

BIGBLOC CONSTRUCTION LIMITED

To,
All Directors,
Bigbloc Construction Limited

Sub: NOTICE OF 05/2017-18 BOARD MEETING ON 30/09/2017

NOTICE is hereby given that 05/2017-18 meeting of the Board of Directors of the Company will be held on the Saturday, 30th September, 2017 at 11:00 AM at the Registered Office of the Company situated at 6th Floor, A-601/B, International Trade Centre, Majura Gate, Ring Road, Surat 395002, 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 take note of Committee Meeting minutes.
5. To review the business operation since last board meeting.
6. To accept resignation of Mrs. Anjana Sanghavi from post of Company Secretary, KMP and Compliance Officer of the Company.
7. To consider appointment of Mr. Sumit Nirmal Das as Company Secretary, KMP and Compliance Officer of the Company.
8. Any other business with the permission of the chair, which is incidental and ancillary to the business.

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.

Date: 23/09/2017

Place: Surat

FOR BIGBLOC CONSTRUCTION LIMITED



A handwritten signature in blue ink that reads "Mohit".

**MOHIT SABOO
DIRECTOR & CFO**

Note: Notes to agenda is attached below.

NOTES TO AGENDA FOR 05/ 2017-18 MEETING OF THE BOARD OF DIRECTORS OF BIGBLOC CONSTRUCTION LIMITED SCHEDULE TO BE HELD ON THE SATURDAY, 30TH SEPTEMBER, 2017, AT 11.00 A.M AT THE REGISTERED OFFICE OF THE COMPANY SITUATED AT A-601/B, INTERNATIONAL TRADE CENTRE, MAJURA GATE, RING ROAD, SURAT 395002, GUJARAT

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 to be 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 11th August, 2017 as circulated earlier shall be 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 take note of the Minutes of the Committee Meetings.

The meeting of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee meeting was held on 11th August, 2017 at the registered office of the Company. The board is requested to take note of the same at the ensuing board meeting.

Item No. 5: To review the business operations carried out during the period:

The detail report on the operation of the company since last board meeting will be presented by the Chairman at the venue of the meeting.

Item No. 6: To accept resignation of Mrs. Anjana Sanghavi from post of Company Secretary, KMP and Compliance Officer of the Company.

The company has received resignation Letter from CS Anjana Sanghavi dated 01st September, 2017 for resignation from post of Company Secretary and Compliance officer of the Company due to her personal reasons. The board is requested to accept resignation of Mrs. Anjana Sanghavi from post of Company Secretary, KMP and Compliance Officer of the Company. The approval of the Board is to be accorded and to pass the following resolution with or without modifications:

DRAFT RESOLUTION

“RESOLVED THAT consent of the board be and is hereby accorded to accept the resignation of Mrs. Anjana Sanghavi from the office of Company Secretary, KMP & Compliance Officer of the Company **with effect from 30th September, 2017.**

RESOLVED FURTHER THAT Mr. Naresh Saboo, Managing Director or Mr. Mohit Saboo, Director & CFO of the company be and are hereby authorized to do all the acts, deeds and things which are necessary for the resignation of aforesaid person, from the post of Company Secretary of the Company and to send the necessary intimation in form DIR-12 to Registrar of Companies, Ahmedabad.”



Item No. 7: To consider appointment of Mr. Sumit Nirmal Das as Company Secretary, KMP and Compliance Officer of the Company.

DRAFT RESOLUTION

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. Sumit Nirmal Das as Company Secretary, KMP and Compliance Officer of the Company. Mr. Sumit Nirmal Das is a member of Institute of Company Secretaries of the Company and having ACS No. 39980 and requisite qualification to hold position of the company Secretary, KMP and Compliance officer of the Company. The approval of the Board is to be accorded and to pass the following resolution with or without modifications:

“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) Rule, 2014, and any amendments thereto, the approval of the board, be and are hereby given for appointment of Mr. Sumit Nirmal Das as company Secretary and designated as Key Managerial Personnel (KMP) of the company, **with effect from 30th September, 2017** on the terms and conditions and remuneration as per the appointment letter placed before the Board and to perform the duties of a 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. Sumit Nirmal Das 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, various SEBI regulations and Securities Contract Regulations Act, 1956 as may be applicable to the company from time to time.

RESOLVED FURTHER THAT Mr. Naresh Saboo, Managing Director or Mr. Mohit Saboo, Director and CFO of the company or Mr. Narayan Saboo, Director of the company be and are hereby severally authorised to sign and submit e-forms DIR-12, and MGT-14 or any other requisite forms with the Registrar of Companies (ROC), with in 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. 8: Authority to file E-Form with ROC:

The board shall consider and approve the following resolution with or without modification:

“RESOLVED THAT Mr. Narayan Saboo (Director) or Mr. Naresh Saboo (Managing Director) or Mr. Mohit Saboo (Director & CFO) or the Company Secretary of the company be and are hereby severally authorized to sign and file various forms/returns and other documents as and when required to be filed under the provisions of the Companies Act, 2013 with the Registrar of Companies, and Department of Company Affairs and to do all such acts, deeds, matters and things as may be required in this regard”

Item No. 9: To review the Register of Contract:

Register of contracts maintained pursuant to section 189 of the Companies Act, 2013 shall be produce before the board at the venue of the meeting.

ITEM NO. 10: Any other business with the permission of the chair/ Board

