

## **AIK PIPES & POLYMERS LTD.**

Reg. Office : F-9, Vinayak Enclave, Vaishali Nagar, Jaipur, Rajasthan-302021  
Works : 29, Govindam Industrial Park, Govindgarh, Jaipur, Raj. 303712  
☎ +91 9672749800, +91 9001900444 ✉ aikpipespolymers@gmail.com

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Date: 14<sup>th</sup> March, 2024

To,  
The Directors / Auditors,  
AIK PIPES AND POLYMERS LIMITED  
F-9 VINAYAK ENCLAVE, VAISHALI NAGAR,  
JAIPUR, RAJASTHAN, INDIA-302021

**Subject:** Notice of Nomination and Remuneration Committee and Board Meeting is scheduled to be held on Wednesday, 27<sup>th</sup> March, 2024 at 11.00 am and 11.30 am respectively, at the Registered Office of the Company.

Respected Sir/Madam,

Notice is hereby given that the meeting of the Nomination and Remuneration Committee and the Board of Directors (14<sup>th</sup> Board Meeting/FY: 2023-24) of the Company is scheduled to be held on **Wednesday, 27<sup>th</sup> March, 2024 at 11.00 am and 11.30 am respectively**, at the Registered Office of the Company situated at F-9 Vinayak Enclave, Vaishali Nagar, Jaipur, Rajasthan – 302021.

Agenda of the meetings is enclosed for your reference.

Thanking you,  
Yours Faithfully

**FOR AIK PIPES AND POLYMERS LIMITED**  
**(Formerly known as AIK PIPES & POLYMERS PRIVATE LIMITED)**

**IMRAN KHAN**  
(Managing Director)  
DIN: 07938677

**Enclosed:** Agenda of Committee Meetings and Board Meeting.

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**AGENDA OF THE FIRST MEETING OF THE MEMBERS OF NOMINATION AND REMUNERATION COMMITTEE OF AIK PIPES AND POLYMERS LIMITED (FORMERLY KNOWN AS AIK PIPES & POLYMERS PRIVATE LIMITED) FOR THE FINANCIAL YEAR 2023-24 TO BE HELD ON WEDNESDAY, 27<sup>TH</sup> MARCH, 2024 AT 11.00 A.M. AT THE REGISTERED OFFICE OF THE COMPANY SITUATED AT F-9 VINAYAK ENCLAVE, VAISHALI NAGAR, JAIPUR, RAJASTHAN – 302021.**

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1. To elect a chairman of the meeting.
2. To grant leave of absence.
3. To consider and recommend to the Board of Directors, for resignation of Mrs. Anshita Jain, as Company Secretary and KMP of the company.
4. Any other item with the permission of the Chair.

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### **NOTES ON AGENDA OF THE NOMINATION AND REMUNERATION COMMITTEE:**

#### **ITEM NO. 1. TO ELECT A CHAIRMAN OF THE MEETING.**

Note: In terms of Articles of the Company, the Directors have to select one of them as Chairman of the meeting.

#### **ITEM NO. 2. TO GRANT REQUESTS FROM DIRECTORS FOR LEAVE OF ABSENCE, IF ANY.**

Note: The Board is requested to grant Leave of Absence to the absentee Director(s), if any from attending the meeting of the Committee.

#### **ITEM NO. 3. TO CONSIDER AND RECOMMEND TO THE BOARD OF DIRECTORS, FOR RESIGNATION OF MRS. ANSHITA JAIN, AS COMPANY SECRETARY AND KMP OF THE COMPANY.**

Note: Committee is requested to consider and take on record the resignation of Mrs. Anshita Jain, as company secretary and KMP of the company. The Committee will further recommend the same to the Board of Directors for their approval and thereafter to pass the following resolution:

*-Draft Resolution-*

**“RESOLVED THAT** the resignation of Mrs. Anshita Jain from the post of company secretary and KMP of the Company be and is hereby accepted with effect from 12.03.2024 and the same will be recommended to the Board of Directors for their approval.”

**“RESOLVED FURTHER THAT** any Director of the company be and is hereby authorized to file the applicable e-form(s) and document(s) with Registrar of Companies and to do all such acts, deeds and things as may be necessary or incidental in this regard.”

**ITEM NO. 4.** Any other item with the permission of the Chair.

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**AGENDA OF THE 14<sup>th</sup> MEETING OF THE BOARD OF DIRECTORS FOR THE FINANCIAL YEAR 2023-24 OF AIK PIPES AND POLYMERS LIMITED (FORMERLY KNOWN AS AIK PIPES & POLYMERS PRIVATE LIMITED) FOR THE FINANCIAL YEAR 2023-24 TO BE HELD ON WEDNESDAY, 27<sup>TH</sup> MARCH, 2024 AT 11.30 A.M. AT THE REGISTERED OFFICE OF THE COMPANY SITUATED AT F-9 VINAYAK ENCLAVE, VAISHALI NAGAR, JAIPUR, RAJASTHAN – 302021.**

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1. To elect chairman of the meeting.
2. To ascertain the requisite quorum for the meeting.
3. To grant leave of absence.
4. To confirm and approve the minutes of the previous meeting of Board of Directors held on Friday 29<sup>th</sup> December, 2023.
5. To consider and approve the minutes of the Nomination and Remuneration Committee held on Wednesday, 27<sup>th</sup> March, 2024.
6. To consider and recommend to the Board of Directors, for resignation of Mrs. Anshita Jain, as Company Secretary and KMP of the company.
7. Any other matter with the permission of the chair.

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### **NOTES TO THE AGENDA:**

#### **ITEM NO. 1**

##### **TO ELECT CHAIRMAN OF THE MEETING.**

Board members may please note that the Directors present will have to elect one of them us.

#### **ITEM NO. 2**

##### **TO ASCERTAIN THE QUORUM FOR THE MEETING.**

Board members may please note that the Chairman of the Meeting will ascertain whether the requisite quorum for the Meeting of the Board of Directors is present or not.

#### **ITEM NO. 3**

##### **TO GRANT LEAVE OF ABSENCE.**

Board members may consider the matter of granting the leave of absence to the Director(s) who may have sought the leave of absence.

#### **ITEM NO.4**

##### **TO CONFIRM AND APPROVE THE MINUTES OF THE PREVIOUS MEETING OF BOARD OF DIRECTORS HELD ON 29.12.2023.**

The meeting of Board of Directors of the Company was held on 29.12.2023 at F-9 VINAYAK ENCLAVE, VAISHALI NAGAR, JAIPUR, RAJASTHAN – 302021 of the Company. After confirmation, the Board may pass the following resolution:

*-Draft Resolution-*

**“RESOLVED THAT** the minutes of the meeting of Board of Directors of the Company held on 29.12.2023, as circulated earlier and placed before the Board be and are hereby confirmed and approved.”

#### **ITEM NO.5**

##### **TO CONSIDER AND APPROVE THE MINUTES OF THE NOMINATION AND REMUNERATION COMMITTEE TO BE HELD ON WEDNESDAY, 27<sup>TH</sup> MARCH, 2024.**

The copy of the minutes of committee meeting will be placed before the Board for taking on record.

#### **ITEM NO.6**

##### **TO CONSIDER AND APPROVE THE RESIGNATION OF MRS. ANSHITA JAIN, AS COMPANY SECRETARY AND KMP OF THE COMPANY**

Note: Board is requested to consider and take on record resignation of Mrs. Anshita Jain, as Company Secretary and KMP of the company. The board may pass the following resolution after considering the same:

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### *-Draft Resolution-*

**“RESOLVED THAT** the resignation of Mrs. Anshita Jain, from the post of Company Secretary and KMP of the Company be and is hereby accepted with effect from 12.03.2024.”

**“RESOLVED FURTHER THAT** the board places on records its appreciation for the assistance and guidance provided by Mrs. Anshita Jain during her tenure as Company Secretary and KMP of the Company.”

**“RESOLVED FURTHER THAT** Mr. Imran Khan (DIN: 07938677), Managing Director of the company be and is hereby authorized to file the applicable e-form(s) and document(s) with Registrar of Companies and to do all such acts, deeds and things as may be necessary or incidental in this regard.”

### **ITEM NO.7**

Any other item with the permission of the Chair, may be considered by the Board.