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New Era Alkaloids & Exports Limited

Registered Office: 408, Wallfort Ozone, Fafadih, Raipur (Chhattisgarh) 492001

[CIN NO: L24100CT1994PLC008842]

4th August, 2023

NOTICE OF 2nd/2023-24 MEETING OF BOARD OF DIRECTORS

To
All the Directors,

NOTICE is hereby given that 2nd/2023-24 Meeting of Board of Directors for the F. Y. **2023-24** shall be held at **4.00 pm on Friday, 11th August, 2023** at 408, Wallfort Ozone, Fafadih, Raipur (Chhattisgarh) 492001.

Agenda of the meeting is as under:

1. To grant leave of absence, if any.
2. To consider and approve minutes of the previous meeting of the Board of Directors.
3. To consider and take on records minutes of the Audit committee held on 19.05.2023.
4. To take on records various quarterly compliances for the quarter ended 30th June 2023 submitted under the various Regulations of the SEBI (LODR) Regulations, 2015.
5. To review, consider and approve the draft Un-audited Standalone Financial results of the Company for the Quarter ended on 30th June, 2023.
6. To consider and take on records Limited Review Report issued by the Statutory Auditor on the Un-Audited Standalone Financial Results of the Company for the Quarter ended on 30th June, 2023.
7. To consider and approve draft Directors Report along with annexure for the Financial Year ended 31st March, 2023.
8. To consider and take note of resignation of Mr. Ravi Kamra (DIN: 00745058) as director of the company.
9. To consider and take note of resignation of Mr. Ravindra Pokharna from the post of Chief Financial Officer (CFO) of the company.
10. To consider appointment of Mr. Ramesh Singh Thakur (DIN: 02508580) as Additional Director of the company.

11. To consider appointment of Mr. Ramesh Singh Thakur (DIN: 02508580) as Chief Financial Officer of the Company.
12. To consider reclassification of promoter/promoter group to public category pursuant to Regulation 31A of SEBI (LODR) Regulations,2015
13. To re-constitute the composition of various Committee.
14. To consider and take on records Secretarial Audit Report issued by the Secretarial Auditor.
15. To consider and reappoint CA Uravashi Bhimani Patel (M.No.176010) as Internal Auditor for the F.Y 2023-24 under section 138 of the Companies Act, 2013.
16. To authorize Mr. Ramesh Singh Thakur for operating and managing Bank a/c of the company.
17. To consider convening of 29th Annual General Meeting of the Company through OAVM (other audio visual means).
18. To consider and fix book closure date for register of members and share transfer book for the purpose of 29th Annual General Meeting.
19. To consider and fix the commencement of e-voting facility for the purpose of 29th Annual General Meeting.
20. To consider and appoint M/s. Gurminder Dhani & Associates, Practicing Company Secretaries to obtain a certificate in Form MGT-8 for the financial year ended on 31st March, 2023.
21. To consider and appoint M/s. Gurminder Dhani & Associates to act as Scrutinizer for the purpose of e-voting and venue voting in respect of 29th Annual General Meeting of the Company.
22. Any other matter with the permission of Chair.

All the directors are requested to attend the meeting.

Notes:

- a. *In case you are unable to attend the meeting, you are requested to inform in advance by submitting "**Leave of Absence**".*
- b. *In case you wish to join the meeting through video conferencing; you are requested to inform in advance. So that a link can be provided to you for the same.*
- c. *In case there is any change in your interest, please submit "**updated MBP-1**" in terms of the provisions of Companies Act, 2013.*

BY THE ORDER OF THE BOARD,

(Khushboo Rathi)

Company Secretary & Compliance Officer
M. No. A66878