

COMMITTED CARGO CARE LIMITED

11th Board Meeting – Agenda Papers

7th November, 2023

AGENDA FOR BOARD MEETING

Dear Sir,

Kindly refer to our email regarding Board Meeting to be held on **Tuesday, the 14th day of November, 2023** through **video conferencing (Zoom)** at **12.00 P.M. IST.**

We give below the Agenda of the meeting for your kind perusal.

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Kindly make it convenient to attend the meeting.

Thanking you.

Yours faithfully

For **COMMITTED CARGO CARE LIMITED**



Charumita Bhutani
Company Secretary

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NOTES ON AGENDA 11th Board Meeting of Financial Year 2023-24 Tuesday, November 14th, 2023

ITEM NO.11.1	TO ELECT CHAIRPERSON OF MEETING	Notes
	<p>The Directors amongst themselves are required to elect one of themselves as the Chairperson of the Board Meetings thereon, of the ongoing and all the subsequent meetings thereon, unless decided otherwise.</p> <p>The Directors are requested to consider and pass, with or without modification, the following draft resolution:</p> <p>“RESOLVED THAT Mr./Ms., Director (DIN:_____) be and is hereby elected as Chairperson of the Board with the immediate effect, unless decided otherwise at any subsequent meetings thereof.”</p>	
ITEM NO.11.2	TO GRANT LEAVE OF ABSENCE	Notes
	<p>Request for leave of absence, if any, shall be placed at the meeting.</p>	
ITEM NO.11.3	TO CONFIRM THE QUORUM OF MEETING	Notes
	<p>Quorum of the meeting shall be confirmed.</p>	
ITEM NO.11.4	TO TAKE NOTE OF THE MINUTES OF THE PREVIOUS MEETING	Notes
	<p>The Board is requested to take note of the Minutes of the Board meeting held on 16th October, 2023 , enclosed as Annexure-1 herewith.</p>	<p><i>will be placed at the meeting</i></p>
ITEM NO.11.5	TO AUTHORISE KEY MANAGERIAL PERSONNEL FOR PURPOSE OF DETERMINING MATERIALITY AND MAKING DISCLOSURES TO STOCK EXCHANGE	Notes
	<p>The Board is informed that pursuant to Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015,</p>	

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the Board of Directors of the Company has approved and adopted a policy on determination of materiality earlier and now further propose to authorise the certain officials for the purpose of determining materiality of an event and for the purpose of making disclosures to stock exchange under this regulation, as detailed in the said policy.

The Directors are requested to consider and pass, with or without modification, the following draft resolution:

“RESOLVED THAT Rajeev Sharma Managing Director (DIN: 00936817), Narendra Singh Bisht Director/ Chief Financial Officer (DIN: 00342205), Nitin Bharal Whole-time Director/ Chief Executive Officer (DIN: 00342195), and Charumita Bhutani Company Secretary & Compliance Officer M. No. (A64664), be and are hereby severally authorized for the purpose of determining materiality of an event or information and for the purpose of making disclosures to stock exchange(s) under the regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.”

ITEM NO.11.6

TO CONSIDER AND APPROVE THE APPOINTMENT OF SECRETARIAL AUDITORS FOR THE FINANCIAL YEAR 2023-24

Notes

The Board may note that pursuant to the provision of Section 204(1) of the Companies Act, 2013, read with Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, and on the recommendation of the Audit Committee, the appointment of Secretarial Auditor is required to be approved by the Board of Directors for financial Year 2023-24.

M/s Akhil Rohatgi & Co., Company Secretary in Practice, recommended by the Audit Committee and being eligible they have offered themselves for appointment for the financial year 2023-24 through the consent Letter dated 2nd November, 2023 which shall be displayed to Board for necessary consideration and approval thereon.

The Directors are requested to consider and pass, with or without modification, the following draft resolution:

“RESOLVED THAT pursuant to the provisions of Section 204(1) and other applicable provisions, if any, of the Companies Act, 2013 read with Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, including any amendment thereto for the time being in force, and on the recommendation of the Audit Committee, M/s Akhil Rohatgi & Co., Company Secretary in Practice be and is hereby appointed as the Secretarial Auditor of the Company to conduct auditing of the secretarial and related records of the Company and to furnish secretarial auditors report (s) for the financial year 2023-24 and any Director of the Company be and is hereby authorized to fix the remuneration.

will be placed at the meeting

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FURTHER THAT any Director or Company Secretary of the Company be and are hereby severally authorized to do all such acts, deeds and things as may be considered necessary and expedient in relation thereto and to file necessary form(s)/return(s), if any with the Registrar of Companies, Stock Exchanges and other statutory authorities.”

ITEM NO.11.7

TO CONSIDER AND APPROVE THE UN-AUDITED FINANCIAL RESULTS FOR THE HALF YEAR ENDING 30TH SEPTEMBER, 2023 ALONG WITH LIMITED REVIEW AUDIT REPORT

Notes

The members of the Board are hereby informed that the un-audited financial results for the half year ended on 30th September, 2023 along with the Draft Limited review report of M/s. Gupta Vijay K & Co., Chartered Accountants, Statutory Auditors of the Company on the financial results of the Company, shall be placed before the Board for their perusal and consideration on recommendation of the Audit Committee.

The Board is further apprised that in accordance with MCA Press Release No. 11/10/2009 CL-V dated the 2nd January, 2015 the financials are proposed to be prepared in the existing Accounting Standards, having its securities listed on NSE SME Exchange.

The Board members are apprised that pursuant to Regulation 33(2)(a) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the certificate shall be placed before the meeting by the chief executive officer and chief financial officer certifying that the financial results do not contain any false or misleading statement or figures and do not omit any material fact which may make the statements or figures contained therein misleading.

After going through the financial statements, the members may express their views, concerns or recommendations.

will be placed at the meeting

The members are requested to pass the following resolution with or without modification(s):

“RESOLVED THAT pursuant to the provisions of Section 134 and Section 137 of the Companies Act, 2013 and any other applicable provisions of Companies Act, 2013 read with Rules thereunder (including any statutory modifications or re-enactment thereof, for the time being in force) and Regulation 33 of SEBI (LODR) Regulations, 2015, as amended thereto, the un-audited financial results prepared in compliance with existing accounting standards for the half year ended on September 30th, 2023 as placed before the meeting along with draft limited review audit report be and are hereby approved and taken on record on recommendation of the Audit Committee.

FURTHER THAT pursuant to the regulation 33(2)(b) of SEBI (LODR), Regulations, 2025 Mr. Rajeev Sharma, Managing Director (DIN:00936817) be and is hereby authorized to sign the unaudited financial results.

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FURTHER RESOLVED THAT any Director or Company Secretary of the Company be and is hereby severally authorize to furnish the unaudited financial results along with limited review audit report in the prescribed manner to the Stock Exchange, where the equity shares of the Company are listed and to do such other acts as may be necessary for execution of the said activity.”

ITEM NO.11.8	TO NOTE THE STATUS OF STATUTORY DUES AND COMPLIANCE OF LAWS	<i>Notes</i>
	The certificate confirming compliances of applicable laws is enclosed herewith. The Board is requested to take note of the same.	<i>Annexure-1</i>
ITEM NO.11.9	ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR	<i>Notes</i>

Any other item may be considered with the permission of Chairperson.

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Annexure-1

COMPLIANCE CERTIFICATE

“The undersigned certify that as on and up to the date of this certificate, there has been compliance with the laws, orders, rules and regulations and other legal requirements of the Central, State and Local Authorities concerning the business and affairs of the Company and in particular:

- a) That sums required to be deducted in accordance with the provisions of the Income Tax, 1961 has been properly deducted and further certified that all the sums so deducted have been paid or will be paid within prescribed time to the credit of the Central Government in pursuance of Section 200 of Income Tax Act 1961.
- b) That the Company has paid all its dues pertaining to the Goods & Services Act, 2017 and other laws within due course of the time.
- c) That there has been material compliance with the provisions of the Factories Act, 1948, The Payment of Bonus Act, 1965, The Payment of Gratuity Act, 1972, The Minimum Wages Act, 1936, Employees State Insurance Act, 1948, Employees Provident Fund and Miscellaneous Provisions Act, 1952 and the Rules made there under including any amendments thereof.
- d) That deductions have been made from the salaries of the employees of the Company, as required by the Employees Provident Fund and Miscellaneous Provisions Act, 1952 and Employee's State Insurance Act, 1948 and Scheme made there under, and such deductions have been fully paid/ will be paid to the authorities concerned.
- e) That there has been compliance with the provisions of the Foreign Exchange Management Act, 1999 and the Rules made there under.
- f) That all the returns and forms have been filed and particulars furnished to the Registrar of Companies and/or Authorities as required by the Companies Act, 2013 and the Rules made there under, for the time being in force.

The Certificate is given by the undersigned with the best of the knowledge that, on good faith and strength, full reliance is placed by the Board of directors of the Company.”



Charumita Bhutani
Company Secretary

Compliance Certificate has been obtained from HR Head and respective Managers of the Company.