

**GAGAN POLYCOT INDIA LIMITED**

(CIN :L24134MH1988PLC231956)

Regd. Office : Gala No. 2, Shiv Shankar Industrial Estate No. 1, ValivPhata,Valiv, Vasai (E), Thane -  
401067

E-Mail ID :compliance@gaganpolycot.com

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13<sup>th</sup> January, 2017

To,

Bombay Stock Exchange  
PhirozeJeejeebhoy Towers,  
Dalal Street, Kala Ghoda, Fort,  
Mumbai - 400001.

Dear Sir,

SUB: Proceeding of Board Meeting held on 13<sup>th</sup> January, 2017

We wish to inform you that the members of the company at the Board Meeting held on Friday,13<sup>th</sup> Jan 2017, hasconcluded and approved the following:

1. Appointment of Shabnam, Parveen as Company Secretary cum Compliance Officer with effect from 16<sup>th</sup> January, 2017

We would request you to kindly take the above mentioned information on your record.

Thanking You

Yours sincerely

*For & on behalf of Board of*

*Gagan Polycot India Limited*



*Mr. Ketu Parikh*

*(Director)*

*(DIN :00185343)*

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Date: 13/01/2017

To,

**RELATION DEPT. (BSE)**

Bombay Stock Exchange  
PhirozeJeejeebhoy Towers,  
Dalal Street, Kala Ghoda, Fort,  
Mumbai - 400001

Respected sir,

**SUB:**Insertion in Corp Information data related to the Details of  
Company Secretary / Compliance officer of the company in  
records of BSE.

**Ref:** Scrip ID - GAGANPO , Scrip code - 531196, Group / Index - XD

We would like to inform you that, company has appointedShabnamParveenas a  
Company Secretary w.e.f. 16<sup>th</sup> January, 2017 vide board meeting dtd: 13<sup>th</sup> January,  
2017.

Kindly consider this request letter and please do the needful.

*For & on behalf of Board of*

*Gagan Polycot India Limited*



*Mr. Ketu Parikh*

*(Director)*

*(DIN :00185343)*

**GAGAN POLYCOT INDIA LIMITED**

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Gala No. 2, Shiv Shankar Industrial Estate No. 1, Valiv Phata, Village Valiv,

Vasai (East), Thane MH - 401 067

E-mail ID- [compliance@sarkes.in](mailto:compliance@sarkes.in)

**EXTRACT OF THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF GAGAN POLYCOT INDIA LIMITED HELD AT ITS REGISTERED OFFICE AT GALA NO. 2, SHIV SHANKAR INDUSTRIAL ESTATE NO. 1, VALIV PHATA, VILLAGE VALIV, VASAI (EAST), THANE MH 401067 ON THE 13<sup>TH</sup> DAY OF JANUARY, 2017 AT 11.30 A.M.**

**TO CONSIDER THE APPOINTMENT OF MS. SHABNAM PARVEEN AS COMPANY SECRETARY AND COMPLIANCE OFFICER OF THE COMPANY**

"Resolved that pursuant to the provisions of Section 203 read with rule 8 of Companies (Appointment and Remuneration) Rules, 2014 and other applicable provision ( including any modification or re-enactment thereof ), if any, of the Companies Act, 2013, the consent of the Board be and is hereby accorded to appoint Ms. Shabnam Parveen an Associate Member of Institute of Company Secretaries of India holding the prescribed qualification under Rule 2(1)( Appointment and Qualification of Secretary ) Rules, 1988, as Whole time Secretary of the Company with effect from 16<sup>th</sup> January, 2017, to perform the duties which may be performed by a Secretary under the Companies Act, 2013 and any other duties assigned to him by the Board from time to time".

"Resolved further that Ms. Shabnam Parveen be and is hereby appointed as the Compliance Officer of the Company as per clause 47(a) of Listing Agreement entered with Stock Exchanges with effect from 16<sup>th</sup> January, 2017".

"Resolved further that **Ketu Krishnavadan Parikh**, the Director of the Company be and is hereby authorized to digitally sign and submit all necessary e-Forms with the Registrar of Companies(ROC), West Bengal and to do all such acts, deeds and things as may be necessary to give effect to the above resolution".

Certified True Copy

For GAGAN POLYCOT INDIA LIMITED

**Ketu Krishnavadan Parikh**

Director

DIN: 00185343

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To,  
Shabnam Parveen

Respected Sir,

We would like to inform you that the Board of Directors of the company in the Board Meeting held on 13<sup>th</sup> January, 2017 have decided to appoint you as a Company Secretary of the company and the said assignment is hereby offered to you. You are requested to join the service of the company and contract the undersigned so that you may be introduced to the concerned persons before you start functioning.

1. You will be considered to have been appointed with effect from the day on which your appointment shall be registered with registrar of Companies.
2. The company shall pay to you a monthly salary of Rs. 10,000/- p.m. in which following allowances will be included and professional tax will cut from the salary

Basic Salary: Rs. 7850/- p.m.

Children Education Allowance: Rs.100/- p.m.

Conveyance Allowance: Rs. 800/- p.m.

Medical Allowance: Rs. 1250 p.m.

3. You will enjoy other benefits like the medical expenses reimbursement, leave travel allowance, bonus etc. as may be permissible under the company's service rules.
4. You shall be allowed casual leave /sick leave/festival holidays, weekly off days and earned leave as per rules of company.
5. You will be on probation for a period of six months and on your services during the said probation period being found satisfactory the Board of Directors may consider you for confirmation in the said post.
6. During the period of your probation, your services may be terminated by the company without any notice and you may also leave the service of the company at twenty-four hours' notice.
7. The company may terminate your services even after confirmation without giving you any notice if you are found by the Board of Directors of the company not performing your assigned duties and your statutory duties properly and to the satisfaction of the Board.
8. As company Secretary you shall be exclusively responsible:
  - (a) For complying with all the provisions of the Companies Act and the various rules framed there under;

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(b) Maintaining all the statutory and non-statutory essential registers, books, files, records, papers etc.

(c) Preparing and filing with the registrar of Companies and other concerned authorities the required reports, returns, documents, papers etc. complete in all respects and within the prescribed period of time; and

(d) For carrying out the instructions, directions and advice of the Board of Directors of the company given to you from time to time.

9. You shall devote your whole time and attention to the work of the company during your tenure as Company Secretary and shall work with due diligence and using your abilities to your best. You shall do your best to promote the interest of the company and shall faithfully serve the company.

10. You shall not disclose to any unauthorised person during your employment as Secretary of the company as information obtained by you in relation to the business and corporate policies of the company with special reference to the company's policy regarding the issue of rights shares, bonus shares, time and quantum of payment and/or declaration and payment of dividends from time to time.

Please convey your acceptance of the offer and the terms and conditions attached thereto by signing the carbon copy of this letter and returning the same of the company within a period of seven days from the receipt hereof.

Thanking you

Yours truly

For & on behalf of

**GAGAN POLYCOT INDIA LIMITED**

  
(Ketu Krishnavadan Parikh)

Director (Din-00185343)

I accept the above offer of the post of Company Secretary with all the terms and conditions attached there to and joining with effective from 16th January 2017.

(Shabnam Parveen)

Company Secretary

Place: Kolkata

Date: 16.01.2017