



COMSYN

COMMERCIAL SYN BAGS LIMITED

"Weaving strength thread by thread for better world"



FIRMLY
ROOTED **AND**
ESTABLISHED



CHAIRMAN'S MESSAGE

Dear Shareholders,

The past couple of years have been a period of intense action and reflection. We have seen a global pandemic, geopolitical tensions, supply chain disruptions, the rise of crypto currency and many other public and private upheavals. As the dust settles, and a clearer picture of the world ahead emerges, I believe we are standing at the threshold of a period of great opportunity and growth.

In the face of widespread change, your company has shown remarkable resilience and adaptability, coming out stronger than ever, after catastrophic events like the global financial crisis or the pandemic.

FY'22 was a year of good financial performance with growth in sales and strong cash flow generation from operations. Your Company achieved the highest ever revenue of Rs. 32158.53 Lakhs as compared to Rs. 21389.10 Lakhs in FY'21 (on standalone basis) registering a growth of 50.35%. The profit after tax also increases by 50.45% from Rs. 1208.58 Lakhs to Rs. 1818.28 Lakhs. The export sales continue to contribute more than 70% of total sales from manufacturing segment and Company's customer base is spread in all the continents except Antarctica.

The Company has acquired the assets of Geotech Worldwide, a division of Neo Corp International Limited lying at Plot No. A-12 & A-13 admeasuring 16,423 Sq. Mtrs, Indore Special Economic Zone, Pithampur Phase 2, Dhar, Madhya Pradesh under an e-auction from the Official Liquidator with the bid amount of Rs. 3051.46 Lakhs on 30th June, 2022. The Letter of Possession and Certificate of Sale is received from the Official Liquidator on 22nd July, 2022.

The Company has received Rs. 1057.88 Lakhs from the issue and conversion of convertible warrants on preferential basis to promoter, promoter group and other specified person categorized as public during this financial year.

Your Board of directors are pleased to recommend a Final Dividend of 21% i.e. Rs. 2.10 per equity shares of Rs. 10/- each on 1,27,09,900 Equity Shares for the Financial Year 2021-22 aggregating to Rs. 266.90 Lakhs, subject to approval of shareholders. It needs to be considered that the equity shareholder upon conversion of the remaining warrants holders will also be eligible for participating in the dividend, if their warrants converted into equity shares on or before cut-off date 23rd September, 2022, being the equity shares so converted shall have parri passu rights with the existing shares of the Company.

Your Company always focuses on operational efficiency and reduction in cost for which it has also taken some initiatives in previous years. During the year under review 17.25 Lakhs units of Electricity were generated through 1.0 MW (1.2 MW peak (p) Solar Power Generating System at Ujaas Solar Park, Sitamau (MP) and used as captive consumption at Company's manufacturing units at Pithampur and 3.39 Lakhs unit were generated from the installed roof top solar plant at Unit – II.

During the year under review your Company has achieved turnover of 44989.28 MT vis a vis 39188.80 MT in financial year 2021-2022 under trading operations as DCA cum CS of ONGC Petro additions Limited (OPaL), and strengthened its presence in domestic market.

Our key focus is to build a profitable business, offer better returns to stakeholders, and create further value for our customers, employees and other stakeholders.

I would like to place on record my sincere appreciation to the Board of Directors for their guidance. Of course, the progress in any company cannot happen without our most valuable asset – our people. It is with pride that I talk about the strong culture in the Company where our individual accomplishments are directed towards achieving the Company milestones and marching together to fulfil our Vision. On behalf of the Board of Directors, I would like to acknowledge every single employee for actively contributing to our success.

I would also like to thank all our stakeholders, including customers, investors, business partners, bankers and Government, for their continued trust and support. We look forward to another year of triumphant performance, supported by our unrelenting pursuit of excellence.

***With best wishes,
Sincerely,***

**Anil Choudhary
Chairman & Managing Director**

CORPORATE INFORMATION

Board of Directors

| Name | Designation |
|-----------------------------|------------------------------|
| Shri Anil Choudhary | Chairman & Managing Director |
| Smt Ranjana Choudhary | Whole-time Director |
| Shri Virendra Singh Pamecha | Whole-time Director |
| Shri Hitesh Mehta | Independent Director |
| Shri Milind Mahajan | Independent Director |
| Shri Vijay Kumar Bansal | Independent Director |

Other Key Managerial Personnel

| Name | Designation |
|-------------------------|--|
| Shri Ravindra Choudhary | Chief Executive Officer |
| Shri Abhishek Jain | Chief Financial Officer |
| Shri Sandeep Patel | Company Secretary & Compliance Officer |
| Shri Pramal Choudhary | Chief Operating Officer |

Committees of the Board

| <i>Audit Committee</i> | | |
|-----------------------------|----------------------|---------------------------|
| Name | Status | Position in the Committee |
| Shri Hitesh Mehta | Independent Director | Chairman |
| Shri Milind Mahajan | Independent Director | Member |
| Shri Virendra Singh Pamecha | Whole-time Director | Member |

| <i>Stakeholders' Relationship Committee</i> | | |
|---|--------------------------------|---------------------------|
| Name | Status | Position in the Committee |
| Shri Milind Mahajan | Independent Director | Chairman |
| Shri Hitesh Mehta | Independent Director | Member |
| Shri Anil Choudhary | Chairman and Managing Director | Member |

| <i>Nomination and Remuneration Committee</i> | | |
|--|----------------------|---------------------------|
| Name | Status | Position in the Committee |
| Shri Hitesh Mehta | Independent Director | Chairman |
| Shri Milind Mahajan | Independent Director | Member |
| Shri Vijay Kumar Bansal | Independent Director | Member |

| <i>Corporate Social Responsibility Committee</i> | | |
|--|--------------------------------|---------------------------|
| Name | Status | Position in the Committee |
| Shri Anil Choudhary | Chairman and Managing Director | Chairman |
| Smt Ranjana Choudhary | Whole-time Director | Member |
| Shri Hitesh Mehta | Independent Director | Member |

| | |
|---|---|
| Statutory Auditor: M/s Avinash Agrawal & Co., Chartered Accountants 33, Ravi Nagar, Shrinagar Ext., Indore (M.P.) - 452018 | Secretarial Auditor: M/s Ishan Jain & Co., Company Secretaries 401- 402 Silver Ark Plaza, Janjirwala Square, Indore (M.P.) - 452001 |
| Internal Auditor: M/s Dilip Rathor & Co., Chartered Accountants Dhamnod (M.P.) - 454552 | Name of Stock Exchange, Script Code & ISIN No.: BSE Limited: Scrip Code: 539986 ISIN:INE073V01015 |
| Bankers: State Bank of India Bank of Baroda HDFC Bank Limited Kotak Mahindra Bank Ltd. | Registered Office: Commercial House, 3-4, Jaora Compound M.Y.H. Road, Indore (M.P.) - 452001 CIN: L25202MP1984PLC002669 Email: investors@comsyn.com Tel : +91 731- 4279525/26, Website: www.comsyn.com |
| Share Transfer Agent: Bigshare Services Private Limited 1st Floor, Bharat Tin Works Building Opp. Vasant Oasis, Makwana Road, Marol, Andheri East, Mumbai (M.H.) - 400059 Tel : + 91-22-6263 8200 Email: investor@bigshareonline.com Website: www.bigshareonline.com | Works : Unit I: Plot No.S-4/1, S-4/2, S-4/3, S-4/3A Sector 1,Pithampur (M.P.) Unit II: Plot No. S-2/1, S-3/1, S-3/2, Sector-1, Pithampur (M.P.) Unit III: Plot No. 309, Sector-1, Pithampur (M.P.) Unit SEZ: Indore Special Economic Zone, Plot No. 15 to 18, Phase-1, Sector-III, Pithampur (M.P.) Solar Power Division: PH No. 36, Village Galihara, Tehsil, Sitamau, District Mandsaur (M.P.) Trading Division Warehouse: 61/2, Sector F, Sanwer Road, Indore (M.P.) |

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NOTICE

Notice is hereby given that 38th Annual General Meeting of the members of **COMMERCIAL SYN BAGS LIMITED** will be held on **Friday, the 30th day of September, 2022** at 2:00 P.M. through Video Conferencing (VC)/Other Audio Visual Means (OAVM) at registered office of the company situated at Commercial House, 3-4, Jaora Compound, M.Y.H. Road, Indore (M.P.) 452001 which shall be deemed as the venue for the Meeting and the proceedings of the AGM to be made thereat, to transact the following businesses:

ORDINARY BUSINESS:

1. To receive, consider, approve and adopt the Standalone and Consolidated Audited Financial Statements containing the Balance Sheet as at 31st March 2022, the Statement of Profit & Loss, Cash Flow, Changes in Equity and notes thereto of the company for the financial year ended 31st March 2022 and the Report of the Board's and Auditors thereon as on that date.
2. To consider and declare dividend on the 1,27,09,900 equity shares of Rs. 10/- each of the Company for the financial year ended 31st March, 2022.
3. To appoint a director in place of **Smt. Ranjana Choudhary (DIN:03349699)** who is liable to retire by rotation at this Annual General Meeting and being eligible offers her self for re-appointment.

SPECIAL BUSINESS:

4. To approve revision in the terms of appointment and remuneration of **Shri Anil Choudhary (DIN: 00017913)**, Chairman and Managing Director of the company.

To consider and if thought fit, to convey assent or dissent to the following Special Resolution:

“RESOLVED THAT pursuant to the provisions of section 190, 196, 197, 203 read with the provisions of Schedule V of the Companies Act, 2013, the Companies (Appointment and Remuneration of the Managerial Personnel) Rules, 2014 and other applicable provisions if any of the Companies Act, 2013 (including any statutory modifications or re-enactment thereof for the time being enforce) read with Regulation 17(6) of the SEBI (LODR) Regulations, 2015 and as recommended by Nomination and Remuneration Committee of the Board and subsequent to the approval of Board of Directors, the consent of the Members of the Company be and is hereby accorded for revision of tenure of appointment to 3 (three) years and revision in the remuneration payable to Shri Anil Choudhary (DIN: 00017913), Chairman and Managing Director w.e.f. 1st October, 2022 for the remaining part of his tenure i.e. upto 19th February, 2024 which is as follows:

a. Basic Remuneration

- Remuneration upto Rs. 10,00,000/- (Rupees Ten Lakhs) per month.

b. Other Perquisites

- Commission @ 2% of the net Profits of the Company;
- Medclaim and accidental insurance, the annual premium of which shall not exceed Rs. 1,00,000;
- Leave Travel Concession for self and family once in a year upto Rs. 10,00,000;
- Other perquisites as may be allowed under Income Tax.

FURTHER RESOLVED THAT in addition of his aforesaid remuneration, Shri Anil Choudhary, Chairman and Managing Director shall also be entitled for the following benefits which shall not be considered for the purpose of calculation of the maximum permissible remuneration as it covers under the exempted category.

1. **Employers Contribution to PF:** As per the Rules of the Company.

2. **Gratuity:** As per the rules of the Company, subject to the maximum ceiling as may be prescribed under the Payment of Gratuity Act from time to time.
3. **Earned Privilege Leave:** As per the rules of the Company subject to the condition that the leave accumulated but not availed of will be allowed to be encashed for 15 days salary for every year of completed services at the end of the tenure.

FACILITIES TO PERFORM THE COMPANY'S WORK:

1. **Car:** The Company shall provide a car with driver for the Company's business and if no car is provided, reimbursement of the conveyance/car expenses shall be made as per actual on the basis of claims submitted by him.
2. **Telephone, Internet and Cell:** Free use of telephone, internet at his residence and Cell phone, provided that the personal long distance calls on the telephone shall be billed by the Company to the Chairman and Managing Director.

FURTHER RESOLVED THAT in the event of there being any loss or inadequacy of profit for any financial year, the aforesaid remuneration payable to Shri Anil Choudhary shall be minimum remuneration payable by the Company.

FURTHER RESOLVED THAT there shall be clear relation of the Company with Shri Anil Choudhary as "the Employer-Employee" and each party may terminate the above said appointment with six months' notice in writing or salary in lieu thereof.

FURTHER RESOLVED THAT Shri Anil Choudhary, the Chairman & Managing Director shall also be entitled to reimbursement of actual entertainment, travelling time to time to perform his duties as per rules of the Company.

FURTHER RESOLVED THAT the Board of Directors be and is hereby authorized to do all such acts, deeds, matters and things and to decide breakup of his remuneration within the permissible limits in its absolute discretion as may considered necessary, expedient or desirable and to vary, modify the terms and conditions and to settle any question, or doubt that may arise in relation thereto in order to give effect to the foregoing resolution, or as may be otherwise considered by it to be in the best interest of the Company without any requirement to seek further approval of the members of the company."

5. **To approve the increase in the existing limit u/s 180(1)(c) of the Companies Act, 2013 for providing authority to Board for borrow money(ies) exceeding the aggregate limit of paid-up share capital, free reserves and Securities Premium.**

To consider and if thought fit, to convey assent or dissent to the following **Special Resolution:**

"RESOLVED THAT in supersession of all earlier resolutions passed on the matter and pursuant to the provisions of Section 180(1)(c) and other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modifications or re-enactment thereof, for the time being in force), and the relevant regulations/directions as may be prescribed by the Reserve Bank of India from time to time (including any amendment(s), modification(s) thereof) and the Articles of Association of the Company, consent of the members of the Company be and is hereby accorded to the Board of Directors or to such person/s or such committee (by whatever name called), as may be authorized by the Board in this regard, to borrow at any time or from time to time by obtaining loans, overdraft facilities, lines of credit, commercial papers, external commercial borrowings (loans/bonds), INR denominated offshore bonds or in any other forms from the directors, Banks, Financial Institutions, Insurance Companies, Mutual Funds or other Corporate or other eligible investors, including by way of availing credit limits through Non-Fund based limits i.e. Bank Guarantee, Letter of Credit, etc. or by any other means as deemed fit by it, against the security of term deposits, movables, immovable or such other assets as may be required or as unsecured, at any time or from time to time, any sum or sums of money(ies) which together with monies already borrowed by the Company (apart from temporary loans obtained or to be obtained from the Company's bankers in the ordinary course of business), exceeding the aggregate of paid-up share capital of the Company, its free reserves and Securities Premium, provided that the total amount so borrowed by the Board shall not at any time exceed Rs 400.00 Crores (Rupees Four Hundred Crores only);

FURTHER RESOLVED THAT the Board of Directors or such person/s or such committee (by whatever name called), as may be authorized by the Board in this regards, be and are hereby authorized to arrange or settle the terms and conditions on

which all such monies are to be borrowed from time to time as to interest, repayment, security or otherwise howsoever as it may think fit and to do all other acts, deeds, matters and things as may be deemed necessary and incidental for giving effect to the above, including execution of all such documents, instruments and writings, as may be required.”

6. To approve the authorization to Board u/s 180(1)(a) of the companies Act, 2013 for disposal of an undertaking or otherwise by way of creation of such mortgages, charges and hypothecations of the properties of the company.

To consider and if thought fit, to convey assent or dissent to the following **Special Resolution**:

"RESOLVED THAT in supersession of the earlier resolutions passed by the Company in this regard and pursuant to the provisions of Section 180(1)(a) of the Companies Act, 2013, rules made thereunder (including any statutory modification or re-enactment thereof) and other applicable provisions, if any, consent of the members be and is hereby accorded for disposal of undertaking(s) including providing security to secure the loan/advance amount as may be granted to the Company by way of creation of mortgages, charges, lien, pledge, and hypothecations on the assets of the company as may be considered necessary, in addition to the existing charges, mortgages, charge, lien, pledge and hypothecation on the assets if any created by the Company, on the moveable or immovable assets/properties of the Company, both present and future, in such manner as the Board of Directors or to such person/s or such committee (by whatever name called), as may be authorized by the Board in this regards as they may deem fit, in favor of financial institutions, investment institutions, banks, mutual funds, trusts, other bodies corporate (hereinafter referred to as the "Lending Agencies") and/or other instruments to secure borrowings of the Company availed/to be availed by way of rupee term loans/INR denominated offshore bonds/foreign currency loans, debentures, bonds and other instruments shall not at any time exceed Rs. 400.00 Crores (Rupees Four Hundred Crores only);

FURTHER RESOLVED THAT for the purpose of giving effect to this resolution, the Board or such person/s or such committee (by whatever name called), as may be authorized by the Board in this regards, be and are hereby authorized to finalize and settle and further to execute such documents/ deeds/ writings/ papers/ agreements as may be required and to do all such acts, deeds, matters and things, as they may, in their absolute discretion deem necessary, proper or desirable and to settle any question, difficulty or doubt that may arise with respect to creation of mortgage/ charge as aforesaid.”

7. To approve the increase in the limits for providing loans, guarantee, security etc. to other body corporate u/s 185 of the companies Act, 2013.

To consider and if thought fit, to convey assent or dissent to the following **Special Resolution**:

"RESOLVED THAT pursuant to provisions of Section 185 read with section 186 and 188 and other applicable provisions, if any, of the Companies Act, 2013 read with Companies (Meetings of Board and its Powers) Rules, 2014 (including any amendment, modification or re-enactment thereof), consent of the members of the Company be and is hereby accorded to the Board of directors of the Company for providing any advance(s), loan(s) including any loan represented by book debts, and/or to give guarantee or to provide any security on the assets of the Company in connection with loan taken by the companies/body corporates in which any director of the company is directly or indirectly concerned and/or interested from time to time subject to the maximum amount of Loans/Advances and or guarantee and securities not exceeding Rs.25.00 Crores (Rupees Twenty Five Crores only) at any point of time.”

Date: 05th September, 2022

Place: Indore

Commercial Syn Bags Limited

CIN: L25202MP1984PLC002669

Registered Office: Commercial House,

3-4, Jaora Compound

M.Y.H. Road Indore (M.P.) - 452001

By Orders of the Board of Director

Sandeep Patel

Company Secretary

ACS 54908

NOTES:

For e-voting and Joining Virtual meetings.

1. In view of the massive outbreak of the COVID-19 pandemic, social distancing is a norm to be followed and pursuant to the Circular No. 14/2020 dated 8th April, 2020, Circular No.17/2020 dated 13th April, 2020 issued by the Ministry of Corporate Affairs (MCA) followed by Circular No. 20/2020 dated 5th May, 2020, Circular No. 2/2021 dated 13th January, 2021 and Circular No. 2/2022 dated 5th May, 2022, physical attendance of the Members to the AGM venue is not required and the AGM be held through Video Conferencing (VC) or Other Audio Visual Means (OAVM). Hence, Members can attend and participate in the ensuing AGM through VC/OAVM only and no physical presence at the meeting is required.
2. Pursuant to the Circular No. 14/2020 dated 8th April, 2020 followed by Circular No. 2/2021 dated 13th January, 2021, issued by the MCA, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. However, the Body Corporates are entitled to appoint authorised representatives to attend the AGM through VC/OAVM and participate thereat and cast their votes through e-voting.
3. Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (as amended), and MCA Circulars dated April 08, 2020, April 13, 2020, May 05, 2020, January 13, 2021 and circular No. 2/2022 dated May 5, 2022 the Company is providing facility of remote e-voting to its members in respect of the business to be transacted at the AGM. For this purpose, the Company has entered into an agreement with Central Depository Services (India) Limited (CDSL) for facilitating voting through electronic means and independent agency for providing necessary platform for Video Conferencing/OAVM and necessary technical support as may be required. Therefore, the facility of casting votes by a member using remote e-voting system as well as e-voting on the day of AGM will be provided by CDSL.
4. The Members can join the AGM in the VC/OAVM mode 15 minutes before and after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The facility of participation at the AGM through VC/OAVM will be made available to atleast 1000 members on first come first served basis. However, this number does not include large Shareholders (Shareholders holding 2% or more share capital), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors, Secretarial Auditors, Scrutinizers etc. who are allowed to attend the AGM without restriction on account of first come first served basis.
5. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.
6. In line with the Ministry of Corporate Affairs (MCA) Circular No. 17/2020 dated April 13, 2020, the Notice calling the AGM has been uploaded on the website of the Company at www.comsyn.com. The Notice can also be accessed from the websites of the Stock Exchange i.e. BSE Ltd. at www.bseindia.com. The AGM Notice is also disseminated on the website of CDSL (agency for providing the Remote e-Voting facility and e-voting system during the AGM) i.e. www.evotingindia.com.
7. The AGM has been convened through VC/OAVM in compliance with applicable provisions of the Companies Act, 2013 read with MCA Circular No. 14/2020 dated April 8, 2020, MCA Circular No. 17/2020 dated April 13, 2020, MCA Circular No. 20/2020 dated May 05, 2020, MCA Circular No. 2/2021 dated 13th January 2021 and MCA Circular No. 2/2022 dated 5th May 2022.
8. In continuation of the MCA General Circular No.20/2020, dated 5th May, 2020, general circular No 02/2021 Dt. 13th Jan 2021, General Circular No 19/2021 Dt. 8th Dec 2021 & 21/2021 dated 14th Dec 2021 and after due examination, it has been

decided to allow companies whose AGMs were due to be held in the year 2022, or become due in the year 2022, to conduct their AGMs on or before 31.12.2022, in accordance with the requirements as specified in General Circular No. 20/2020 dated 05.05.2020.

9. The recorded transcript of the forthcoming AGM shall also be made available on the website of the Company www.comsyn.com as soon as possible after the Meeting is over.
10. The remote e-voting facility will be available during the following period after which the portal shall forthwith be blocked and shall not be available for remote e-voting:-

| | |
|--|--|
| Commencement of remote e-voting | 9.00 am (IST) on Tuesday, 27th September, 2022 |
| End of remote e-voting | 5.00 pm (IST) on Thursday, 29th September, 2022 |

Once the vote on a resolution is casted by the member, the member shall not be allowed to change it subsequently.

11. The company has notified closure of Register of Members and Share Transfer Books from **Saturday, 24th September 2022 to Friday, 30th September, 2022** (both days inclusive) for the AGM.
12. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date i.e., **Friday, 23rd September 2022** only shall be entitled to avail the facility of remote e-voting as well as e- voting at the AGM.
13. The voting rights of members shall be in proportion to their shares of the paid-up equity share capital of the Company as on the cut-off date i.e., **Friday, 23rd September 2022.**
14. CS Ishan Jain, Company Secretary in Practice (F.R. No.: S2021MP802300, M. No. FCS 9978 & C.P. No. 13032), proprietor of M/s Ishan Jain & Co., Company Secretaries, Indore has been appointed as the Scrutinizer to scrutinize the e-voting at the AGM and remote e-voting process in a fair and transparent manner.
15. Members desirous of obtaining any information concerning Accounts and Operations of the Company are requested to address their questions in writing to the Company at least 7(Seven) days before the date of the Meeting at its email id investors@comsyn.com so that the information required may be made available at the Meeting.
16. Relevant documents referred to in the accompanying Notice are open for inspection by the members at the registered office of the Company on all working days, except Saturday, between 2:00 P.M and 4:00 P.M up to the date of the meeting.
17. The Members are requested to:
 - a) Quote their ledger folio number in all their correspondence.
 - b) Send their Email address to RTA for prompt communication and update the same with their DP to receive softcopy of the Annual Report of the Company.
 - c) Intimate changes, if any, in their registered addresses immediately.
18. Members are requested to notify immediately any change in their address and also intimate their active E-Mail ID to their respective Depository Participants (DPs) in case the shares are held in demat form and in respect of shares held in physical form to the Registrar and Share Transfer Agent Big share Services Pvt. Ltd, 1stFloor, Bharat Tin Works Building, Opp. Vasant Oasis, Makwana Road, Marol, Andheri (East), Mumbai, Maharashtra, 400059 having email Id investor@bigshareonline.com to receive the soft copy of all communication and notice of the meeting etc., of the company.
19. The report on the Corporate Governance and Management Discussion and Analysis also form part to the report of the Board Report.

20. The Register of Directors and Key Managerial Personnel and their shareholding, and the Register of Contracts or Arrangements in which the directors are interested, maintained under the Companies Act, 2013 will be available for inspection by the Members electronically during the 38th AGM. Members seeking to inspect such documents can send an email to investors@comsyn.com.
21. Due dates for transfer of unclaimed/unpaid dividends as at 31st March, 2022 and due date for transfer thereafter to IEPF are as under:

| F. Y. Ended | Declaration Date | Due Date for transfer to IEPF | Amount remains unpaid/unclaimed as at 31.03.2022 (Rs.) |
|-------------|------------------|-------------------------------|--|
| 2019-20 | 29/09/2020 | 07/12/2027 | 40.00 |
| 2020-21 | 30/09/2021 | 05/11/2028 | 9,363.00 |

22. As per SEBI Circular dated 20th April, 2018 such shareholders holding shares of the company in the physical form are required to provide details of the Income Tax Permanent Account No. and Bank Account Details to the Share Transfer Agent (RTA) of the Company, Bigshare Services Pvt. Ltd, 1st Floor, Bharat Tin Works Building, Opp. Vasant Oasis, Makwana Road, Marol, Andheri (East), Mumbai, Maharashtra, 400059 having email Id investor@bigshareonline.com.
23. In compliance with the aforesaid MCA Circulars dated 5th May, 2020 and SEBI Circular dated May 12, 2020, followed by May 13, 2022, Notice of the AGM along with the Annual Report 2021-22 is being sent only through electronic mode to those Members whose email addresses are registered with the Company/ Depositories. Members may note that the Notice of the AGM and Annual Report 2021-22 will also be available on the Company's website - www.comsyn.com, websites of the Stock Exchange i.e. BSE Limited at www.bseindia.com and on the website of CDSL <https://www.evotingindia.com>. However, if any specific request received from the members for demanding of the physical copy of the Annual Report will be provided by the company.
24. Members joining the meeting through VC, who have not already cast their vote by means of remote e-voting, shall be able to exercise their right to vote through e-voting at the AGM. The Members who have cast their vote by remote e-voting prior to the AGM may also join the AGM through VC but shall not be entitled to cast their vote again.
25. SEBI has mandated submission of PAN by every participant in the securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN details to their depository participants. Members holding shares in physical form are requested to submit their PAN details to the company's RTA.
26. Members are requested to intimate changes, if any, pertaining to their name, postal address, e-mail address, telephone/mobile numbers, Permanent Account Number ('PAN'), mandates, nominations, power of attorney, bank details such as, name of the bank and branch details, bank account number, MICR code, IFSC code, etc.,
- For shares held in electronic form to their Depository Participant only and not to the Company's RTA. Changes intimated to the Depository Participant will then be automatically reflected in the Company's records which will help the Company and its RTA provide efficient and better service to the Members.
27. Members may please note that SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 has mandated the listed companies to issue securities in dematerialized form only while processing service requests, viz., Issue of duplicate securities certificate; claim from unclaimed suspense account; renewal/ exchange of securities certificate; endorsement; sub-division/splitting of securities certificate; consolidation of securities certificates/folios; transmission and transposition. Accordingly, Members are requested to make service requests by submitting a duly filled and signed Form ISR-4. The said form can be downloaded from the Standard documents for Investors available on the Company's website www.comsyn.com and is also available on the website of the RTA. It may be noted that any service request can be