

# 28<sup>TH</sup> ANNUAL REPORT



**BJ DUPLEX BOARDS LIMITED**  
**(2021-2022)**



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REGD. OFFICE: H. NO. 83, T/F CHAWRI BAZAR, DELHI-110006

PHONE : (91)-11-41410139  
 EMAIL: [sbj@anandpulp.com](mailto:sbj@anandpulp.com)  
 WEBSITE: [www.bjduplexboard.com](http://www.bjduplexboard.com)



## MANAGEMENT TEAM BOARD LEVEL

MR. SUDHANSHU SALUJA  
(CHIEF FINANCIAL OFFICER)

## CORPORATE INFORMATION

### BOARD OF DIRECTORS

S.NO.	NAME	DESIGNATION	DIN
1	MR. SATYA BHUSHANJAIN	WHOLE TIME DIRECTOR	00106272
2	MR. SUDHANSHU SALUJA	(NON EXECUTIVE DIRECTOR)	03267887
3	MR. ASHISH JAIN	NON-EXECUTIVE DIRECTOR AND INDEPENDENT DIRECTOR	03031419
4	MS. VASUDHA JAIN	NON-EXECUTIVE DIRECTOR AND INDEPENDENT DIRECTOR	08438613

### KEY MANAGERIAL PERSONNEL

S.NO.	NAME	DESIGNATION
1	MR. SATYA BHUSHAN JAIN	WHOLE TIME DIRECTOR
2	MR. SUDHANSHU SALUJA	CHIEF FINANCIAL OFFICER
3	MS. DIVYA MITTAL	COMPANY SECRETARY & COMPLIANCE OFFICER

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## **AUDITORS**

S.NO.	NAME	ADDRESS	DESIGNATION
<b>1</b>	M/S. GM & CO	(F-13/10, Krishna Nagar, Delhi- 110051)	<b>Internal Auditor</b>
<b>2</b>	PARVEEN RASTOGI & CO	Flat No.3, Sood Building, Teil Mil Marg, Ram Nagar, Paharganj, New Delhi-110055	<b>Secretarial Auditor</b>
<b>3</b>	M/S. V R BANSAL & ASSOCIATE	B-11, Sector-2, Noida (UP)201301	<b>Statutory Auditor</b>

## **COMMITTEES**

### **1. COMPOSITION OF AUDIT COMMITTEE**

S.NO.	NAME	DESIGNATION
<b>1</b>	Mr. Ashish Jain	Chairman
<b>2</b>	Ms. Vasudha Jain	Member
<b>3</b>	Mr. Sudhanshu Saluja	Member

### **2. COMPOSITION OF NOMINATION AND REMUNERATION COMMITTEE**

S.NO.	NAME	DESIGNATION
<b>1</b>	Mr. Ashish Jain	Chairman
<b>2</b>	Ms. Vasudha Jain	Member
<b>3</b>	Mr. Sudhanshu Saluja	Member

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### 3. COMPOSITION OF STAKEHOLDERS' RELATIONSHIP COMMITTEE

S.NO.	NAME	DESIGNATION
1	Mr. Ashish Jain	Chairman
2	Ms. Vasudha Jain	Member
3	Mr. Sudhanshu Saluja	Member

#### **RTA**

Beetal Financial Computer Services Pvt. Ltd  
Beetal House, 3rd Floor, 99 Madangir,  
Behind Local Shopping Centre,  
Near Dada Harsukhdas Mandir,  
New Delhi-110 062

#### **BANKER**

KOTAK MAHINDRA BANK  
Preet Vihar, New Delhi

#### **STOCK EXCHANGE**

BSE limited

#### **WEBSITE**

[www.bjduplexboard.com](http://www.bjduplexboard.com)

#### **E-MAIL**

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## **NOTICE**

NOTICE is hereby given, pursuant to Section 96 and 101 of the Companies Act , 2013 ("The Act"), that the **28<sup>TH</sup> ANNUAL GENERAL MEETING** ("The Meeting" - "AGM") of the Members of the **B J DUPLEX BOARDS LIMITED** ("The Company") will be held on **FRIDAY, 30<sup>TH</sup> DAY OF SEPTEMBER 2022** at **02:00 P.M.** at **NEW BOX MAKERS, I-144, SECTOR-2, BAWANA INDUSTRIAL AREA, DELHI-110039** to transact the following business(es):

### **ORDINARY BUSINESS:**

- 1) To receive, consider and adopt the Audited Financial statements of the Company for the financial year ended on **31<sup>st</sup> March, 2022**, including the Audited Balance Sheet at **31<sup>st</sup> March, 2022**, the Statement of Profit and Loss Accounts and Cash Flow for the year ended on that date and the Reports of the Board of Directors and the Auditors thereon.
- 2) To appoint a Director in place of **Mr. Sudhanshu Saluja (DIN: 03267887)**, who retires by rotation at this Annual General Meeting and being eligible, offers himself for re-appointment.
- 3) To fix the remuneration of **M/s V.R. Bansals & Associates**, Chartered Accountants, Statutory Auditors of the Company.

**BY ORDER OF THE BOARD  
FOR BJ DUPLEX BOARDS LIMITED**

Sd/-

**PLACE: DELHI  
DATE: 03.09.2022**

**DIVYA MITTAL  
COMPANY SECRETARY**

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## **NOTES:**

1. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE ANNUAL GENERAL MEETING IS ENTITLED TO APPOINT A PROXY /PROXIES TO ATTEND AND VOTE ON A POLL INSTEAD OF HIMSELF/HERSELF AND SUCH PROXY NEED NOT BE A MEMBER. THE INSTRUMENT OF PROXY IN ORDER TO BE EFFECTIVE SHOULD BE DULY COMPLETED, STAMPED (IF APPLICABLE) AND SIGNED AND MUST BE DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN 48 HOURS BEFORE THE COMMENCEMENT OF THE ANNUAL GENERAL MEETING.

2. A person can act as a proxy for only fifty members and holding in aggregate not more than ten percent of the total share capital of the company carrying voting rights. A member holding more than ten percent of total share capital of the company carrying voting rights may appoint a single person as proxy, who shall not act as a proxy for any other member. A proxy form is appended with attendance slip.

3. A member would be entitled to inspect the proxies lodged at any time during the business hours of the Company, during the period beginning 24 hours before the time fixed for the commencement of the AGM and ending with the conclusion of the AGM, provided that not less than 3 days of notice in writing is to be given to the Company.

In case of joint holders attending the AGM, only such joint holder who is higher in the order of names will be entitled to vote.

4. As required by Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the relevant details of reappointment of **Mr. Sudhanshu Saluja (DIN: 03031419)** as Director under Item No. 2 of the Notice, who retires by rotation at this Annual General are annexed as Annexure 1.

5. Corporate Members intending to send their authorised representatives to attend the meeting are requested to send a certified copy of the relevant Board Resolution authorizing their representative to attend and vote on their behalf at the meeting.

6. Members having any question on Financial Statements or on any Agenda item proposed in the notice of AGM are requested to send their queries at least seven days prior at the date of AGM of the company at its registered office address to enable the company to collect the relevant information.

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7. Pursuant to Section 91 of the Companies Act, 2013 and regulation 42 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, the **Register of Members and Share Transfer Books** of the Company will remain closed from **Saturday, September 24<sup>th</sup>, 2022 to Friday, September 30<sup>th</sup>, 2022 (both days inclusive)**.

8. A person whose name is recorded in the **register of members** or in the **register of beneficial owners** maintained by the depositories as on **Friday, September 23<sup>rd</sup>, 2022** (the “**cutoff date**”) only shall be entitled to vote through Remote E-voting and at the AGM. The voting rights of Members shall be in proportion to their share of the paid-up equity share capital of the company as on the Cutoff date.

Members holding shares in physical form are requested to immediately notify change in their address, if any 10 days before the date of AGM to the Registrar and Transfer Agent of the Company, viz., Beetal Financial Services Private Limited, Beetal House, 3rd Floor, 99, Madangir, Behind Local Shopping Center, Near Dada Harsukhdas Mandir, New Delhi-110062., quoting their Folio Number(s).

9. Members are requested to bring the Annual Report for their reference at the meeting. Admission Slip duly filled in shall be handed over at the entrance to the meeting hall, and duly signed in accordance with their specimen signature(s) registered with the Company/Registrar and Share Transfer Agent (RTA).

10. Shareholders seeking any information with regard to accounts are requested to write to the Company at least 10 days before the meeting so that the information is made available by the management at the day of the meeting.

11. Pursuant to the amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 dated 08th June, 2018 with respect to **mandatory dematerialization** for transfer of securities, members are being hereby informed that transfer of physical securities will not be effected w.e.f. 05.12.2018. So you are requested to dematerialize your shares.

12. Pursuant to Section 101 and Section 136 of the Companies Act, 2013 read with relevant provisions of the Companies (Management and Administration) Rules, 2014, the copy of Annual Report, **Notice of the 28<sup>th</sup> Annual General Meeting**, notice of E-Voting Attendance Slip and proxy form etc. are being sent to the members whose Email Ids are registered with the Company/Depository Participants (DP)/ Registrar and Transfer Agent (RTA) for communication purposes.

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13. Members who have not registered their email addresses so far are requested to register their e-mail addresses for receiving all communications including Annual Report, Notices, Circular, etc. From the Company in electronic mode.

14. In accordance with the “**Green Initiative**” the Company has been sending Annual Report/Notice of AGM in electronic mode to those Shareholders whose email ids are registered with the Company and/or the Depository Participants. Directors are thankful to the Shareholders for actively participating in the Green Initiative.

15. Pursuant to the prohibition imposed vide **Secretarial Standard** on General Meetings (SS-2) issued by the ICSI and the MCA circular, no gifts/coupons shall be distributed at the Meeting.

16. Members may also note that the **Notice** of the 28<sup>th</sup> AGM and the Annual Report for financial year 2021-22 will also be **available** on the Company’s website at <http://www.bjduplexboard.com/> for their download. The physical copies of the aforesaid documents will also be available at the Company’s registered office for inspection during normal business hours on working days. For any communications, the shareholders may also send requests to the company’s designated email id: [sbj@anandpulp.com](mailto:sbj@anandpulp.com). The Notice of AGM shall also be available on the website of NSDL viz. <https://www.evoting.nsdl.com>.

17. Members who hold shares in physical form in multiple folios in identical names or joint holding in the same order of names are requested to send the share certificates to Registrar and Share Transfer Agents, for consolidation into single folio.

18. In terms of SEBI (Listing obligations and Disclosure Requirements) Regulations, 2015, the Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit the PAN to their respective Depository Participants with whom they are maintaining their Demat accounts. Members holding shares in physical form can submit their PAN details to the Company or to the Registrar and Share Transfer Agents.

19. **As per the Provisions of Section 72** of the Act, the facility for making a nomination is available for the members in respect of the shares held by them. Members who have not yet registered their nominations are requested to register the same by submitting **Form No. SH-13**. If a member desires to cancel the earlier nomination and record a fresh nomination, he may submit the same in **Form SH-14**. Members who are either not desiring to register Nomination or would want to opt out, are requested to fill and submit **Form No. ISR-3**. Members are requested to submit the said form to their DP in case the shares are held in electric form and to the RTA in case the shares are held in Physical form, quoting their folio no.

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20. To prevent fraudulent transactions, Members are advised to exercise due diligence and notify the Company of any change in address or demise of any member as soon as possible.

Members are also advised to not leave their Demat account(s) dormant for long. Periodic statement of holdings should be obtained from the concerned Depository Participant and holdings should be verified from time to time.

21. The Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of Companies Act, 2013 and related rules there under will be available for inspection by the members of the Company at the Registered Office of the company on all working days (Monday to Saturday) between 11 A.M. and 2 P.M. up to the date of AGM and will also be available for inspection at the venue of the AGM.

22. The complete particulars of the venue of the Meeting including route map and prominent land mark for easy location are enclosed herewith. The route map of the Venue of the Meeting is also hosted along with the Notice on the website of the Company i.e. [www.bjduplexboard.com](http://www.bjduplexboard.com).

### 23. E-VOTING PROCESS

- I. In Compliance with provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014 as substituted by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirement) Regulations, 2015, the Company is pleased to provide Members a facility to exercise their right electronically through electronic voting service facility arranged by **National Securities Depository Limited (NSDL)**. The facility for voting through ballot paper will also be made available at AGM and members attending the AGM, who have not already cast their votes by remote e-voting prior to the AGM may attend the AGM but shall not be entitled to cast their votes again. The instructions for e-voting are annexed to the notice.
- II. The facility for voting through ballot paper shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper.
- III. The Members who have cast their vote by remote e-voting prior to the AGM may also attend and participate in the AGM but shall not be entitled to cast their vote.

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