



BIGBLOC CONSTRUCTION LIMITED

CIN NO. : L45200GJ2015PLC083577

Regd. Off. : 601-B, 'A' Wing, International Trade Centre, Majura Gate, Ring Road, Surat-395 002.
(Ph.) : +91-261-2463261, 2463262, 2463263, 3234330 (F) : +91-261-2463264
(E) : contact@nxtbloc.in Visit us : www.nxtbloc.in



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Date: 05/10/2021

To,
Dear All Directors,
Bigbloc Construction Limited
Surat.

SUB: SHORTER NOTICE FOR 08/2021-22 MEETING OF BOARD OF DIRECTORS OF BIGBLOC CONSTRUCTION LIMITED ON WEDNESDAY, 6th OCTOBER, 2021

Shorter Notice is hereby given that 08/2021-22 Meeting of the Board of Directors of the Company will be held on the Wednesday, 6th October, 2021 at 4:00 P.M. at the Registered Office of the Company situated at 6th Floor, A-601/B, International Trade Centre, Majura Gate, Ring Road, Surat- 395002, 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**

S. B. Kapadia

**Shyam Kapadia
Company Secretary & Compliance Officer
ACS No. – 55158**



Note:

In case of Absence of any of Independent Director from Board Meeting on 06/10/2021, decisions taken at such a meeting shall be circulated to all the directors and shall be final only on ratification thereof by at least one independent director.



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To,
All Directors,
Bigbloc Construction Limited

Sub: SHORTER NOTICE FOR 08/2021-22 MEETING OF BOARD OF DIRECTORS OF BIGBLOC CONSTRUCTION LIMITED ON WEDNESDAY, 6th OCTOBER, 2021

SHORTER NOTICE is hereby given that 08/2021-22 meeting of the Board of Directors of the Company will be held on the Wednesday, 6th October, 2021 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 accept resignation of Mr. Shyam Bhadresh Kapadia as a Company Secretary and Compliance Officer of the Company;
5. Any other Business with the permission of the Chair/ Board;
6. 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 advance.

NOTES OF AGENDA FOR THE MEETING ARE ENCLOSED.

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

S. B. Kapadia

**Shyam Kapadia
Company Secretary & Compliance Officer
ACS No. - 55158**





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AGENDA NOTES FOR THE BOARD MEETING NO. 08/2021-22 TO BE HELD ON 6th OCTOBER, 2021

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 20th September, 2021 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 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. 5: TO ACCEPT RESIGNATION OF MR. SHYAM BHADRESH KAPADIA AS A COMPANY SECRETARY AND COMPLIANCE OFFICER OF THE COMPANY:

DRAFT RESOLUTION

The Company has received Resignation Letter from Mr. Shyam Bhadresh Kapadia from the post of Company Secretary & Compliance Officer of the Company. Letter of resignation received from Mr. Shyam Bhadresh Kapadia was tabled at the Board meeting.

"RESOLVED THAT the Resignation of Mr. Shyam Bhadresh Kapadia from the post of Company Secretary & Compliance Officer of the Company be and is hereby accepted and ceased from the closure of working hours of **6th October, 2021.**

RESOLVED FURTHER THAT the Board places on record its feelings of appreciation for the valuable services render by his during his tenure in the Company.

RESOLVED FURTHER THAT, Mr. Narayan Saboo, Director or Mr. Mohit Saboo, Director & CFO or Mr. Naresh Saboo, Director of the Company be and is/are hereby authorised, 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, Ahmedabad.

RESOLVED FURTHER THAT, Mr. Dhiren Dave, Practicing Company Secretary, be and is hereby authorize to certify the e-form/s, or to do such other acts deeds or things as may be required to be done in this regard."

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.

