



Bagadia Colourchem Ltd.

26th Annual Report
2010-2011

BOARD OF DIRECTORS :

Mr. Natwarlal R. Bagadia
Chairman & Managing Director

Mr. Sushil N. Bagadia
Joint Managing Director

Mr. Raghunath R. Gune
Director

Mr. Vilas B. Jagtap
Director

Mr. Dattatraya M. Mehta
Director

Mrs. Sangeeta Bagadia
Director-Marketing

Mr. Shashikant Kakade
Director

Auditors :

S.G. Shende & Co.
Chartered Accountants

Bankers :

Bank of Baroda
Camp Branch
Pune 411 001

Registered Office :

Shaniya Enclave, 5th Floor,
V. P. Road, Vileparle (West)
Mumbai 400 056.

Pune Office for Correspondence:

317 Mantri Kishor Arcade
257 Budhwar Peth,
Pune 411 002.

Factory :

Plot No. B-35,
MIDC Industrial Area,
Mahad, Dist. Raigad,
Maharashtra

26th Annual General Meeting
on Thursday, 15th September, 2011
at 2.00 p.m. at Hotel Sagar,
Kharodi Marve Road, Malad (West)
Mumbai 400 095

NOTICE

Notice is hereby given that the 26th Annual General Meeting of the Shareholders of Bagadia Colourchem Limited will be held on Thursday, 15th September, 2011 at 2.00 P.M. at the Meeting Hall Hotel Sagar, Kharodi Marve Road, Malad (West) Mumbai 400095 to transact the following business:-

ORDINARY BUSINESS

- 1) To receive, consider and adopt the Audited Balance Sheet as at 31st March, 2011 and the Profit and Loss Account for the year ended on that date together with the Director's Report and the Compliance Certificate attached thereto and the Auditor's Report thereon.
- 2) To appoint a Director in place of Mr. Vilas Jagtap, who retires by rotation, and being eligible offers himself for reappointment.
- 3) To appoint a Director in place of Mr. Shashikant Kakade who retires by rotation, and being eligible offers himself for reappointment.
- 4) To appoint the Auditors to hold the office from the conclusion of this meeting until the conclusion of next Annual General Meeting and to fix their remuneration.

SPECIAL BUSINESS

- 5) To consider and if thought fit, to pass with or without modification the following Resolution as the Special Resolution:-

"RESOLVED THAT in accordance with the provisions of Section 198, 269, 309, 310 read with Schedule XIII and other applicable provisions, if any, of the Companies Act, 1956 the consent of the Company be and is hereby accorded to the re-appointment of Mr. Natwarlal R. Bagadia as the 'Chairman & Managing Director' of the Company, not liable to retire by rotation, for a further period of Three Years with effect from 1st October, 2011 on the following existing terms and conditions :-

- A) SALARY & ALLOWANCES: - Salary and Allowances taken together shall not exceed Rs. 1,00,000/- (Rupees One lakh) per month.
- B) The Company shall also provide Car with Driver to the Chairman & Managing Director for Company's business and also telephone at his residence exclusively for the business purposes.
- C) The remuneration comprising Salary, Perquisites and other benefits and allowances of Mr. Natwarlal R. Bagadia, Chairman & Managing Director shall be as specified by the Board of Directors from time to time and further, subject to the overall ceilings laid down in Sections 198 and 309 of the Companies Act, 1956 or any modification or re-enactment thereof.

- D) In the event of absence or inadequacy of profits, Mr. Natwarlal R. Bagadia, Chairman & Managing Director would be paid the then existing remuneration subject to a ceiling as laid down in Section II, Part II of Schedule XIII of the Companies Act, 1956 as amended from time to time, as the minimum Remuneration.

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorised to do all such acts, deeds and things which are necessary and incidental to give effect to the above Resolution."

- 6) To consider and if thought fit, to pass with or without modification the following Resolution as the Special Resolution:-

"RESOLVED THAT in accordance with the provisions of Section 198, 269, 309, 310 read with Schedule XIII and other applicable provisions, if any, of the Companies Act, 1956 the consent of the Company be and is hereby accorded to the re-appointment of Mr. Sushil Natwarlal Bagadia as the 'Joint Managing Director' of the Company, liable to retire by rotation, for a period of Three Years with effect from 1st October, 2011 on the following existing terms and conditions :-

- A) SALARY & ALLOWANCES: - Salary and Allowances taken together shall not exceed Rs. 1,00,000/- (Rupees One lakh) per month.
- B) The Company shall also provide Car with Driver to the Joint Managing Director for Company's business and also telephone at his residence exclusively for the business purposes.
- C) The remuneration comprising Salary, Perquisites and other benefits and allowances of Mr. Sushil Natwarlal Bagadia, Joint Managing Director shall be as specified by the Board of Directors from time to time and further, subject to the overall ceilings laid down in Sections 198 and 309 of the Companies Act, 1956 or any modification or re-enactment thereof.
- D) In the event of absence or inadequacy of profits, Mr. Sushil Natwarlal Bagadia, Joint Managing Director would be paid the then existing remuneration subject to a ceiling as laid down in Section II, Part II of Schedule XIII of the Companies Act, 1956 as amended from time to time, as the minimum Remuneration.

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorised to do all such acts, deeds and things which are necessary and incidental to give effect to the above Resolution."

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- 7) To consider and if thought fit, to pass with or without modification the following Resolution as the Special Resolution:-

"RESOLVED THAT in accordance with the provisions of Section 198, 269, 309, 310 read with Schedule XIII and other applicable provisions, if any, of the Companies Act, 1956 Mrs. Sangeeta Sushil Bagadia be and is hereby re - appointed as the 'Director - Marketing' of the Company, liable to retire by rotation, for a further period of Three Years with effect from 1st January, 2012 on the revised consolidated remuneration of Rs. 50,000/- (Rupees Fifty Thousand) per month.

RESOLVED FURTHER THAT the remuneration comprising Salary, Perquisites and other benefits and allowances of Mrs. Sangeeta Sushil Bagadia, 'Director - Marketing' shall be as specified by the Board of Directors from time to time and further, subject to the overall ceilings as laid down in Sections 198 and 309 of the Companies Act, 1956 or any modification or re-enactment thereof.

RESOLVED FURTHER THAT in the event of absence or inadequacy of profits, Mrs. Sangeeta Sushil Bagadia, 'Director - Marketing' would be paid the then existing remuneration subject to a ceiling as laid down in Section II, Part II of Schedule XIII of the Companies Act, 1956 as amended from time to time, as the minimum Remuneration.

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorised to do all such acts, deeds and things which are necessary and incidental to give effect to the above Resolution."

By Order of the Board of Directors

Place : Pune

N.R. Bagadia

Date : 9th August, 2011 Chairman & Managing Director

NOTES:-

- 1) A MEMBER ENTITLED TO ATTEND & VOTE AT THIS MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND A PROXY NEED NOT BE A MEMBER OF THE COMPANY.
- 2) An Explanatory Statement pursuant to the provisions of Section 173 of the Companies Act, 1956 in respect of Item Nos. 5 to 7 of the Notice is annexed hereto.
- 3) Notice is also given that the Register of Members and the Share Transfer Books of the Company will remain close from Saturday 10th September, 2011 to Thursday, 15th September, 2011 (both days inclusive).
- 4) Additional Information on Directors seeking re-appointment at the Annual General Meeting, pursuant to Clause No. 49 IV (G) of the Listing Agreement with the Stock Exchange is furnished in the Corporate Governance Report.

EXPLANATORY STATEMENT

(Pursuant to Section 173 (2) of the Companies Act, 1956)

As required by Section 173 of the Companies Act, 1956, the following Explanatory Statement sets out the material facts relating to the Special Business mentioned in the accompanying Notice dated 9th August, 2011.

Item Nos. 5 to 7

Mr. Natwarlal R. Bagadia and Mr. Sushil N. Bagadia were re-appointed as the Chairman & Managing Director and Joint Managing Director respectively of the Company, in the 23rd Annual General Meeting held on 30th September, 2008 w.e.f. 1st October, 2008 for a period of three Years i.e. up to 30th September, 2011.

Mrs. Sangeeta Bagadia was appointed as the 'Director Marketing' in the Extra Ordinary General Meeting held on 28th February, 2009 w.e.f. 1st January, 2009 for a period of three years i.e. up to 31st December, 2011.

The said appointments are due to expire shortly.

All these Directors of the Company have successfully shouldered their responsibilities as the working Directors of the Company.

The re-appointments of Mr. N. R. Bagadia and Mr. Sushil Bagadia for a further period of three years are proposed on

the existing remuneration without there being any revision. Considering the working and future Business plans of the Company, and considering the present salary structure prevailing in the market it is proposed to revise the remuneration of Mrs. Sangeeta Bagadia and also to reappoint her for a further period of three years.

Accordingly the Resolutions as set out in Item Nos. 5 to 7 of the notice are recommended for your approval.

Mr. N. R. Bagadia, Mr. Sushil Bagadia and Mrs. Sangeeta Bagadia Directors of the Company are interested and concerned in passing of the aforesaid Resolutions. None of the other Directors of the Company is in any way concerned or interested in passing of the said Resolutions.

The Resolutions as set out in the notice and the aforesaid Explanatory Statement may be treated as an abstract of the terms of appointment and Memorandum of Interest under Section 302 of the Companies Act 1956.

By Order of the Board of Directors

Place : Pune

N.R. Bagadia

Date : 9th August, 2011 Chairman & Managing Director

DIRECTORS' REPORT

To

The Members,

The Board of Directors have pleasure in presenting before you the 26th Annual Report and Audited Statements of Accounts for the year ended as on 31st March, 2011.

1. FINANCIAL RESULTS

The Financial Results for the year ended on 31st March, 2011 are briefly given below:-

	2010-2011 (Rs.)	2009-2010 (Rs.)
Sales and Other Income	9,77,46,232	9,27,21,748
Profit / (Loss) before Interest, Depreciation & Taxation	56,57,801	57,98,222
Less :-		
Finance Cost	3,96,211	3,76,177
Depreciation	33,06,118	33,61,912
Profit / (Loss) before tax	19,55,472	20,60,133
Less :- Provision For Tax	11,27,000	12,13,500
Deferred Tax	(4,78,726)	(4,16,635)
Earlier Year	6,772	(36,933)
Profit / (Loss) after Taxation	13,00,426	13,00,201
Add :- Balance brought forward from previous year	31,25,529	18,25,328
Balance transferred to Balance Sheet	44,25,955	31,25,529

2. MANAGEMENT DISCUSSION & ANALYSIS REPORT

During the year under review the Sales of the Company were Rs.969.08 Lacs as against Rs. 914.97 Lacs of the previous year. The export turnover of the Company during the year under report was Rs. 629.55 Lacs as against Rs. 642.90 Lacs of the previous year. The Company has earned the Profit before Tax of Rs. 19.55 Lacs as against the Profit of Rs. 20.60 Lacs of the previous year.

3. DIVIDEND

The Directors regret their inability to recommend any Dividend on the Equity Shares of the Company, due to the marginal Profit earned by the Company.

4. FIXED DEPOSITS

The Company has not accepted any fixed deposits.

5. DIRECTORS

Mr. Vilas Jagtap and Mr. Shashikant Kakade Directors of the Company retire by rotation and being eligible offer themselves for reappointment.

The terms of appointment of Mr. N. R. Bagadia and Mr. Sushil Bagadia as the Chairman & Managing Director and Joint Managing Director respectively are due to expire on 30th September, 2011. The term of appointment of Mrs. Sangeeta Sushil Bagadia as Director - Marketing is due to expire on 31st December, 2011. Necessary Resolutions for their re-appointments have been recommended for your approval, and the Board of Directors recommends the same for your approval.

6. AUDITORS

The present Auditors M/s S. G. Shende & Co., Chartered Accountants, will retire at the conclusion of the forthcoming Annual General Meeting. They have informed their willingness to continue for the Current Year.

As required per proviso to Section 224(1) of the Companies Act, 1956, a written Certificate has been obtained by the Company from the Auditors certifying that if they are appointed as the Auditors of your Company, such appointment would be within the limits specified in Section 224 (1)(B) of the Companies Act, 1956.

7. AUDITORS' QUALIFICATIONS

As regards Auditors' Qualifications in respect of non compliance of AS-28 'Impairment of Assets', the Directors are of the opinion that considering the overall size of the business and Assets, observation of AS-28 is not feasible.

8. COMPLIANCE CERTIFICATE

Pursuant to the provisions of Section 383A of the Companies Act, 1956 as amended, the Compliance Certificate issued by a Company Secretary in Whole time Practice viz. Shekhar Ghatpande & Co., Company Secretaries is attached herewith.

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9. ADDITIONAL INFORMATION:-

A) Under Section 217 (2A) of the Companies Act, 1956.

Information as per Section 217(2A) of the Companies Act, 1956 read with the Companies (Particulars of Employees) Rules 1975 has not been furnished since no employee received the remuneration beyond the limits specified therein.

B) Under Section 217 (1) (e) of the Companies Act, 1956.

Wherever possible energy conservation measures have been implemented. The efforts to conserve and optimize the use of energy through improved operational methods and other means will continue. The statement pursuant to Section 217(1)(e) of the Companies Act, 1956 read with Companies (Disclosure of Particulars in the Report of Board of Directors) Rules 1988 is given in the Annexure forming part of this Report.

The Company has not imported any technology and there is no technical collaboration, with any party, for the present activities of the Company.

C) Information about Foreign Exchange

Foreign Exchange Earnings: - Rs. 6,29,55,180/-

Foreign Exchange Outgo :- Rs. 1,77,685/-

D) Disclosure under Stock Exchange Requirements

- (i) Disclosure under SEBI Circular dated 29th April, 1998

The Equity Shares of the Company are listed on Bombay Stock Exchange Ltd.

The Company has already paid the necessary Listing Fees of the Exchange till the financial year 2011- 2012.

10. DIRECTOR'S RESPONSIBILITY STATEMENT

Pursuant to the provisions of Section 217 (2AA) as amended by the Companies (Amendment) Act, 2000 the Directors hereby state:

- That while preparing the annual accounts for the period ended 31st March, 2011, the applicable accounting standards had been followed along with proper explanation relating to material departures.
- That the Directors had selected such accounting policies and applied them consistently and made judgments and estimates that are reasonable and prudent so as to give a true and fair view of the state of affairs of the Company at the end of the financial year and of the Profit of the Company for that period.
- That the Directors had taken proper and sufficient care for the maintenance of adequate accounting records in accordance with the provisions of this Act for safeguarding the assets of the Company and for preventing and detecting fraud and other irregularities.
- That the Directors had prepared the annual accounts on a going concern basis.

11. ACKNOWLEDGMENT

The Directors place on record their appreciation for the cooperation and support extended by the Bankers of the Company viz. Bank of Baroda and Employees of the Company all the times. The Directors are also thankful to the officials of Government of India, Government of Maharashtra, local authorities, MIDC for their continued help and timely assistance extended to the Company.

By Order of the Board of Directors

Place : Pune

N.R. Bagadia

Date : 9th August, 2011 Chairman & Managing Director

ANNEXURE TO DIRECTORS' REPORT

Information under Section 217(1)(e) of the Companies Act, 1956 read with the Companies (Disclosure of particulars in the Report of the Board of Directors) Rules, 1988 and forming part of the Director's Report for the year ended 31st March, 2011.

FORM - A

A. POWER AND FUEL CONSUMPTION

	Year ended <u>31/03/2011</u>	Year ended <u>31/03/2010</u>
1. Electricity		
a) Purchased units	1,146,952	1,170,046
Total Amount (Rs.)	6,014,620	5,757,560
Rate/Unit (Rs.)	5.24	4.92
b) Own Generation		
Through Diesel Generators (Rs.)	—	65,905
Units	—	10,300
Units per liter of diesel oil		
Cost/Unit (Rs.)	—	6.40
2. Coal		
Quantity (kgs)	763,291	671,489
Amount (Rs.)	4,711,716	3,061,975
Average Rate (Rs.)	6.17	4.56
3. Furnace Oil		
Quantity (Ltrs.)	96,000	52,200
Total amount (Rs.)	4,104,790	1,981,293
Average rate (Rs.)	42.76	37.96
4. Other/Internal Generation	—	—

B. CONSUMPTION PER UNIT OF PRODUCTION (KG)

Electricity (Units)	1.78	1.73
Diesel/Oil (Ltrs)	—	1.98

By Order of the Board of Directors,

Place :- Pune

Date :- 9th August, 2011

N.R. Bagadia

Chairman & Managing Director

Compliance Certificate

To

The Members,
Bagadia Colourchem Ltd.
5th Floor, Shaniya Enclave
V. P. Road, Vileparle (West)
Mumbai - 400056.

COMPANY REG. NO: - L24221MH1985PLC205386

I have examined the registers, records, books and papers of Bagadia Colourchem Limited, having its Registered office at the address mentioned above, (herein after referred to as the Company) as required to be maintained under the Companies Act, 1956, (herein after referred to as the Act) and the rules made there under and also the provisions contained in the Memorandum and Articles of Association of the Company, for the financial year ended on 31st March, 2011. In my opinion and to the best of my information and according to the examinations carried out by me and explanations furnished to me by the Company, its officers and agents, I certify that in respect of the aforesaid financial year:-

1. The Company has kept and maintained all registers as stated in Annexure 'A' to this certificate, as per the provisions and the rules made there under and all entries therein have been duly recorded.
2. The Company has duly filed the forms and returns as stated in 'Annexure B' to this Certificate, with the Registrar of Companies/ Regional Director/ Central Government/ Company Law Board or other Authorities within the time prescribed under the Act and in case of delay, with the payment of additional filing fees thereon as prescribed under the Act and the rules made there under.
3. The Company is a Public Limited Company within the meaning of the provisions of the Act and as such the comments on prohibition of invitation to public and acceptance of Deposit other than its members, Directors and their relatives are not required. The Company has not accepted any deposits from General Public.
4. The Board of Directors duly met Seven times on : 28th April, 2010, 28th May, 2010, 10th August, 2010, 20th September, 2010, 3rd November, 2010, 24th January, 2011 and 10th February, 2011
- in respect of which meetings, proper Notices were given and the proceedings were properly recorded and signed including the circular resolutions passed in the Minutes Book maintained for the purpose.
5. The Company closed its Register of Members from Thursday, 16th September, 2010 to Monday, 20th September, 2010 (Both days inclusive) and the Advertisement as required under Section 154 of the Act was published.
6. The Annual General Meeting for the financial year ended on 31st March, 2010 was held on Monday, 20th September, 2010 after giving due notice to the members of the Company and the resolutions passed there at were duly recorded in the Minute Book maintained for the purpose.
7. That during the financial year under Report, no Extra Ordinary General Meeting of the Shareholders of the Company was held.
8. The Company has not advanced any loans to its Directors and/or persons or firms or companies referred in Section 295 of the Act. However the Company has placed security Deposit with Mrs. Sangeeta Bagadia & Mr. Shashikant Kakade Directors of the Company for the Office premises obtained from them on rental basis.
9. There are no transactions with the Directors/Director's Relatives/ Firms in which Director or Relative is a Partner or a Private Company of which the Director is a Member or a Director, and as such the provisions of Section 297 of the Act in respect of contracts specified in that Section did not apply, except for the contracts for taking the premises and car on rental basis from the Directors. As the said contract of taking the premises is for immovable property the provisions of Section 297 of the Act, are not applicable.
10. The Company has duly maintained the Register required to be maintained u/s 301 of the Act.
11. The Company has not employed any person falling within the purview of Section 314 of the Act and as such the question of obtaining any approvals from the Board of Directors, members or Central Government did not arise.

12. The Board of Directors or duly constituted Committee of Directors has issued duplicate Share Certificates during the financial year under Report, after the necessary compliances were obtained from the Shareholders by the Registrar & Share Transfer Agents M/s Satellite Corporate Services Pvt Ltd. the SEBI approved R & T Agents.
13. (i) The Company during the year under Report has not issued and allotted any shares. The Equity Shares of the Company are listed on The Bombay Stock Exchange Ltd. Mumbai and the Company has appointed M/s Satellite Corporate Services Pvt Ltd. the SEBI approved R & T Agents to look after the Share Transfer work. The Equity Shares of the Company are also allowed for Dematerialisation and Transfers are also effected in Demat Form. All the Share Transfer work during the Year under Report was looked after by M/s Satellite Corporate Services Pvt Ltd. the SEBI approved R & T Agents.
- 13 (ii) During the Financial Year under Report, the Company had not declared any Dividend on its Equity Shares.
- 13 (iii) That there was no unclaimed or unpaid dividend which was required to be transferred to Unpaid Dividend Account of the Company.
- 13 (iv) That the Company is not having any Unpaid Dividend Account, application money due for refund, matured Deposits, matured Debentures and the Interest accrued thereon which have remained unclaimed or unpaid for a period of Seven Years and which are required to be transferred to Investor Education and Protection Fund.
- 13 (v) That the Company has duly complied with the requirements of Section 217 of the Act.
14. The Board of Directors of the Company is duly constituted. During the year under Report there was no appointment of Additional Directors, Alternate Director and Directors to fill casual vacancy.
15. The Company has appointed Mr. N. R. Bagadia, Mr. Sushil Bagadia and Mrs. Sangeeta Bagadia as the Chairman & Managing Director, Joint Managing Director and Director - Marketing respectively. There was no change in the terms of appointment of these appointees.
16. The Company has not appointed any Sole Selling Agents during the financial year under Report.
17. During the year under the report, the Company was not required to obtain any approvals of the Central Government, Company Law Board, Registrar and/or such other Authorities prescribed under the various provisions of the Act.
18. The Directors have disclosed their interest in other firms/companies to the Board of Directors pursuant to the provisions of the Act and the rules made there under.
19. During the year under report the Company has not issued and allotted any shares.
20. During the year under report the Company has not bought back any shares.
21. The Company has not issued and allotted any Preference Shares and hence the question of redemption of Preference Shares during the financial year under report did not arise.
22. There were no transactions necessitating the Company to keep in abeyance the rights of dividend, rights shares and bonus shares pending registration of transfer of shares in compliance with the provisions of the Act.
23. The Company has not invited/accepted any deposits including any unsecured loans falling within the purview of Section 58A of the Act.
24. The Company has not availed any additional borrowings from Bank during the Year under Report.
25. During the Financial Year under Report, Company has not made any loans and investments, or given guarantees or provided securities to other bodies corporate.
26. During the year under the Report the Company has not altered the provisions of the Memorandum with respect to situation of the Company's registered office from one state to another. However during the Year under Report, the Company has received necessary certified copy dated 23rd April, 2010 of the Order dated 21st April, 2010 received from The Regional Director, Western Region Ministry of Corporate Affairs, for approval for shifting of Registered Office of the Company from Pune to Mumbai. The Company has filed the copy of the said Order to The Registrar of Companies and the Registered Office has been shifted from Pune to Mumbai w.e.f. 23rd April, 2010. The Company has completed all the compliances in this regard and the Master Data for the same has been updated on the official Website - MCA-21, effecting the said change in the place of the Registered Office.

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27. The Company has not altered the provisions of the Memorandum with respect to the objects of the Company during the year under report.
28. The Company has not altered the provisions of the Memorandum with respect to name of the Company during the year under report.
29. The Company has not altered the provisions of the Memorandum with respect to share capital of the Company during the year under report.
30. The Company has not altered the provisions of the Articles of Association during the financial year under report.
31. On verification of the records of the Company and as informed to me there was no prosecution initiated against or show cause notices received by the Company for alleged offences under the Act and also the fines and penalties or any other punishment imposed on the Company.
32. The Company has not received any money as security from its employees during the financial year under report.
33. As informed to us, the provisions of the Provident Fund Act are not applicable to the Company.

For SHEKHAR GHATPANDE & CO
Company Secretaries

Place : Pune
Date : 9th August, 2011

Shekhar Ghatpande
Proprietor
FCS: 1659 CP: 782

Annexure A

Registers as maintained by the Company

01. Register of Investments u/s 49 of the Act.
02. Register of Charges u/s 143 of the Act.
03. Register of Members u/s 150 and Index of Members u/s 151 of the Act.
04. Minutes Book of the Board of Directors.
05. Minutes Book of the General Meetings.
06. Books of Accounts u/s 209 of the Act.
07. Register of particulars of Contracts u/s 301 of the Act.
08. Register of Directors u/s 303 of the Act.
09. Register of Director's Shareholding u/s 307 of the Act.
10. Register of Investments or loans made, guarantees given or security provided u/s 372A of the Act.
11. Register of Transfers
12. Register of Director's Attendance
13. Register of Shareholder's Attendance
14. Register of Proxies
15. Register of Fixed Assets.