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MINUTE BOOK

MINUTES OF PROCEEDINGS OF THE 04/2017-18 MEETING OF THE BOARD OF DIRECTORS OF 'M/S ORIENT STEEL & INDUSTRIES LIMITED (CIN: L27109WB1956PLC023119)' HELD ON MONDAY, THE 14TH DAY OF AUGUST, 2017, COMMENCED AT 11:30 A.M. AND RECESSED AT 12:15 P.M. AT THE REGISTERED OFFICE OF THE COMPANY SITUATED AT 2, BRABOURNE ROAD, 5TH FLOOR, KOLKATA-700001, WEST BENGAL, INDIA

PRESENT:

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| 1) Mr. Nawal Kishore Rajgarhia (DIN: 00439689) | - Managing Director |
| 2) Mr. Binod Kumar Jeloka (DIN: 01621589) | - Director |
| 3) Mr. Nilesh Rajgarhia (DIN: 00439715) | - Whole-Time Director |
| 4) Mr. Pavan Kumar Poddar (DIN: 00359765) | - Director |
| 5) Ms. Shuchi Rajgarhia (DIN: 05352632) | - Director |

1. CHAIRMAN:

Mr. Nawal Kishore Rajgharia (DIN: 00439689) was appointed as Chairman of the meeting and therefore, he occupied the Chair and commenced the meeting at 11:00 a.m.

2. QUORUM:

After ascertaining that the requisite quorum for the meeting was present as per the provisions of Section 174 of the Act, the Chairman called the meeting to order.

3. MODE OF ATTENDANCE:

All the Directors of the Company were present physically at the meeting.

4. MINUTES OF THE PREVIOUS BOARD MEETING:

The minutes of the previous Board Meeting held on 15/05/2017 were placed before the Board and hereby were read, confirmed and signed by the Chairman

5. RE-APPOINTMENT OF SECRETARIAL AUDITOR(S):

The Chairman informed the meeting that the Company is required to appoint a Secretarial Auditor(s) for preparing Secretarial Audit Report on the records maintained by the Company for the financial year 2017-2018 as required under the Companies Act, 2013 and proposed the name of Mr. Bijay Agarwal, Practicing Company Secretary, Kolkata for the office of the Secretarial Auditor(s), who have provided the Secretarial Audit Report for the year ended on 31/03/2017 also and have agreed to be re-appointed as the Secretarial Auditor(s) of the Company for the financial year 2017-2018 at a remuneration of ₹15,000.00 (Rupees Fifteen Thousand Only) plus reimbursement of actual out of pocket expenses, if any.

The Board discussed the matter and resolved unanimously as follows:-

"RESOLVED THAT pursuant to Section 204(1) of the Companies Act, 2013 read with Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and other applicable provisions, if any, of the Companies Act 2013, the consent of the Board of Directors be and is hereby accorded for appointment of **Mr. Bijay Agarwal, Practicing Company Secretary (Kolkata) [Membership No.36489, C.P. No.13549]**, as the Secretarial Auditor of the Company for the financial year 2017-2018 at a remuneration of ₹15,000.00 (Rupees Fifteen Thousand Only) plus reimbursement of actual out of pocket expenses, if any."

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**CHAIRMAN'S
INITIAL**



