nh-8 Near Toll Plaza, Kapashera, New-Delhi-110037 |

For Euro Asia Exports Limited  
  
 Company Secretary