Form No. MGT-7

Annual Return (other than OPCs and Small Companies)

[Pursuant to sub-section (1) of section 92 of the Companies Act, 2013 and sub-rule (1) of rule 11 of the Companies (Management and Administration) Rules, 2014]

All fields marked in * are mandatory

Refer instruction kit for filing the form



Form language

I REGISTRATION	AND	OTHER	DETAILS
I REGISTRATION	AND	OTHER	DETAILS

i *Corporate Identity Number (CIN)	L35105GJ2010PLC059713		
ii (a) *Financial year for which the annual return is being filed (From date) (DD/MM/YYYY)	01/04/2024		
(b) *Financial year for which the annual return is being filed (To date) (DD/MM/YYYY)	31/03/2025		
(c) *Type of Annual filing	Original	Revised	
(d) SRN of MGT-7 filed earlier for the same financial years			

iii

Particulars	As on filing date	As on the financial year end date
Name of the company	SAHAJ SOLAR LIMITED	SAHAJ SOLAR LIMITED
Registered office address	Office No. 301, Ashirvad Paras Opp Prahladnagar Garden, Satellite,Ahmed,abad,NA,Ahmedabad,Ahmedab ad,Gujarat,India,380051	Office No. 301, Ashirvad Paras Opp Prahladnagar Garden, Satellite,Ahmed,abad,NA,Ahmedabad,Ahmedab ad,Gujarat,India,380051
Latitude details	23.0205	23.0205
Longitude details	72.5082	72.5082

Latitude details	23.0205	23.020	.0205		
Longitude details	72.5082	72.508	2		
(a) *Photograph of the register showing external building	ed office of the Company and name prominently visible		WhatsApp Image 2025-09-10 at 5.17.03 PM.jpeg		
(b) *Permanent Account Number (PAN) of the company			AA*****3K		
(c) *e-mail ID of the company			*****nts@sahajsolar.com		
(d) *Telephone number with STD code			79*****00		

(e) Website								
iv *Date of Incorporation	iv *Date of Incorporation (DD/MM/YYYY)							
v (a) *Class of Company (as on the financial year end date) (Private company/Public Company/One Person Company)					ic company			
(b) *Category of the Company (as on the financial year end date) (Company limited by shares/Company limited by guarantee/Unlimited company)					pany limited	d by shares		
(c) *Sub-category of the Company (as on the financial year end date) (Indian Non-Government company/Union Government Company/State Government Company Guarantee and association company/Subsidiary of Foreign Company)					ın Non-Gove	ernment company		
vi *Whether company is	s having sh	are capital (as on the financial yea	ar end date)	Yes	6	○ No		
vii (a) Whether shares l	isted on re	ecognized Stock Exchange(s)		Yes	5	○ No		
(b) Details of stock ϵ	exchanges	where shares are listed						
S. No.	Stock Ex	change Name		Code	Code			
1		National Stock Exchange ((NSE)	A1024	A1024 - National Stock Exchange (NSE)			
viii Number of Registrar	and Trans	fer Agent		1				
CIN of the Registrar a Transfer Agent	nd	Name of the Registrar and Transfer Agent	Registered office ad the Registrar and Tr Agents		_	tration number ar and Transfer		
L72400MH2017PLC	444072	KFIN TECHNOLOGIES LIMITED	301, The Centrium, 57,, Lal Bahadur Sha Nav Pada, Ku (West),Mumbai,Mui arashtra,India,40	stri Road, rla mbai,Mah	INR	000000221		
ix * (a) Whether Annual	General N	leeting (AGM) held		Yes	6	○ No		
(b) If yes, date of AG	M (DD/MI	M/YYYY)		11/0	11/09/2025			
(c) Due date of AGM (DD/MM/YYYY)			30/0	9/2025				
(d) Whether any extension for AGM granted					5	No		
	(e) If yes, provide the Service Request Number (SRN) of the GNL-1 application form filed for extension							

(f) E	Extended due date of AGM a							
(g)	(g) Specify the reasons for not holding the same							
II PRIN	CIPAL BUSINESS ACTIVITIES	OF THE COMPANY						
i *Nur	mber of business activities			1				
S. No.	Main Activity group code	Description of Main Activity group	Business Activity Code	Description of Business Activity	% of turnover of the company			
1	С	Manufacturing	32	Other manufacturing	100			

III PARTICULARS OF HOLDING, SUBSIDIARY AND ASSOCIATE COMPANIES (INCLUDING JOINT VENTURES)

i	*No.	οf	Companies	for	which	inform	ation	is t	o be	giver

S. No.	CIN /FCRN	Other registration number	Name of the company	Holding/ Subsidiary/Associate/Jo int Venture	% of shares held
1	U74140GJ2013PTC073203		VERACITY POWERTRONICS PRIVATE LIMITED	Subsidiary	80
2	U40106GJ2012PTC073056		VERACITY ENERGY AND INFRASTRUCTURE PRIVATE LIMITED	Subsidiary	80
3	U32909GJ2025PTC158665		SAHAJ PV ANCILLARY PRIVATE LIMITED	Subsidiary	99
4	U35105GJ2025PTC158489		VERACITY RENEWABLE ENERGY PRIVATE LIMITED	Subsidiary	99
5		57675	Sahaj Renewable Energy Trading FCZO	Subsidiary	100
6		80034895889113	Sahaj renewable Power limited	Subsidiary	75

IV SHARE CAPITAL, DEBENTURES AND OTHER SECURITIES OF THE COMPANY

i SHARE CAPITAL

(a) Equity share capital

Particulars	Authorised Capital	Issued capital	Subscribed capital	Paid Up capital
Total number of equity shares	22000000.00	10986010.00	10986010.00	10986010.00
Total amount of equity shares (in rupees)	220000000.00	109860100.00	109860100.00	109860100.00

Number of classes	1

Class of shares Ordinary Equity Share	Authorised Capital	Issued capital	Subscribed Capital	Paid Up capital
Number of equity shares	22000000	10986010	10986010	10986010
Nominal value per share (in rupees)	10	10	10	10
Total amount of equity shares (in rupees)	220000000.00	109860100.00	109860100	109860100

(b) Preference share capital

Particulars	Authorised Capital	Issued capital	Subscribed capital	Paid Up capital
Total number of preference shares	0.00	0.00	0.00	0.00
Total amount of preference shares (in rupees)	0.00	0.00	0.00	0.00

Number of classes	0

Class of shares	Authorised Capital	Issued capital	Subscribed Capital	Paid Up capital
Number of preference shares				
Nominal value per share (in rupees)				
Total amount of preference shares (in rupees)				

(c) Unclassified share capital

Particulars	Authorised Capital
Total amount of unclassified shares	0

(d) Break-up of paid-up share capital

articulars	Number of shares			Total Nominal Amount	Total Paid-up amount	Total premium
	Physical	DEMAT	Total			
(i) Equity shares						
At the beginning of the year	0	8066010	8066010.00	80660100	80660100	
Increase during the year	0.00	2920000.00	2920000.00	29200000.00	29200000.00	0.00
i Public Issues	0	2920000	2920000.00	29200000	29200000	0
ii Rights issue	0	0	0.00	0	0	
iii Bonus issue	0	0	0.00	0	0	
iv Private Placement/ Preferential allotment	0	0	0.00	0	0	
v ESOPs	0	0	0.00	0	0	
vi Sweat equity shares allotted	0	0	0.00	0	0	
vii Conversion of Preference share	0	0	0.00	0	0	
viii Conversion of Debentures	0	0	0.00	0	0	
ix GDRs/ADRs	0	0	0.00	0	0	

Particulars		Number of share	es	Total Nominal Amount	Total Paid-up amount	Total premium
x Others, specify	0	0	0.00	0	0	
Decrease during the year	0.00	0.00	0.00	0.00	0.00	0
i Buy-back of shares	0	0	0.00	0	0	
ii Shares forfeited	0	0	0.00	0	0	
iii Reduction of share capital	0	0	0.00	0	0	
iv Others, specify	0	0	0.00		0	
At the end of the year	0.00	10986010.00	10986010.00	109860100.00	109860100.00	
(ii) Preference shares						
At the beginning of the year	0	0	0.00	0	0	
Increase during the year	0.00	0.00	0.00	0.00	0.00	0
i Issues of shares	0	0	0.00	0	0	
ii Re-issue of forfeited shares	0	0	0.00	0	0	
iii Others, specify NA	0	0	0.00	0	0	
Decrease during the year	0.00	0.00	0.00	0.00	0.00	0
i Redemption of shares	0	0	0.00	0	0	
ii Shares forfeited	0	0	0.00	0	0	
iii Reduction of share capital	0	0	0.00	0	0	
not Applicable	0	0	0.00		0	
At the end of the year	0.00	0.00	0.00	0.00	0.00	

ISIN of the equity shares of the company			INE0P4701011			
Details of stock split/consolidation during	the year (for each class	s of shares)	0		
Class of shares						
Before split / Consolidation	Number of shares					
	Face value per share					
After split / consolidation	Number of shares					
	Face value per share					
Details of shares/Debentures Transfers since the incorporation of the company)	nce closure date of last	t financial y	ear (or in th	e case of the	first ret	turn at any time
√ Nil						
Number of transfers						
tachments:						
1. Details of shares/Debentures Tra	ansfers					
Debentures (Outstanding as at the end o	f financial year)					
Number of classes				0		
Classes of non-convertible debentures	Number of units	·	Nominal va	alue	(Out	I value standing at the of the year)
Total						
Classes of non-convertible debentures	Outstanding as at the beginning of the year	Incre the y	ase during ear	Decrease during the	year	Outstanding as at the end of the year
Total						

Number of classes			0		
Classes of partly convertible debentures	Number of units	Nominal per unit	value	(Out:	l value standing at the of the year)
Total					
Classes of partly convertible debentures	Outstanding as at the beginning of the year	Increase during the year	-	se :he year	Outstanding as at the end of the year
Total					
Fully convertible debentures Number of classes			0		
Fully convertible debentures	Number of units	Nominal per unit		(Out	I value standing at the of the year)
Fully convertible debentures Number of classes	Number of units			(Out	standing at the
Fully convertible debentures Number of classes Classes of fully convertible debentures	Outstanding as at the beginning of the year		value	(Out:	standing at the

Particulars	Outstanding as at the beginning of the year	Increase during the year	Decrease during the year	Outstanding as at the end of the year
Non-convertible debentures	0.00	0.00	0.00	0.00
Partly convertible debentures	0.00	0.00	0.00	0.00
Fully convertible debentures	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

v Securities (other tha	า shares and	debentures)
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0

Type of Securities	Number of Securities	Nominal Value of each Unit	Total Nominal Value	Paid up Value of each Unit	Total Paid up Value
Total					

V Turnover and net worth of the company	(as defined in the Companies Act, 201	3
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i *Turnover		

3070573000

ii * Net worth of the Company

1052369000

VI SHARE HOLDING PATTERN

A Promoters

S. No	Category	Equity		Preference		
		Number of shares	Percentage	Number of shares	Percentage	
1	Individual/Hindu Undivided Family					
	(i) Indian	7830660	71.28	0	0.00	
	(ii) Non-resident Indian (NRI)	0	0.00	0	0.00	

	(iii) Foreign national (other than NRI)	0	0.00	0	0.00
2	Government				
	(i) Central Government	0	0.00	0	0.00
	(ii) State Government	0	0.00	0	0.00
	(iii) Government companies	0	0.00	0	0.00
3	Insurance companies	0	0.00	0	0.00
4	Banks	0	0.00	0	0.00
5	Financial institutions	0	0.00	0	0.00
6	Foreign institutional investors	0	0.00	0	0.00
7	Mutual funds	0	0.00	0	0.00
8	Venture capital	0	0.00	0	0.00
9	Body corporate (not mentioned above)	0	0.00	0	0.00
10	Others	0	0.00	0	0.00
	Total	7830660.00	71.28	0.00	0

rotal fluiliber of stial effolders (profitolers	Total	l number	of shareholders	(promoters
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6

B Public/Other than promoters

S. No	Category	Equity		Preference			
		Number of shares	Percentage	Number of shares	Percentage		
1	Individual/Hindu Undivided Family						
	(i) Indian	2567750	23.37	0	0.00		
	(ii) Non-resident Indian (NRI)	110200	1.00	0	0.00		

	(iii) Foreign national (other than NRI)	0	0.00	0	0.00
2	Government				
	(i) Central Government	0	0.00	0	0.00
	(ii) State Government	0	0.00	0	0.00
	(iii) Government companies	0	0.00	0	0.00
3	Insurance companies	0	0.00	0	0.00
4	Banks	0	0.00	0	0.00
5	Financial institutions	0	0.00	0	0.00
6	Foreign institutional investors	0	0.00	0	0.00
7	Mutual funds	0	0.00	0	0.00
8	Venture capital	0	0.00	0	0.00
9	Body corporate (not mentioned above)	274400	2.50	0	0.00
10	Others AIF and FPI	203000	1.85		
	Total	3155350.00	28.72	0.00	0

Total number of shareholders (other than promoters)

2941

Total number of shareholders (Promoters + Public/Other than promoters)

2947.00

Breakup of total number of shareholders (Promoters + Other than promoters)

SI.No	Category	
1	Individual - Female	1412
2	Individual - Male	1412
3	Individual - Transgender	0
4	Other than individuals	123
	Total	2947.00

C Details of Foreign institutional investors' (FIIs) holding shares of the company	

Name of the	Address	Date of Incorporation	Country of Incorporation	Number of shares held	% of shares held

VII NUMBER OF PROMOTERS, MEMBERS, DEBENTURE HOLDERS [Details of Promoters, Members (other than promoters), Debenture holders]

Details	At the beginning of the year	At the end of the year
Promoters	6	6
Members (other than promoters)	8	2941
Debenture holders	0	0

VIII DETAILS OF DIRECTORS AND KEY MANAGERIAL PERSONNEL

A Composition of Board of Directors

Category	Number of dir beginning of t				Percentage of shares held I directors as at the end of year	
	Executive	Non- executive	Executive	Non- executive	Executive	Non- executive
A Promoter	2	0	2	0	56.85	0
B Non-Promoter	0	3	0	3	0.00	0.00
i Non-Independent	0	1	0	1	0	0
ii Independent	0	2	0	2	0	0
C Nominee Directors representing	0	0	0	0	0.00	0.00
i. Banks and Fls	0	0	0	0	0	0
ii Investing institutions	0	0	0	0	0	0
iii Government	0	0	0	0	0	0
iv Small share holders	0	0	0	0	0	0

cessation (DD/MM/YY				wesignation/	Cessation			
Name	DIN/PAN	l t	Designation at the Deginning / during Tinancial year	the chan	Date of appointment/ change in designation/		Nature of cha (Appointment designation/	it/ Change in
i) *Particulars of chan	ge in direct	or(s) and Key	managerial perso	onnel during	the year	0		
BHARATKUMAR BRAHMBHATT	AFHP	B1708G	CFO		78308			
MANAN	AFLID	IP1709C	650		70200			
POONAM PRAVINBHAI PANCHAL	BQLP	P6934N	Company Secretary		800			
SURESHCHANDRA NAHARSINH RAO	102	12702	Director		0			
AMITA JATIN PARIKH	102	27065	Director		0			
DILIP BALSHANKER JOSHI	102	12458	Director		0			
KANAKSINH AGARSINH GOHIL	029	17131	Director		150			
PRAMIT BHARATKUMAR BRAHMBHATT	024	00764	Managing Dire	ector	6245592			
Name	DIN/PAN		Designation	l l	mber of equi res held	ty	closure of f	sation (after inancial year : /MM/YYYY)
Details of directors a Name PRAMIT	DIN/PAN		Designation	Nu sha	mber of equi		closure of f	inancial ye
Number of Directors a		nagerial perso	nnel (who is not d	lirector) as or	n [7		
Total		2	3	2	3		56.85	0.00
v Others		0	0	0	0		0	0

*Number of meetings held

Type of meeting	Date of meeting (DD/MM/YYYY)	Total Number of Members entitled to attend meeting	Attendance	
			Number of members attended	% of total shareholding
Extra-ordinary General Meeting	11/04/2024	14	7	50
Extra-Ordinary General Meeting	01/07/2024	14	7	50
Annual General Meeting	05/07/2024	14	7	50
Extra-ordinary General Meeting	11/03/2025	2746	28	1.02

B BOARD MEETINGS

*Number of meetings held

S.No	Date of meeting (DD/MM/YYYY)	Total Number of directors as on the date of meeting	Att	tendance
			Number of directors attended	% of attendance
1	03/04/2024	5	5	100
2	10/04/2024	5	5	100
3	30/04/2024	5	5	100
4	11/05/2024	5	5	100
5	04/06/2024	5	5	100
6	13/06/2024	5	5	100
7	01/07/2024	5	5	100
8	04/07/2024	5	5	100
9	10/07/2024	5	5	100
10	16/07/2024	5	5	100
11	26/08/2024	5	5	100
12	28/09/2024	5	5	100

13	30/10/2024	5	4	80
14	11/11/2024	5	5	100
15	25/11/2024	5	5	100
16	30/12/2024	5	5	100
17	01/02/2025	5	5	100
18	11/02/2025	5	5	100

C COMMITTEE MEETINGS

Number	οf	meetings	hel	c
Number	O.	HICCHIIIS	110	

S.No	Type of meeting	Date of meeting (DD/MM/YYYY)	Total Number of Members as on the date of meeting	Atten	dance
				Number of members attended	% of attendance
1	Audit Committee meeting	26/08/2024	3	3	100
2	Nomination and remuneration committee meeting	30/04/2024	3	3	100
3	Audit Committee meeting	04/07/2024	3	3	100
4	Stakeholder relationship committee meeting	30/10/2024	3	2	66.67
5	Stakeholder relationship committee meeting	11/02/2025	3	3	100
6	Audit Committee meeting	13/06/2024	3	3	100
7	Audit Committee meeting	10/04/2024	3	3	100
8	Audit Committee meeting	28/09/2024	3	3	100
9	Audit Committee meeting	30/10/2024	3	2	66.67
10	Audit Committee meeting	01/02/2025	3	3	100
11	Nomination and remuneration committee meeting	04/06/2024	3	3	100

12	Audit Committee meeting	01/07/2024	3	3	100
13	Audit Committee meeting	30/04/2024	3	3	100
14	Audit Committee meeting	11/05/2024	3	3	100
15	Nomination and remuneration committee meeting	28/09/2024	3	3	100
16	Nomination and remuneration committee meeting	30/10/2024	3	2	66.67
17	Audit Committee meeting	04/06/2024	3	3	100
18	Independent Director meeting	01/01/2025	2	2	100

D ATTENDANCE OF DIRECTORS

☐ Nil

S. N o	Name of the Director	Board Meetings Committee Meetings			Whether attended AGM held on			
		Number of Meetings which director was entitled to attend	Number of Meetings attended	% of attenda nce	Number of Meetings which director was entitled to attend	Number of Meetings attended	% of attend ance	11/09/2025 (Y/N/NA)
1	PRAMIT BHARATKUMAR BRAHMBHATT	18	18	100	17	17	100	Yes
2	KANAKSINH AGARSINH GOHIL	18	18	100	17	17	100	Yes
3	DILIP BALSHANKER JOSHI	18	17	94	17	14	82	Yes
4	AMITA JATIN PARIKH	18	18	100	17	17	100	Yes
5	SURESHCHANDRA NAHARSINH RAO	18	18	100	17	17	100	Yes

A *Number of Managing Director, Whole-time Directors and/or Manage	er
whose remuneration details to be entered	

S. No.	Name	Designation	Gross salary	Commission	Stock Option/ Sweat equity	Others	Total amount
1	Pramit Bhartkumar Brahmbhatt	Managing Director	2500000	0	0	140000	2640000.00
	Total		2500000.00	0.00	0.00	140000.00	2640000.00

В	*Number of	CEO, CFO	and Company	secretary	whose remur	าeration
	details to b	e entered				

2	
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S. No.	Name	Designation	Gross salary	Commission	Stock Option/ Sweat equity	Others	Total amount
1	Manan Bhartkumar Brahmbhatt	CFO	1204000	0	0	8000	1212000.00
2	Poonam Pravinbhai Panchal	Company Secretary	783000	0	0	0	783000.00
	Total		1987000.00	0.00	0.00	8000.00	1995000.00

C *Number of	other directors w	hose remuneration	details to be e	ntered
C Nullibel Of	other unectors w	nose remuneration	uetans to be e	ntere

4

S. No.	Name	Designation	Gross salary	Commission	Stock Option/ Sweat equity	Others	Total amount
1	Kanaksinh Agarsinh Gohil	Director	1008000	0	0	67000	1075000.00
2	Dilip Balshanker Joshi	Director	240000	0	0	0	240000.00
3	Amita Jatin Parikh	Director	240000	0	0	0	240000.00
4	Sureshchandra Naharsinh Rao	Director	300000	0	0	0	300000.00
	Total		1788000.00	0.00	0.00	67000.00	1855000.00

XI MATTERS RELATED TO CERTIFICATION OF COMPLIANCES AND DISCLOSURES

A *Whether the company has made compliances and disclosures in respect of applicable provisions of the Companies Act, 2013 during the year	Yes	○ No
B If No, give reasons/observations		

XII PENALTY AND PUNISHMENT – DETAILS THEREOF

Name of the company/ directors/ officers Name of the court/ concerned Authority Date of Order (DD/MM/YYYY) Section under which offence committed Particulars of compounding (in rupees)	Name of the company/ directors/ officers Name of the court/ concerned Authority Date of Order (DD/MM/YYYY) section under which offence committed Particulars of compounding (in rupees) I Details of Shareholder / Debenture holder Jumber of shareholder/ debenture holder Attachments Amount of compounding (in rupees)	Name of the company/ directors/ officers	Name of the court/ concerned Authority	Date of Order (DD/MM/YYYY)	Name of the Act and section under which penalised / punished	Details of penalty/ punishment	Details of appeal (if any) including present status
company/ directors/ officers Court/ concerned Authority Court/ concerned Authority Section under which offence committed Compounding (in rupees)	company/ directors/ officers court/ concerned Authority court/ concerned Authority section under which offence committed compounding (in rupees) Details of Shareholder / Debenture holder umber of shareholder/ debenture holder Attachments List of share holders, debenture holders Details of Shareholders, debenture holders Details of Shareholder or Debenture holders.	DETAILS OF COMP	OUNDING OF OFFENC	ES	✓ Nil		
Jumber of shareholder/ debenture holder / Attachments a) List of share holders, debenture holders Details of Shareholder or Debenture holder.xlsm	Attachments a) List of share holders, debenture holders Details of Shareholder or Debenture holder.xlsm	Name of the company/ directors/ officers	court/ concerned		section under which		compounding (in
with the second shareholder wi	with the second shareholder wi						
Debenture holder.xlsm	Debenture holder.xlsm	/ Attachments					
o) Optional Attachment(s), if any	b) Optional Attachment(s), if any	a) List of share hol	ders, debenture holde	rs			
		b) Optional Attach	ment(s), if any				

XV COMPLIANCE OF SUB-SECTION (2) OF SECTION 92, IN CASE OF LISTED COMPANIES

In case of a listed company or a company having paid up share capital of Ten Crore rupees or more or turnover of Fifty Crore rupees or more, details of company secretary in whole time practice certifying the annual return in Form MGT-8.

I/We certify that:

- (a) The return states the facts, as they stood on the date of the closure of the financial year aforesaid correctly and adequately.
- (b) Unless otherwise expressly stated to the contrary elsewhere in this return, the Company has complied with applicable provisions of the Act during the financial year.
- (c) The company has not, since the date of the closure of the last financial year with reference to which the last return was submitted or in the case of a first return since the date of incorporation of the company, issued any invitation to the public to subscribe for any securities of the company.
- (d) Where the annual return discloses the fact that the number of members, (except in case of one person company), of the company exceeds two hundred, the excess consists wholly of persons who under second proviso to clause (ii) of sub-section (68) of section 2 of the Act are not to be included in reckoning the number of two hundred.

I/ We have examined the registers, records and books and papers of	SAHAJ SOLAR LIMITED	as required to be
maintained under the Companies Act, 2013 (the Act) and the rules made	e thereunder for the financial	year ended on
(DD/MM/YYYY) 31/03/2025		

In my/ our opinion and to the best of my information and according to the examinations carried out by me/ us and explanations furnished to me/ us by the company, its officers and agents, I/ we certify that:

A The Annual Return states the facts as at the close of the aforesaid financial year correctly and adequately.

- B During the aforesaid financial year the Company has complied with provisions of the Act & Rules made there under in respect of:
- 1 its status under the Act;
- 2 maintenance of registers/records & making entries therein within the time prescribed therefor;
- 3 filing of forms and returns as stated in the annual return, with the Registrar of Companies, Regional Director, Central Government, the Tribunal, Court or other authorities within/beyond the prescribed time;
- 4 calling/ convening/ holding meetings of Board of Directors or its committees, if any, and the meetings of the members of the company on due dates as stated in the annual return in respect of which meetings, proper notices were given and the proceedings including the circular resolutions and resolutions passed by postal ballot, if any, have been properly recorded in the Minute Book/registers maintained for the purpose and the same have been signed;
- 5 closure of Register of Members / Security holders, as the case may be.
- 6 advances/loans to its directors and/or persons or firms or companies referred in section 185 of the Act;
- 7 contracts/arrangements with related parties as specified in section 188 of the Act;
- 8 issue or allotment or transfer or transmission or buy back of securities/ redemption of preference shares or debentures/ alteration or reduction of share capital/ conversion of shares/ securities and issue of security certificates in all instances;
- 9 keeping in abeyance the rights to dividend, rights shares and bonus shares pending registration of transfer of shares in compliance with the provisions of the Act
- 10 declaration/ payment of dividend; transfer of unpaid/ unclaimed dividend/other amounts as applicable to the Investor Education and Protection Fund in accordance with section 125 of the Act;
- 11 signing of audited financial statement as per the provisions of section 134 of the Act and report of directors is as per subsections (3), (4) and (5) thereof;
- 12 constitution/ appointment/ re-appointments/ retirement/ filling up casual vacancies/ disclosures of the Directors, Key Managerial Personnel and the remuneration paid to them;
- 13 appointment/ reappointment/ filling up casual vacancies of auditors as per the provisions of section 139 of the Act;
- 14 approvals required to be taken from the Central Government, Tribunal, Regional Director, Registrar, Court or such other authorities under the various provisions of the Act;
- 15 acceptance/ renewal/ repayment of deposits;
- 16 borrowings from its directors, members, public financial institutions, banks and others and creation/ modification/ satisfaction of charges in that respect, wherever applicable;
- 17 loans and investments or guarantees given or providing of securities to other bodies corporate or persons falling under the provisions of section 186 of the Act;

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Company Secretary Company secretary in practice *Whether associate or fellow: Associate Fellow Membership number Certificate of practice number 2*9*2
Associate
Membership number
Certificate of practice number 2*9*2
Note: Attention is drawn to provisions of Section 448 and 449 of the Companies Act, 2013 which provide for punishment for false statement / certificate and punishment for false evidence respectively.
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