

# SAPTAK CHEM AND BUSINESS LIMITED

Regd. Office: 3, Mohan Chamber, Beside Post Office, Dakor Kheda GJ 388225  
Contact No.: + 919909996192 Website: www.saptakchem.com  
Email id: info@saptakchem.com CIN: L24299GJ1980PLC101976

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29<sup>th</sup> September, 2020

To,  
The Corporate Relation and Listing Department (CRD)  
The BSE Limited  
Ground Floor, P. J. Towers,  
Dalal Street, Mumbai- 400001

Scrip Code: 506906

Dear Sir/Madam,

**Sub.: Summary of Proceedings of Annual General Meeting (AGM) under regulation 30(2) & other applicable regulations of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015.**

AGM of the Members of Saptak Chem and Business Limited ("the Company") was held on Tuesday, 29<sup>th</sup> September, 2020 at 11:00 a.m. through Video Conferencing ("VC")/Other Audio Visual Means ("OAVM"), in accordance with the circular no. 20/2020 dated May 5, 2020 read with circular no. 14/2020 dated April 8, 2020 and circular no. 17/2020 dated April 13, 2020 (collectively referred to as "MCA Circulars") and in compliance with the provisions of the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations").

All the requirements and procedures to be followed pursuant to the circular(s) issued by the Ministry of Corporate Affairs and SEBI towards the conduct of Annual General Meeting through video conference has been observed and followed.

At the outset, Mr. Jitendra Sharma, CFO of the Company, welcomed all the Members of the Company at the Annual General Meeting and introduced all the Directors, KMPs and Invitees who were present in the AGM.

Thereafter, Mr. Vishnu Sharma, one of the shareholders of the company was appointed as a chairperson of the Annual General Meeting and welcomed all to the Annual General Meeting. The requisite quorum being present, the Chairperson called the meeting to order.

The Chairperson addressed the Members and shared the business performance of the Company during the financial year 2019-20.

The following items of business as stated in the notice of AGM were transacted:

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Sr. No.	Particulars	Type of Resolution
1	Adoption of the Audited Standalone Financial Statements for the financial year ended on March 31, 2020, reports of Board of Directors and Auditors thereon	Ordinary Resolution
2	Re-appointment of Mr. Manthan Bhavsar, Director (DIN-05208214) as a Director of the Company who retires by rotation and being eligible offers himself for re-appointment.	Ordinary Resolution
3	Reappointment of Ms. Rima Nanavati (DIN: 08196967) as an Independent Director of the Company	Special Resolution
4	Reappointment of Mr. Chirag Nanavati (DIN: 08196966) as an Independent Director of the Company	Special Resolution

The Company had in compliance with provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended and applicable provisions of SEBI Listing Regulations, provided to its members the remote e-voting facility to exercise their right to vote in respect of the resolution proposed at the AGM, convened vide notice dated 27<sup>th</sup> August, 2020, through e-voting platform hosted by CDSL from Saturday, 26<sup>th</sup> September, 2020 (11:00 A.M.) to Monday, 28<sup>th</sup> September, 2020 (05:00 P.M.). Members, who could not cast their votes through remote e-voting but attended the AGM, were also provided with the opportunity to vote through e-voting facility at the said AGM.

The notice of the Annual General Meeting and the Annual Report, containing Audited Financial Statements for the year ended March 31, 2020 and Board's and Auditor's Reports, as circulated through email, was taken as read.

Thereafter, Mr. Jitendra Sharma, CFO of the Company read and informed the shareholders about all the arrangements made for remote e-voting process and voting through e-voting at the AGM. It was informed that Mrs. Rupal Patel, Practicing Company Secretary was appointed as Scrutinizer to scrutinize the remote e-voting process & voting through e-voting at the AGM.

Results of the e-voting would be announced within 48 hours of conclusion of the Annual General Meeting and the same would be intimated to the Stock Exchange and uploaded on the websites of the Company

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The Managing Director of the company read out the norms that all the participants should follow during the question & answer session and thereafter, the question and answer session was commenced.

The queries raised by the Shareholders at the AGM were answered/ clarified by the Chairperson/ KMP up to the satisfaction of Shareholders. Further, certain specific queries of Shareholders would be addressed through e-mail.

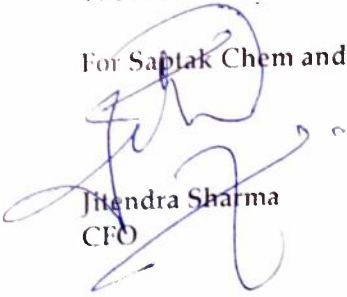
The Annual General Meeting of the Company was concluded at 2.20 P.M. and thereafter voting was kept open for further 15 minutes.

This is for your information and records.

Thanking you.

Yours faithfully,

For Saptak Chem and Business Limited

  
Jitendra Sharma  
CFO