

RAKAN STEELS LIMITED

CIN: L27320UP1985PLC007582

R/O: NH-2, (1 KM FROM BARA TOLL PLAZA) UMRAN, RANIA, KANPUR DEHAT-209311
Corporate Office: Anand Palace 10/499, Allen Ganj, Kanpur-208002

E-Mail: support@rakansteels.co.in

Tel no.: +91-9598668666 WEB: www.rakansteels.co.in

NOTICE OF THE 3RD BOARD MEETING OF THE COMPANY FOR THE FINANCIAL YEAR 2020-2021

Date: 21.07.2020

To,
The Board of Directors,

1. **Mr. Kannan Agarwal**, Add: 705, Anand Palace, 10/499 Khalasi Lines Kanpur-208002
2. **Mrs. Bindu Agarwal**, Add: 705, Anand Palace, 10/499 Khalaasi Line, Kanpur-208002
3. **Mr. Sandeep Agarwal**, Add: Flat No. 704, Anand Palace, 10/499, Allenganj, Khalasi Line, Kanpur-208002
4. **Mr. Uma Shanker Dixit**, Add: 64, Gandhi Nager, Unnao-209801
5. **Mr. Mahendra Bahadur Singh**, Add: 11/231, Souter Ganj, Sai Kripa Apartment, First Floor, Kanpur-208001
6. **Ms. Radhika Bansal**, Add: 902, Tower L, Todays Home Ridge Residency, Opp. Assotech Business Centre, Sector 135, Noida, Uttar Pradesh-201304

Dear Sir/ Madam,

This is to inform you that the meeting of the Board of Directors of the Company will be held on Wednesday, the 29th day of July, 2020 at 04:00 P.M. at the Registered Office of the Company at NH-2 (1 km from Bara Toll Plaza) Umran, Rania, Kanpur Dehat-209311.

The agenda of the business to be transacted at the meeting is enclosed.

You are requested to make it convenient to attend the Meeting.

For **RAKAN STEELS LIMITED**

SD/-

Garima Priyani
(Company Secretary & Compliance Officer)

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AGENDA OF THE 3RD MEETING OF THE BOARD OF DIRECTORS OF RAKAN STEELS LIMITED FOR THE FINANCIAL YEAR 2020-2021 TO BE HELD ON WEDNESDAY, 29TH JULY, 2020 AT 04:00 P.M. AT THE REGISTERED OFFICE OF THE COMPANY AT NH-2 (1 KM FROM BARA TOLL PLAZA) UMRAN, RANIA, KANPUR DEHAT-209311

1. To consider and approve the Audited Financial Results of the Company for the quarter/year ended March 31, 2020.
2. To appoint Secretarial Auditor of the Company for the FY 2020-2021.
3. To appoint Internal Auditor of the Company.
4. To transact any other item with the permission of the Chair.

Yours faithfully,

For **RAKAN STEELS LIMITED**

SD/-

Garima Priyani

(Company Secretary & Compliance Officer)

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NOTES TO AGENDA FOR THE 3RD MEETING OF THE BOARD OF DIRECTORS OF RAKAN STEELS LIMITED FOR THE FINANCIAL YEAR 2020-2021 TO BE HELD ON WEDNESDAY, 29TH JULY, 2020 AT 04:00 P.M. AT THE REGISTERED OFFICE OF THE COMPANY AT NH-2 (1 KM FROM BARA TOLL PLAZA) UMRAN, RANIA, KANPUR DEHAT-209311

ITEM 1:-

Pursuant to Regulation 33 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, every listed company is required to submit quarterly and year to date standalone financial results to the Stock Exchange within 60 days for the Audited Financial Results along with the Audit Report.

Therefore, the Board of Directors has to finalize the Balance Sheet of the Company along with the Profit & Loss Accounts, Cash Flow Statement and the related notes and annexures. The Managing Director, Whole-time Director, CS and CFO shall be required to sign the Audited Financial Statements of the Company for the quarter/year ended March 31, 2020.

Taking into consideration the drastic effect of COVID-19 pandemic across the world, the SEBI relaxed the guidelines for submission of the Audited Financial Statements and changed the due date to be June 30, 2020 this year.

ITEM 2:-

Pursuant to the provisions of Section 204(1) of the Companies Act, 2013 which provides for applicability of Secretarial Audit for prescribed class of companies. Therefore, there is a need to appoint Secretarial Auditor of the Company. The Board of Directors has to decide about the appointment of the same.

ITEM 3:-

Pursuant to the provisions of Section 138 of the Companies Act, 2013, every listed company is required to appoint an internal auditor who shall either be a Chartered Accountant or a Cost Accountant or such other professional as may be decided by the Board of Directors to conduct internal audit of the functions and activities of the company.

Therefore, the Board of Directors has to deliberate on the matter and appoint an Internal Auditor of the Company.

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Hence, the Directors are requested to attend the meeting and give their invaluable suggestions and opinions so that the aforesaid transactions which are of a paramount importance can be completed properly, efficiently and with due diligence.

For **RAKAN STEELS LIMITED**

SD/-

Garima Priyani

(Company Secretary & Compliance Officer)