



UNJHA FORMULATIONS LIMITED

Regd. Office : Khali Char Rasta, State Highway,
SIDHPUR-384 151 (N. Guj.) India.

Tel. : +91-2767-282395, 282396, 282464

E-mail : info@unjhaformulations.com & unjfor@bsnl.in

Website : www.unjhaformulations.com

CIN NO : L99999GJ1994PLC022932

NOTICE OF 27TH ANNUAL GENERAL MEETING, E-VOTING INFORMATION AND BOOK CLOSURE

NOTICE is hereby given that the 27th Annual General meeting of the shareholders of UNJHA FORMULATIONS LIMITED will be held on Friday the 27th August, 2021 at 10.15 A.M. (1st) Thru: Video Conferencing (VC)/ other Audio Visual Means (OVAM) only to transact the Business as set out in the Notice of the Meeting. In accordance of Ministry of Corporate Affairs (MCA) vide Circular No. 14/2020 dated April 8, 2020, Circular No.17/2020 dated April 13, 2020 and Circular No. 20/2020 dated May 05, 2020. SEBI Circular No :SEBI/HO/CFD/CMD2/CIR/P/2021/11 Dated 15/01/2021, the Notice of AGM and Annual Report of the Company for FY 2020-21 has been sent through electronic mode to all the members of the Company at their registered email addresses.

The Annual Report for 2020-21 of the Company Inter alia containing the Notice and Explanatory Statement of the 27th AGM is available on the website of the Company at www.unjhaformulations.com and on the website of stock exchanges viz. www.bseindia.com and copy of the same is available on the website of CDSL at www.evotingindia.com.

In compliance of the Provision of section 108 of the Companies Act, 2013 and Rules made there under, read with Rule 20 of Companies(Management and Administration) Rules,2014, the Company has provided remote e-voting(e-voting from a place other than a place of AGM) facility through CDSL as an alternative for all members of the Company to enable them to caste their vote electronically on the resolution mentioned in the notice of the 27th Annual General Meeting of the Company, and has appointed Mr. AJAY PARIKH, Proprietor, AJAY PARIKH & ASSOCIATES, Company Secretaries, Ahmedabad to scrutinize the e-voting process.

The details of e-voting Process as per rules are given hereunder:

1. The E- voting period will commence on Tuesday, August 24, 2021 at 9:00 a.m. and will end on Thursday August 26, 2021 at 5:00 p.m. (Cut-off Date 20.08.2021) in terms of Rule 20(3)(vi) of Companies (Management and Administration Rules) . 2014.
2. The E- voting-module will be dispatched on August 24, 2021 at 5 p.m. i.e. E-voting shall not be allowed beyond 5.00 p.m. on August 26, 2021.
3. Members may contact helpdesk of Central Depository Services (India) Limited (CDSL) at helpdesk evoting@cdslindia.com or call toll free number at 1800 200 5533 for any grievance(s) relating to electronic voting between 10.00 am to 6.00 pm on any working day.

Notice is also hereby given that pursuant to Section 91 of the Companies Act, 2013 and Regulation 42(2) of SEBI(Listing Obligation and Disclosure Requirements) Regulation, 2015 of Members and Share transfer Books of the Company will be closed from 21st August, 2021 to 27th August, 2021 both days inclusive for determining the names of members for the Financial year ended on 31st March, 2021.

Place : Sidhpur,
Date :23.07.2021

By order of Board of Directors,
For Unjha Formulations Limited


Jigar P. Ray

Company Secretary & Compliance Officer



**TWENTY SEVENTH
ANNUAL
REPORT
2020-2021**

UNJHA FORMULATIONS LIMITED

CORPORATE INFORMATION

BOARD OF DIRECTORS	
CHAIRMAN &	
MANAGING DIRECTOR	: Mr. Mayank S. Patel
EXECUTIVE DIRECTOR	: Mrs. Kruti M. Patel
DIRECTOR	: Smt. Jashodaben S. Patel
DIRECTOR	: Mr. Hasmukh S. Darji
DIRECTOR	: Mr. Jitendra P. Limbachiya
DIRECTOR	: Mr. Chandrakant V. Modh (Up to 25/11/2020)
DIRECTOR	: Mr. Mustufa Najmuddin Jodhpurwala (w.e.f. 06/02/2021)
Company Secretary	: Mr. Jigar P. Ray
CFO	: Mr. Ganpat B. Prajapati
AUDITORS	: M/s. Milind K. Shah & Co. Chartered Accountants 616, AnandMangal-III, Opp. Core House Raj Nagar Club Lane, Ambawadi Ahmedabad-380006.
SECRETARIAL AUDITOR	: M/s. Ajay Parikh & Associates Company Secretaries 1110, Phoenix, 11 th Floor, Near Vijay Char Rasta Navrangpura, Ahmedabad-380 009.
BANKERS	: BANK OF BARODA Sidhpur Branch, Sidhpur (N. G.)
REGISTERED OFFICE & CORPORATE OFFICE	: Khali Char Rasta, State Highway, Sidhpur-384151 (N. G.)
REGISTRAR & SHARE	: Link Intime India Pvt. Ltd. 506 To 508 Amarnath Business Centre ; 5th Floor, Nr St Xaviers College Corner, Off C G Road Ahmedabad -380 009.
TRANSFER AGENT	: Ahmedabad /Mumbai.
LISTING	: Bombay Stock Exchange Ltd.
DEPOSITORIES	: NSDL CDSL
ISIN	: INE576D01015
CIN	: L99999GJ1994PLC022932

TWENTY SEVENTH ANNUAL REPORT 2020-21

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NOTICE:

NOTICE IS HEREBY GIVEN THAT THE TWENTY SEVENTH ANNUAL GENERAL MEETING OF THE MEMBERS OF UNJHA FORMULATIONS LIMITED WILL BE HELD AS SCHEDULED BELOW:

Day & Date : Friday, 27th August, 2021
Time : 10.15 A.M.
Place : Registered Office
Khali Char Rasta, State Highway,
Khali, Sidhpur-384151 (N. G.)
Through Video Conference ("VC") Other Audio Visual Means ("OAVM")

TO TRANSACT THE FOLLOWING BUSINESS:

ORDINARY BUSINESS:

- 1) To receive, consider and adopt the Standalone audited financial Statement of the Company for the financial year ended 31st March, 2021 including the reports of the Board of Directors and Auditor's thereon.
- 2) Director Retire by Rotation:

To appoint a Director in place of Smt. Krutiben M. Patel, who retires by rotation at this meeting and being eligible has offered herself for re-appointment be and is hereby re-appointed as a director of the company, liable to retire by rotation.

SPECIAL BUSINESS:

To Consider and, if thought fit, to pass with or without modification(s), the following resolution as an Ordinary Resolution:

- 3) "RESOLVED THAT pursuant to the provisions of Section 188 of the Companies Act, 2013 and Regulation 23 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") and other applicable provisions if any, including and statutory modifications and re-enactment thereto, approval of the Company be and is hereby accorded to the Board of Directors of the Company for the Contracts/agreements/transactions with the related parties for the financial year 2021-22, for (a) sale, purchase or supply of any goods or materials directly or through appointment of agents, and (b) availing or rendering of any services whether technical and/or financial and/or both, more particularly described in the Explanatory Statement, for an aggregate maximum amount not exceeding financial year by Rs. 400 Lacs (Rupees Four hundred Lacs only);
- 4) "Resolved that pursuant to Section 196, 197, 203 & Schedule V and all other applicable provisions of the Companies Act, 2013 and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 (including any statutory modifications or re-enactments thereof for the time being in force) and subject to approval of members in general meeting and further subject to such approval and sanction as may be required, Mr. Krutiben M. Patel, (DIN 01866427) be and is hereby appointed as an Executive Director of the Company for a period of three years with

effect from 01.10.2021, following on such terms and conditions including remuneration and perks payable as above from such date as may determined by the Board in consultation with, so as not to exceed the overall ceiling laid down in Schedule V to the Companies Act, 2013 as amended from time to time.

Salary: Rs.40,000 (Rupees Fourty Thousand Only) per month in the grade of Rs.40,000-45,000-50,000

In addition to the salary, he shall be entitled to the perquisites in category A and B.

CATEGORY – A:

Encashment of leave at the end of the tenure will not be included in the computation of the ceiling on perquisites.

CATEGORY –B:

Provision of the car use on Company's business and telephone at residence will not be considered as perquisites. However, personal long distance calls on telephone and use of car for private purpose shall billed by the company to the Managing Director.

CATEGORY –C:

Medical self and family up to maximum one month salary or 8.33% per annum.

Notwithstanding anything contained in Section 197 sub-section (1) and (2), but subject to the provisions of Schedule V of the Companies Act, 2013, if, in any financial year, the company has no profit or its profits are inadequate, the company will pay minimum remuneration at the same substantive salary and perquisites as specified above.

"RESOVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to do all such acts, deeds, matters, things as they may consider necessary in their absolute discretion deem fit and proper to give effect the above resolutions."

- 5) To Appoint Mr.Mustufa Najmuddin Jodhpurwala (DIN : 009040329) as an Independent Director of the Company :

" RESOLVED THAT pursuant to the provision of section 149,152 and other applicable provisions of the Companies Act,2013 and the Rules made thereunder, read with Schedule IV to the Companies Act,2013 , Mr.Mustufa Najmuddin Jodhpurwala (DIN : 009040329) Who was appointed by the Board of Directors as an Additional Director of the Company w.e.f. 6th February ,2021 and who holds office up to the date of this Annual General Meeting of the Company , for the term of four years commencing from 6th February 2021.

"RESOLVED FURTHER THAT the Managing Director of the Company be and is hereby Authorised to do all such acts, deeds and things which may be necessary for appointment of Mr.Mustufa Najmuddin Jodhpurwala (DIN : 009040329) as an Independent Director of the Company

PLACE: Sidhpur
DATE:21.06.2021

By order of the Board
Mayank S. Patel
(CHAIRMAN& MD)

NOTES:

1.A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY AND SUCH PROXY NEED NOT BE MEMBER OF THE COMPANY. PROXIES IN ORDER TO BE EFFECTIVE MUST BE RECEIVED BY THE COMPANY NOT LESS THAN 48 HOURS BEFORE THE TIME FOR HOLDING THE MEETING.

1.The register of Members and the Share Transfer Books of the Company shall remain closed from **21st day of August, 2021 to 27th day of August, 2021** (Both days inclusive).

2.The Members are requested to notify immediately of any change in their address in physical as well as Demat form to Register & Share Transfer Agent, Link in Time India Pvt. Ltd. Ahmedabad/Mumbai.

3.Members desirous of obtaining any information concerning the accounts of the company may write to the Company at least 10 days in advance before the date of the Annual General Meeting so that the information required may be made available at the meeting.

4. e-Voting System – For Remote e-voting and e-voting instructions :

1. In view of the on-going COVID-19 Pandemic, the Ministry of Corporate Affairs (MCA) vide its General Circular no. 02/ 2021 dated January 13, 2021 has allowed companies whose Annual General Meeting (AGM) were due to be held in the year 2020, or becoming due in the year 2021, to conduct their AGM on or before December 31, 2021, in accordance with the requirements provided in General Circular no. 20/ 2020 dated May 5, 2020, through Video Conferencing (VC) or any Other Audio Visual Means (OAVM) in a manner provided in General Circular No. 14/2020 dated April 8, 2020 and General Circular No. 17/2020 dated April 13, 2020 issued by MCA.

Accordingly, in compliance with the requirements of the aforesaid MCA General Circulars, the Company is convening its 27th AGM through VC/OAVM, without the physical presence of the Members at a common venue. The Company has availed the facility of Central Depository Services (India) Limited (CDSL) for convening the 27th AGM through VC/OAVM, a detailed process in which the members can attend the AGM through VC/OAVM has been enumerated in this Notice.

2. The Members can attend the AGM through the VC/OAVM mode 15 minutes before and after the scheduled time of the commencement of the Meeting i.e. on **Friday, August 27, 2021 from 10:15 a.m. till 10:45 a.m.** The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of ascertaining the quorum under Section 103 of the Companies Act, 2013 (the Act). The facility of participation at the AGM through VC/OAVM will be made available to at least 1000 members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding).

Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the AGM without restriction on account of first come first served basis.

3. The aforesaid MCA General Circular dated January 13, 2021 read with MCA General Circulars dated May 5, 2020 and April 13, 2020 and SEBI Circular No. SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021 read with SEBI Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 have granted relaxations to the companies, with respect to printing and dispatching physical copies of the Annual Reports and Notices to members. Accordingly, the Company will only be sending soft copy of the Annual Report 2020-21 and Notice convening 27th AGM via e-mail, to the members whose e-mail ids are registered with the Company or the Registrar and Share Transfer Agent or Depository Participant/Depository as on the cut-off date Friday, August 20, 2021.
4. For Members who have not registered their e-mail address and those members who have become the members of the Company after June 21, 2021, being the cut-off date for sending soft copy of the Notice of 27th AGM and Annual Report for Financial Year 2020-21, may refer to the Notice of 27th AGM and Annual Report which is available on the Company's website, on the websites of CDSL and BSE.

THE INSTRUCTIONS OF SHAREHOLDERS FOR E-VOTING AND JOINING VIRTUAL MEETINGS ARE AS UNDER:

- (i) The voting period begins on 24th August, 2021 (9.00 am) and ends on 26th August, 2021 (5.00 pm). During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of Friday, August 20, 2021, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
- (iii) Pursuant to SEBI Circular No. **SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020**, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to **all the demat account**

holders, by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

- (iv) In terms of **SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020** on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email id in their demat accounts in order to access e-Voting facility.

Pursuant to abovesaid SEBI Circular, Login method for e-Voting and joining virtual meetings for **Individual shareholders holding securities in Demat mode CDSL/NSDL** is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in Demat mode with CDSL	<ol style="list-style-type: none"> 1) Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are https://web.cdslindia.com/myeasi/home/login or visit www.cdslindia.com and click on Login icon and select New System Myeasi. 2) After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers i.e. CDSL/NSDL/KARVY/LINKINTIME, so that the user can visit the e-Voting service providers' website directly. 3) If the user is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasi/Registration/EasiRegistration 4) Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on www.cdslindia.com home page or click on https://evoting.cdslindia.com/Evoting/Evoting Login. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.

Individual Shareholders holding securities in demat mode with NSDL	<ol style="list-style-type: none"> 1) If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: https://eservices.nsdl.com either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name and you will be re-directed to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. 2) If the user is not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select "Register Online for IDeAS" Portal or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp 3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.
Individual Shareholders (holding securities in demat mode) login through their Depository Participants	<p>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.</p>

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. CDSL and NSDL

Login type	Helpdesk details
Individual Shareholders holding securities in Demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at 022- 23058738 and 22-23058542-43.
Individual Shareholders holding securities in Demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30

- (v) Login method for e-Voting and joining virtual meetings for **Physical shareholders and shareholders other than individual holding in Demat form.**

- 1) The shareholders should log on to the e-voting website www.evotingindia.com.
- 2) Click on "Shareholders" module.
- 3) Now enter your User ID
 - a. For CDSL: 16 digits beneficiary ID,
 - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 - c. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
- 4) Next enter the Image Verification as displayed and Click on Login.
- 5) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier e-voting of any company, then your existing password is to be used.
- 6) If you are a first-time user follow the steps given below:

	For Physical shareholders and other than individual shareholders holding shares in Demat.
PAN	<p>Enter your 10digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)</p> <ul style="list-style-type: none"> ▪ Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the