



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: 14/03/2023

To,
Dear All Directors,
Bigbloc Construction Limited
Surat.

Sub: SHORTER NOTICE FOR BOARD MEETING NO. 08/2022-23 OF BIGBLOC CONSTRUCTION LIMITED TO BE HELD ON , 17th MARCH, 2023

Shorter Notice is hereby given that Board Meeting No. 08/2022-23 Meeting of the Board of Directors of the Company will be held on Friday, 17th March, 2023 at 12:00 P.M. at the Registered Office of the Company situated at Office No. 908, 9th Floor, Rajhans Montessa, Magdalla Road, Dumas, Surat – 395007, Gujarat.

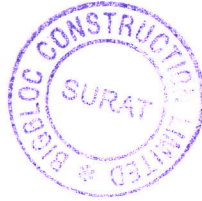
The agenda of the business and Notes to Agenda for the Meeting are enclosed herewith.

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 about the leave from meeting at least 24 hours in an advance.

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


**NARAYAN SITARAM SABOO
CHAIRMAN & DIRECTOR
DIN: 00223324**





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To,
All Directors,
Bigbloc Construction Limited

Sub: SHORTER NOTICE FOR BOARD MEETING NO. 08/2022-23 OF BIGBLOC CONSTRUCTION LIMITED TO BE HELD ON FRIDAY, 17TH MARCH, 2023

Shorter Notice is hereby given that Board Meeting No. 08/2022-23 of the Board of Directors of the Company will be held on the Friday, 17th March, 2023 at 12:00 P.M. at the Registered Office of the Company situated at Office No. 908, 9th Floor, Rajhans Montessa, Magdalla Road, Dumas, Surat – 395007, Gujarat to transact the following business:

AGENDA:

1. To Appoint Chairman of the meeting;
2. To Grant leave of absence, if any;
3. To take note of the Minutes of the previous Board Meeting;
4. To consider the appointment of Company Secretary and Compliance officer
5. 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
6. To consider and take note of the cessation of Mr. Mohit Saboo from the post of Compliance Officer of the Company
7. Any other Business with the permission of the Chair/ Board;
8. Vote of thanks by Chairman.

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 about the leave from meeting at least 24 hours in an advance.

NOTES OF AGENDA FOR THE MEETING ARE ENCLOSED.

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

Narayan Sitaram Saboo

**NARAYAN SITARAM SABOO
CHAIRMAN & DIRECTOR
DIN: 00223324**





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AGENDA NOTES FOR THE BOARD MEETING NO. 08/2022-23 TO BE HELD ON FRIDAY, 17TH MARCH, 2023.

ITEM NO. 1: TO APPOINT CHAIRMAN OF THE MEETING:

Mr. Narayan Saboo shall be the Chairman of the meeting. If he will unable to attend the board meeting, the directors may elect any one of themselves present to be the chairman for this meeting.

ITEM NO. 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.

ITEM NO. 3: TO TAKE NOTE OF THE MINUTES OF THE PREVIOUS BOARD MEETING:

The minutes of the board meeting held on 13TH February, 2023 placed before the Board at the venue of the meeting. The board is requested to take note of the same at the ensuing board meeting.

ITEM NO. 4: TO CONSIDER AND APPROVE THE APPOINTMENT OF COMPANY SECRETARY AND COMPLIANCE OFFICER

The Board needs to appoint a Company Secretary and designate as key Managerial Personnel (KMP) of the company to fulfill the requirement of Companies Act, 2013 as well as SEBI Listing Regulations. The Board is requested to consider the appointment of Mr. Alpesh Somjibhai Makwana as Company Secretary, KMP and Compliance Officer of the Company. Mr. Alpesh Somjibhai Makwana is a member of Institute of Company Secretaries of India and having membership vide ACS No. 46284 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 Mr. Alpesh Somjibhai Makwana as Company Secretary and Designated as Key Managerial Personnel (KMP) of the company, with effect from 17th March, 2023 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, Mr. Alpesh Somjibhai Makwana, 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.”

ITEM NO. 5: TO CHANGE THE 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.



Narayan Saboo



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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 & 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	Bigbloc Construction Limited Address: Office No. 908, 9th Floor, Rajhans Montessa, Magdalla Road, Dumas, Surat – 395007, Gujarat Email Id: bigblockconstructionltd@gmail.com, compliancesecretary@nxtbloc.in Telephone No.: +91-261-2463262, 2463263
2	Mr. Narayan Sitaram Saboo	Director	
3	Mr. Mohit Narayan Saboo	Director & CFO	
4	Mr. Alpesh Makwana	Company Secretary & Compliance Officer	

ITEM NO. 6: TO CONSIDER AND TAKE NOTE OF THE CESSATION OF MR. MOHIT SABOO FROM THE POST OF COMPLIANCE OFFICER OF THE COMPANY

Mr. Mohit Saboo was appointed as Compliance Officer due to resignation of Mrs. Nishtha Pamnani, Company Secretary & Compliance Officer; the Board would be considering the Agenda item No.4 for appointment of Mr. Alpesh Makwana as Company Secretary and Compliance Officer of the Company therefore Mr. Mohit Saboo shall cease to act as a Compliance Officer of the Company. The Board is requested to consider and take note of the same.

ITEM NO. 6: ANY OTHER BUSINESS WITH THE PERMISSION OF THE CHAIR/ BOARD

It is proposed to discuss any other business with the permission of the Chairman.

ITEM NO. 7: VOTE OF THANKS BY CHAIRMAN

Meeting will concluded with the Vote of thanks by Chairman.



Naresh Sitaram Saboo