



# BIGBLOC CONSTRUCTION LIMITED

CIN NO. : L45200GJ2015PLC083577

908, 9th Floor, Rajhans Montessa, Dumas Road, Magdalla, Surat-395 007.

(Ph.) : +91-261-2463261, 2463262, 2463263

E-mail : info@nxtbloc.in Visit us : www.nxtbloc.in



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**Date: 17/08/2024**

To,  
All Directors,  
Bigbloc Construction Limited,  
Office No. 908, 9th Floor, Rajhans Montessa,  
Dumas Road, Magdalla, Surat – 395007, Gujarat.

Dear Board Members,

**Sub: NOTICE OF THE BOARD MEETING SERIAL NO. 05/2024-25 OF BIGBLOC CONSTRUCTION LIMITED TO BE HELD ON MONDAY, 26<sup>th</sup> AUGUST, 2024 AT 01:00 P.M.**

Notice is hereby given that board meeting serial no. 05/2024-25 of the Company will be held on **Monday, 26<sup>th</sup> August, 2024 at 01:00 P.M.** at the registered office of the Company situated at Office No. 908, 9th Floor, Rajhans Montessa, Dumas Road, Magdalla, Surat – 395007, Gujarat.

The agenda of the business and notes to agenda for the meeting are enclosed herewith.

Further, if any Director intends to attend the board meeting through video conferencing/audio visual means, the same may be communicated to Mr. Narayan Saboo, Chairman & Executive Director at E-mail: [Narayansaboo@mohitindustries.com](mailto:Narayansaboo@mohitindustries.com).

Kindly make it convenient to attend the meeting.

In case due to any unavoidable circumstance you are not able to attend the meeting kindly inform us about the leave from meeting at least 24 hours in an advance.

**FOR AND ON BEHALF OF,  
BIGBLOC CONSTRUCTION LIMITED**

**MOHIT NARAYAN SABOO  
DIRECTOR & CFO  
DIN: 02357431**





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## AGENDA OF BOARD MEETING SERIAL NO. 05/2024-25

**DATE** : 26<sup>th</sup> August, 2024  
**DAY** : Monday  
**TIME** : 01:00 P.M.  
**VENUE** : Office No. 908, 9th Floor, Rajhans Montessa, Dumas Road, Magdalla, Surat-395007

Sr. No.	Agenda items
1	Chairman of the meeting;
2	To grant leave of absence;
3	To confirm the quorum of the meeting;
4	To take note of the outcome of the Previous Meeting: (a) Nomination & Remuneration Committee meeting to be held on Monday, 26 <sup>th</sup> August, 2024 at 12:15 P.M. ;
5	To consider and accept the resignation of Mr. Alpesh Somjibhai Makwana from the position of Company Secretary and Compliance officer of the Company;
6	To Consider and appointment of company Secretary and Compliance officer of the company;
7	To consider the change in structure of Key Managerial Personnel pursuant to Regulation 30(5) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015
8	Any other business with the permission of the Chair;







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## NOTES TO AGENDA OF BOARD MEETING SERIAL NO. 05/ 2024-25

### **1. Chairman of the meeting:**

Mr. Narayan Saboo shall occupy the chair and welcome all members of the Board and Invitees. If he will unable to attend the board meeting, the directors present may elect any one of themselves to be the chairman of the meeting.

### **2. To grant leave of absence, if any:**

The Board is requested to grant leave of absence to the absentee director(s), if any, from attending the meeting of the Board.

### **3. To confirm the quorum of the meeting:**

Upon confirmation of valid quorum being present at the meeting, the Chairman shall declare the meeting to be in order and initiate proceedings of the meeting.

### **4. To take note of outcome of the Nomination & Remuneration Committee meeting to be held on Monday, 26<sup>th</sup> August, 2024 at 12:15 P.M.:**

The Board Members be and are informed that the Nomination & Remuneration Committee shall meet on Monday, 26<sup>th</sup> August, 2024, at 12:15 P.M. for considering the resignation of company Secretary and Compliance officer of the company, Mr. Alpesh Somjibhai Makwana and also recommend the appointment of proposed Company Secretary and Compliance officer of the company, Ms. Neha Dugar.

### **5. To consider and accept the resignation of Mr. Alpesh Somjibhai Makwana from the position of Company Secretary and Compliance officer of the Company:**

The Board members be hereby informed that Mr. Alpesh Somjibhai Makwana has expressed to tendere his resignation from the post of Company Secretary and Compliance Officer with effect from 26<sup>th</sup> August, 2024. The Board is requested to consider and accept the same and pass below resolution with or without modification(s):

**"RESOLVED THAT** the resignation of **Mr. Alpesh Somjibhai Makwana** from the post of Company Secretary & Compliance Officer of the Company be and is hereby accepted **with effect from Monday, 26<sup>th</sup> August, 2024.**

**RESOLVED FURTHER THAT** any Director of the Company be and is hereby severally authorized, on behalf of the Company, to do all acts, deeds, matters and things as deem necessary, proper or desirable and to sign and execute all necessary documents, applications and returns for the purpose of giving effect to the aforesaid resolution along with filing of necessary e-form/s with the Registrar of Companies.







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## 6. To Consider Appointment of Company Secretary and Compliance officer of the company:

The Board needs to appoint a Company Secretary and designate as key Managerial Personnel (KMP) of the company to full-fill the requirement of Companies Act, 2013 as well as SEBI Listing Regulations. The Board is requested to consider the appointment of **Ms. Neha Dugar** as Company Secretary, KMP and Compliance Officer of the Company. **Ms. Neha Dugar** is a member of Institute of Company Secretaries of India and having membership vide **ACS No. 36290** and requisite qualification to hold position of the Company Secretary, KMP and Compliance officer of the Company. The Board is requested to consider the agenda and to pass the following resolution with or without modification(s):

**"RESOLVED THAT** pursuant to the provisions of Section 203 of the Companies Act, 2013, read with the rule 8 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, and any amendments thereto, the approval of the board, be and is hereby accorded for appointment of **Ms. Neha Dugar** as Company Secretary and Designated as Key Managerial Personnel (KMP) of the company, **with effect from 26<sup>th</sup> August, 2024** on the terms and conditions and remuneration as per the appointment letter placed before the Board and to perform the duties of a Company Secretary as required under the Companies Act, 2013 and any other duties assigned by the Board of Directors from time to time.

**RESOLVED FURTHER THAT** pursuant to the Regulation 6 of SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015, **Ms. Neha Dugar**, Company Secretary, be and is hereby further appointed and designated as "Compliance Officer" of the company and authorized to make all the compliances as may be applicable to the company under SEBI (LODR) Regulations, 2015 and any other applicable Regulations as may be applicable to the company from time to time.

**RESOLVED FURTHER THAT** any of the Director and/or CFO of the company be and are hereby severally authorised to sign and submit e-forms DIR-12 and MGT-14 or any other requisite form with the Registrar of Companies (ROC), within such time and period as may be prescribed and to do all such acts, deeds and things as may be necessary to give effect to this resolution."

## 7. To consider the change in structure of Key Managerial Personnel pursuant to Regulation 30(5) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015:

The Board is requested to take note that due to appointment of Company Secretary (KMP) of the Company, it is proposed to change the Structure of Key Managerial Personnel pursuant to Regulation 30(5) of the SEBI (Listing Obligation and Disclosure Requirements) Regulations 2015 for the purpose of determining materiality of an event or information and for the purpose of making disclosures to Stock Exchange. It is proposed to appoint Mr. Alpesh Makwana for the purpose of determining Materiality of an Event or Information and for the purpose of making disclosures to Stock Exchange under various SEBI Rules and Regulations as applicable.

The Directors are requested to approve agenda item and pass the following Resolution with or without modification:

**RESOLVED THAT** pursuant to Regulation 30(5) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, Mr. Naresh Sitaram Saboo, Managing Director, Mr. Narayan Sitaram Saboo, Director, Mr. Mohit Narayan Saboo, Director & CFO and Mr. Alpesh Makwana, Company Secretary







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Compliance officer of the Company be and are hereby appointed for the purpose of determining Materiality of an Event or Information and for the purpose of making disclosures to Stock Exchange under this regulation and that the contact details of such personnel as detailed below be furnished to the stock exchange and also posted on website of the Company.

Sr. No.	Name of KMP	Designation	Contact Details
1	Mr. Naresh Sitaram Saboo	Managing Director	<b>Bigbloc Construction Limited</b> <b>Address:</b> Office No. 908, 9th Floor, Rajhans Montessa, Magdalla Road, Dumas, Surat – 395007, Gujarat <b>Email Id:</b> <a href="mailto:bigblockconstructionltd@gmail.com">bigblockconstructionltd@gmail.com</a> , <a href="mailto:compliancesecretary@nxtbloc.in">compliancesecretary@nxtbloc.in</a> <b>Telephone No.:</b> +91-261-2463262, 2463263
2	Mr. Narayan Sitaram Saboo	Director	
3	Mr. Mohit Narayan Saboo	Director & CFO	
4	Ms. Neha Dugar	Company Secretary & Compliance Officer	

## 8. Any other Business with the permission of chair:

With the permission of the Chair, any other business items, if required, shall be placed before the Board for consideration.

