# **BAFFIN ENGINEERING PROJECTS LTD.**



<u>Regd. Office</u> H.N.House, 3<sup>rd</sup> Floor, Behind Anand Building, Near Old High Cout, Railway Crossing, Navrangpura, Ahmedabad 380 606

# NOTICE

NOTICE is hereby given that the  $9^{10}$  ANNUAL GENERAL MEETING of the Members of **BAFFIN ENGINEERING PROJECTS LIMITED.** Will held on  $30^{10}$  September 2004 at 15.30 p.m. at the Registered Office of the Company to transact the following business.

# ORDINARY BUSINESS:

- To receive, consider and adopt the Audited Balance Sheet as at 31<sup>°°</sup> March, 2004 together with the Report of the Directors and Auditors thereon.
- To appoint a Director in place of Mr. Arvind Thesia who retires by rotation and being eligible offers himself for re appointment.
- To appoint Auditors to hold the office from the conclusion of this meeting till the conclusion of the next Annual General Meeting and to fix their remuncration.

#### NOTES:

1. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO A APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND SUCH PROXY NEED NOT BE A MEMBER OF THE COMPANY. PROXIES IN ORDER TO BE VALID A MUST BE LODGED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN 48 HOURS BEFORE THE COMMENCEMENT OF THE MEETING.

> By order of the Board For BAFFIN ENGINEERING PROJECTS LIMITED

- HOCKERK

CHAIRMAN

Date: 08/09/2004

# Registered Office :

H.N. House, 3 Floor, Dehind Anand Building, Near Old High Court Rry Crossing, - 1 Ahmedabad 380 006.

# DEPARTMENT OF COMPANY AFFAIRS ROC CASH COUNTER RECEIPT OFFICE OF THE REGISTRAR OF COMPANIES

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# DIRECTOR'S REPORT

То

The Members,

Your Directors present the 9<sup>th</sup> Annual Report together with the audited accounts for the year ended 31<sup>st</sup> March, 2004.

COMPAN PERFORMANCE :

Your company has achieved the turnover of Rs.331.09 lacscompare to last years Rs.336.09 lacs and earned a profit of Rs.1.03 Lacs compare to 0.03 lacs of last year

#### DIVIDEND:

The Directors regret their inability to recommend any dividend.

#### SUBSIDIARIES:

The Company has no subsidiaries.

#### DIRECTORS:

In accordance with the provisions of the Companies Act, 1956 and the Company's Articles of Association, Mr. Arvind Thesia retires by rotation at the ensuing Annual General Meeting and being eligible, offers himself for re appointment.

#### AUDITORS:

The terms of office of M/s. Naimish K. shah & Co., Chartered Accountants, Mumbai as Auditors of the Company expires at the conclusion of the ensuing Annual general Meeting. They are eligible for re-appointment and the Company has received a certificate from them that their appointment, if made, would be within the prescribed limits, under Section 224(18) of the Companies Act, 1950. You are requested to appoint Auditors for the financial year 2004 55. SANSCO SERVICES - Annual Reports Library Services - www.sansco.net

# PARTICULARS OF EMPLOYEES:

There is no employee in receipt of remuneration exceeding the limit prescribed under Section 217(2A) of the Companies Act, 1956 read with Companies (Particulars of Employees) Rules, 1975.

## PERSONNEL:

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Your Directors wish to place on record their sincere appreciation for the dedication shown by the employees at all levels during the year.

#### DIRECTORS' RESPONSIBILITIES:

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Company as at the end of the financial year and of the profit or loss of the Company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
  - prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act, 1985. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other incegularities.

#### ACKOWLEDGEMENT :

Your directors are grateful to the Bank, employees and their valuable customers for their continued assistance.

For and or behalf of the Board of Directors

There .... CHAIRMAN

Pluce : MUMBAI

Date: 2/09/2004