



## SHIVKAMAL IMPEX LIMITED

Regd. Office: Ground Floor, Block-P-7, Green Park (Extn.) New Delhi-110016  
Tel: 011-26192964, e-mail: siv\_kamal@yahoo.com,info@shivkamalimpex.com  
CIN: L52110DL1985PLC019893, Website-www.shivkamalimpex.com

### NOTICE OF THE BOARD MEETING

Serial No. 03/2024-25

**To,  
The Board of Directors  
Shivkamal Impex Limited**

Dear Sir(s)/ Madam,

Notice is hereby given that the Third meeting of the Board of Directors of Shivkamal Impex Limited for the Financial Year 2024-25 will be held on **Monday, August 12, 2024 at 10:30 A.M.** at the Registered Office of the Company at Ground Floor, Block-P-7, Green Park (Extn.), New Delhi- 110016.

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

A copy of Agenda of the businesses which are likely to be transacted at the meeting is enclosed for your perusal.

**For and on behalf of  
Shivkamal Impex Limited**

Place: New Delhi  
Date: August 05, 2024

**Pooja Tyagi  
Company Secretary &  
Compliance Officer**

Enclosure(s): 1. Agenda  
2. Notes on Agenda

Kindly contact for any further clarifications and confirming your presence by mailing at [cs@shivkamalimpex.com](mailto:cs@shivkamalimpex.com)



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## AGENDA OF THE BOARD MEETING

Serial No. : 03/2024-25  
Meeting : Board Meeting  
Scheduled Day & Date : Monday, August 12, 2024  
Scheduled Time : 10:30 A. M.

AGENDA NO.	BUSINESS TO BE TRANSACTED
1.	Election of Chairman.
2.	Leave of absence.
3.	To take note of Minutes of the last Board Meeting held on May 27, 2024.
4.	To take note of Minutes of the last Audit Committee Meeting held on May 27, 2024.
5.	To take on record Statement of Investor Complaints under Regulation 13 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 for the quarter ended June 30, 2024.
6.	To take on record Reconciliation of Share Capital Audit Report received from M/s. Siddiqui & Associates, Practicing Company Secretaries under Regulation 76 of the SEBI (Depositories and Participants) Regulations, 2018 for the quarter ended June 30, 2024.
7.	To take on record Confirmation Certificate received from Beetal Financial & Computer Services Private Limited under Regulation 74(5) of the SEBI (Depositories & Participants) Regulations, 2018 for the quarter ended June 30, 2024.
8.	To consider and approve Unaudited Financial Results of the Company for the quarter ended June 30, 2024.
9.	To take on record Limited Review Report on the Unaudited Financial Results for the quarter ended June 30, 2024.
10.	To approve appointment of M/s R Niwas and Associates, Chartered Accountants as Internal Auditors of the Company for the Financial Year ending on March 31, 2025
11.	To approve appointment of M/s. Siddiqui & Associates, Company Secretaries as the Secretarial Auditor of the Company for the Financial Year ending on March 31, 2025
12.	To appoint M/s. Siddiqui & Associates, Practicing Company Secretaries as the scrutinizer of the Company for the purpose of conducting remote e-voting and poll at the 39 <sup>th</sup> Annual General Meeting of the Company.
13.	To recommend the re-appointment of Mr Manu Jain who retires by rotation at the ensuing Annual General Meeting of the Company.
14.	To fix date/period for the purpose of closure of Register of Members and Share Transfer Books of the Company for the purpose of Annual General Meeting 2023-24.
15.	To decide the cut-off date for the purpose of reckoning the names of members who are entitled to voting rights at 39 <sup>th</sup> Annual General Meeting.
16.	To take note of the Secretarial Audit Report of the Company for the year ended March 31, 2024.
17.	To fix the date, time and venue of 39 <sup>th</sup> Annual General Meeting of the Company and to approve the Notice of 39 <sup>th</sup> Annual General Meeting of the Company.



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18.	To approve Director's Report along with its necessary Annexures for the financial year ended March 31, 2024.
19.	To take note of list of related parties of the Company.
20.	Any other business with the permission of the Chair and with the consent of majority of the Directors present in the meeting including at least one Independent Director

**For and on behalf of  
Shivkamal Impex Limited**

Place: New Delhi

Date: August 05, 2024

**Pooja Tyagi  
Company Secretary &  
Compliance Officer**



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### NOTES ON AGENDA OF THE BOARD MEETING

**Agenda No. 1:**

To elect the Chairman of the Meeting.

**Agenda No. 2:**

Leave of absence shall be granted to such Director who is not able to attend the Board Meeting.

**Agenda No. 3:**

The Board Members are requested to take note of the Minutes of the Last Board Meeting held on May 27, 2024.

**Agenda No. 4:**

The Board Members are requested to take note of the Minutes of the Last Meeting of Audit Committee held on May 27, 2024.

**Agenda No. 5:**

The Board Members are requested to take on record Statement of Investor Complaints under Regulation 13 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 for the quarter ended June 30, 2024.

**Agenda No. 6:**

The Board Members are requested to take on record Reconciliation of Share Capital Audit Report received from M/s. Siddiqui & Associates, Practicing Company Secretaries under Regulation 76 of the SEBI (Depositories and Participants) Regulations, 2018 for the quarter ended June 30, 2024.

**Agenda No. 7:**

To take on record Confirmation Certificate received from Beetal Financial & Computer Services Private Limited under Regulation 74(5) of the SEBI (Depositories & Participants) Regulations, 2018 for the quarter ended June 30, 2024.

**Agenda No. 8:**

The Board members are requested to consider and approve Unaudited Financial Results of the Company for the quarter ended June 30, 2024.

**Agenda No. 9:**

To take on record Limited Review Report on the Unaudited Financial Results for the quarter ended June 30, 2024.



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### **Agenda No. 10:**

The Board Members are requested to discuss and approve the appointment of M/s R Niwas and Associates, Chartered Accountants (Firm Registration No. 001828C) as Internal Auditors of the Company for the Financial Year ending on March 31, 2025 in terms of Section 138 of the Companies Act, 2013 read with Rule 13 of the Companies (Accounts) Rules, 2014.

### **Agenda No. 11:**

The Board Members are informed that pursuant to the provisions of Section 204 of the Companies Act, 2013 read with the Companies (Appointment and Remuneration of managerial Personnel) Rules, 2014, every listed company is required to annex with its Board Report, a secretarial audit report in Form MR-3 given by a company secretary in practice who shall be appointed as secretarial auditor by the company. The Board Members are, thus, requested to approve appointment of M/s. Siddiqui & Associates, Practicing Company Secretaries as the Secretarial Auditor of the Company for the Financial Year ending on March 31, 2025.

### **Agenda No. 12:**

The Board Members are requested to appoint M/s. Siddiqui & Associates, Practicing Company Secretaries as the scrutinizer of the Company for the purpose of conducting remote e-voting and e-voting/poll at the 39<sup>th</sup> Annual General Meeting of the Company.

### **Agenda No. 13:**

The Board Members are informed that the office of Mr Manu Jain (DIN: 07801467) is liable to retire by rotation at the ensuing Annual General Meeting of the Company. The Board Members are requested to recommend the re-appointment of Mr. Manu Jain, who retires by rotation and being eligible offers himself for re-appointment.

### **Agenda No. 14:**

The Board Members are requested to fix the date for the purpose of closure of Register of Members and Share Transfer Books.

### **Agenda No. 15:**

The Board members are informed that pursuant to Section 108 of the Companies Act 2013 read with the Companies (Management and Administration) Rules, 2014 and other applicable provisions of the Companies Act, 2013, the Board of Directors of every Company, who provides e-voting facility to its Members are required to decide the Cut-off date for the purpose of reckoning the names of members who are entitled to voting rights at 39<sup>th</sup> Annual General Meeting. Accordingly, the Board Members are requested to decide the Cut-off date for the same.

### **Agenda No. 16:**

The Board Members are requested to take note of the Secretarial Audit Report of the Company for the year ended March 31, 2024 furnished by M/s. Siddiqui & Associates, Practicing Company Secretaries pursuant to the provisions of Section 204 of the Companies Act, 2013.



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### **Agenda No. 17:**

The Company is required to hold the 39<sup>th</sup> Annual General Meeting on or before 30th September, 2024 as per the provisions of Section 96 of the Companies Act, 2013. The Board Members are requested to fix the date, time and venue of the 39<sup>th</sup> Annual General Meeting of the Company and also to approve the Notice of the said Meeting.

### **Agenda No. 18:**

The Board members are requested to discuss, finalize and approve the Director's Report of the Company for the financial year ended March 31, 2024 prepared in terms of the provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

### **Agenda No. 19:**

A list of Related Parties of the Company shall be placed before the Board. The Board Members are requested to take note of the same.

### **Agenda No. 20:**

Any other business with the permission of the Chair and with the consent of majority of the Directors present in the meeting including at least one Independent Director.

**For and on behalf of  
Shivkamal Impex Limited**

Place: New Delhi

Date: August 05, 2024

**Pooja Tyagi  
Company Secretary &  
Compliance Officer**