



BIGBLOC CONSTRUCTION LIMITED

CIN NO. : L45200GJ2015PLC083577

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

(Ph.) : +91-2463262, 2463263

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Date: 13/02/2025

To,
All Directors,
Bigbloc Construction Limited,
Surat, Gujarat, India

Dear Board Members,

Sub: SHORTER NOTICE FOR BOARD MEETING SERIAL NO. 09/2024-25 OF BIGBLOC CONSTRUCTION LIMITED TO BE HELD ON FRIDAY, 14TH FEBRUARY, 2025 AT 1:30 P.M.

Notice is hereby given that Board Meeting Serial No. 09/2024-25 Meeting of the Board of Directors of the Company will be held on Friday, 14th February, 2025 at 1:30 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, Director of the Company at E-mail: Narayansaboo@mohitindustries.com or to Ms. Neha Dugar, Company Secretary at E-Mail: compliancesecretary@nxtbloc.in

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 advance.

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

Neha Dugar.

Neha Dugar

(Company Secretary and Compliance Officer)

ACS-36290



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AGENDA OF BOARD MEETING SERIAL NO. 09/2024-25

DATE : 14th February, 2025
DAY : Friday
TIME : 1:30 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 signed minutes of the previous: (a) Board Meeting held on Thursday, 14 th November, 2024. (a) Audit Committee Meeting held on Thursday, 14 th November, 2024.
5	To take note of the Outcome of the previous meeting: a) Audit Committee meeting to be held on Friday, 14 th February, 2025 at 12:00 noon. b) Nomination & Remuneration Committee meeting to be held on Friday, 14 th February, 2025 at 12:30 P.M
6	To Review the Business Operations Carried out during the period since last Board Meeting
7	To consider and approve the Unaudited Standalone and Consolidated Financial Results of the Company for the quarter ended 31 st December, 2024 as per Regulation 33 of SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015 along with Limited Review Report for the same.
8	To consider and accept the resignation of Ms. Neha Dugar from the position of Company Secretary and Compliance officer of the Company;
9	To Consider and appointment of Company Secretary and Compliance officer of the Company;
10	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
11	To take note of following: (a) To take note of Corporate Governance Report for the quarter ended 31 st December, 2024. (b) To review of Shareholder Grievances for the quarter ended 31 st December, 2024. (c) To review the other Compliances filed to the Stock Exchange for the Quarter ended 31 st December, 2024
12	Any other business with the permission of the Chair
13	Vote of Thanks

NOTES TO AGENDA OF BOARD MEETING SERIAL NO. 09/ 2024-25

Item No. 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.

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 confirm the Quorum of the Meeting:

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

Item No. 4: To take note of the signed Minutes of the previous:

a) Board Meeting held on Thursday, 14th November, 2024:

The minutes of the Board Meeting held on Thursday, 14th November, 2024 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.

b) Audit Committee Meeting held on Thursday, 14th November, 2024:

The minutes of the Audit Committee Meeting held on Thursday, 14th November, 2024, 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. 5: To take note of outcome of the Audit Committee Meeting and Nomination & Remuneration Committee meeting to be held on Friday, 14th February, 2025

- a) The Board Members be and are informed that the Audit Committee shall meet on Friday, 14th February, 2025 at 12:00 noon. for considering the Unaudited Standalone and Consolidated Financial Results and based on their comments/recommendations, the members of the Board shall consider the approval of Financials.
- b) The Board Members be and are informed that the Nomination & Remuneration Committee shall meet on Friday, 14th February, 2025, at 12:30 P.M. for considering the resignation of Company Secretary and Compliance officer of the Company, Ms. Neha Dugar and also recommend the appointment of proposed Company Secretary and Compliance officer of the Company, Ms. Shilpa Bhargava.

Item No. 6: To Review the Business Operations carried out during the period since last Board Meeting:

The Chairman shall brief about the business operations since last Board Meeting; the Board members are requested to take note of the same.

Item No. 7: To consider and approve the Unaudited Standalone and Consolidated Financial Results of the Company for the quarter ended 31st December, 2024 as per Regulation 33 of SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015 along with Limited Review Report for the same.

The Chairman of the Company shall place before the Board, the Statement of Unaudited Standalone and Consolidated Financial Results for the quarter ended on 31st December, 2024 as per Regulation 33 of SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015 to be submitted to the Stock Exchanges. The Board Members be and are requested to consider the same and to pass the following resolution with or without modifications, if any:

DRAFT RESOLUTION

"RESOLVED THAT the Unaudited Standalone and Consolidated Financial Results for the quarter ended on 31st December, 2024 as per Regulation 33 of SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015 as placed before the meeting be and are hereby approved and taken on record.

RESOLVED FURTHER THAT Mr. Naresh Saboo, Managing Director of the Company be and is hereby authorized to sign the same and furnish the same to the Stock Exchanges where the shares of the Company are listed.

RESOLVED FURTHER THAT the Limited Review Report of Auditors on Unaudited Financial Results for quarter ended 31st December, 2024 be submitted to the Stock Exchanges where the shares of the Company are listed pursuant to regulation 33 of SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015."

Item No. 8: To consider and accept the resignation of Ms. Neha Dugar from the position of Company Secretary and Compliance officer of the Company:

The Board members be hereby informed that Ms. Neha Dugar has expressed to tender her resignation from the post of Company Secretary and Compliance Officer with effect from 14th February, 2025. The Board is requested to consider and accept the same and pass below resolution with or without modification(s):

"RESOLVED THAT the resignation of **Ms. Neha Dugar** from the post of Company Secretary & Compliance Officer of the Company be and is hereby accepted **with effect from 14th February, 2025.**

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.

Item No. 9: 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. Shilpa Bhargava** as Company Secretary, KMP and Compliance Officer of the Company. **Ms. Shilpa Bhargava** is a member of Institute of Company Secretaries of India and having membership vide F13255 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. Shilpa Bhargava** as Company Secretary and Designated as Key Managerial Personnel (KMP) of the Company, **with effect from 15th February, 2025** 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. Shilpa Bhargava**, 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. 10: 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 Ms. Shilpa Bhargava 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 Ms. Shilpa Bhargava, 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	Ms. Shilpa Bhargava	Company Secretary & Compliance Officer	

Item No. 11: To take note of following:

(a) To take note of Corporate Governance Report for the quarter ended 31st December, 2024:

The Board members be informed that Corporate Governance Report was filed by the Company pursuant to Regulation 27(2) of SEBI (LODR), Regulations, 2015 for the quarter ended 31st December, 2024 which shall be placed before the Board. The Board is requested to take note of same.

(b) To Review of Shareholder Grievances for the quarter ended 31st December, 2024:

The Board members be informed that as per Regulation 13(4) of SEBI (LODR) Regulations, 2015, statement prescribed under Regulation 13(3) of aforesaid regulations regarding investor grievances which shall be placed before the Board. The Board is requested to take note of same.

(c) To Review the other Compliances filed to the Stock Exchange for the Quarter ended 31st December, 2024:

The Board members be informed that Various Compliance reports were filed with the Stock Exchange by the Company for the Quarter ended 31st December, 2024 within the prescribed time limits. The Board is requested to take note of the following compliances reports filed with the Stock Exchange for the Quarter ended on 31st December, 2024.

Sr. No	Particulars	Date of Filing
1.	Shareholding Pattern as on 31.12.2024 pursuant to Regulation 31(1)(b) of SEBI (Listing Obligation and Disclosure Requirements) Regulation, 2015.	20.01.2025
2.	Reconciliation of Share Capital Audit Report pursuant to regulation 76 of SEBI (Depository and Participants) Regulation, 2018.	23.01.2025
3.	Compliance Certificate pursuant Regulation 74(5) (Depositories and Participants) Regulations, 2018 by RTA for demat request accepted, rejected	08.01.2025

Item No. 12: Any other business matter with permission of Chair:

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

Item No. 13: Vote of Thanks:

Meeting shall be concluded with the Vote of thanks.