

COMMERCIAL SYN BAGS LIMITED

CIN- L25202MP1984PLC002669

Regd. Office: Commercial House, 3-4, Jaora Compound, M.Y.H. Road, Indore (M.P.)-452001
Contact No.: 0731-4279525, Email ID: investors@comsyn.com, Website : www.comsyn.com

CSBL/BM/2022-23

Date: 3rd March, 2023

By Hand/Email

To,

S.No.	Name	Designation/Status
1.	Shri Anil Choudhary	Chairman & Managing Director
2.	Smt. Ranjana Choudhary	Whole Time Director
3.	Shri Virendra Singh Pamecha	Whole Time Director
4.	Shri Hitesh Mehta	Independent Director
5.	Shri Vijay Kumar Bansal	Independent Director
6.	Shri Milind Mahajan	Independent Director
7.	Shri Ravindra Choudhary	CEO (Special Invitee)
8.	Shri Pramal Choudhary	COO (Special Invitee)
9.	Shri Abhishek Jain	CFO (For Assistance)
10.	Shri Sandeep Patel	Company Secretary (For Assistance)
11.	Ms. Pooja Choukse	Special Invitee

Directors and Invitees of Commercial Syn Bags Ltd. at their registered E-Mail Ids or residential addresses.

SUBJECT: NOTICE FOR THE 12/2022-23 MEETING OF THE BOARD OF DIRECTORS OF THE COMPANY CALLED ON SHORTER NOTICE.

Dear Sir(s)/ Madam,

You are cordially invited to attend the **12/2022-23** Meeting of Board of Directors of the Company to be held on Shorter Notice subject to consent of majority of the Directors, which shall include at least one Independent Director on **Monday, 6th March, 2023 at 12.15 P.M.** at the Registered Office of the Company situated at Commercial House, 3-4, Jaora Compound, M.Y.H. Road, Indore-452001 (M.P.), to transact the businesses as mentioned in the Agenda enclosed herewith.

If any Director who is interested in attending the meeting through Video Conferencing Mode is requested to please send a confirmation in this regard to Mr. Sandeep Patel, Company Secretary, email: cs@comsyn.com, Tel No.0731-4279525

You are requested to please make it convenient to attend the Meeting and acknowledge the receipt of the notice and detailed notes on the agenda items and relevant working papers along with the details notes and relevant documents.

Further, it must be noted that, the Company is in Top 2000 Companies of the BSE Limited as per the Market Capitalisation of the BSE Limited and it is mandatorily required to have at least one independent Director to fulfil the requirement of the Quorum.

Please also communicate your request for leave of absence, if any, to the Company Secretary at his E-Mail Id: cs@comsyn.com.

Issued by the Orders of the Chairman.

Thanking you.

Yours faithfully

FOR, COMMERCIAL SYN BAGS LTD.

Sd/-

SANDEEP PATEL

COMPANY SECRETARY &

COMPLIANCE OFFICER

Encl.: 1. Agenda, Notes to the Agenda Items and Draft of the Resolutions for Board Meeting.

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Please sign and acknowledge the Receipt of the Notice of the 12/2022-23 Board Meeting to be held on Monday, 6th March 2023 at 12.15 P.M on Shorter Notice.

S.No.	Name	Designation/Status	Signature
1.	Shri Anil Choudhary	Chairman & Managing Director	
2.	Smt. Ranjana Choudhary	Whole Time Director	
3.	Shri Virendra Singh Pamecha	Whole Time Director	
4.	Shri Hitesh Mehta	Independent Director	
5.	Shri Vijay Kumar Bansal	Independent Director	
6.	Shri Milind Mahajan	Independent Director	
7.	Shri Ravindra Choudhary	CEO (Special Invitee)	
8.	Shri Pramal Choudhary	COO (Special Invitee)	
9.	Shri Abhishek Jain	CFO (For Assistance)	
10.	Mr. Sandeep Patel	Company Secretary (For Assistance)	
11.	Ms. Pooja Choukse	Special Invitee	

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AGENDA & NOTES TO THE AGENDA ITEMS

For the 12/2022-23 Meeting of the Board of Directors of the Company to be held on shorter notice on Monday, 6th March, 2023 at 12.15 P.M.

Agenda Item No.	Particulars	Nature of business	Annexure
1.	To consider the request to grant leave of absence to the Directors from attending the Meeting, as may be requested by directors, if any.	General	-
2.	To confirm the minutes of the previous 11/2022-23 Board Meeting held on 11 th February, 2023.	General	Annexure 1
3.	To consider and approve appointment of CS Pooja Choukse (M.No.: A66179) as the Company Secretary, & Compliance Officer and Key Managerial Personnel of the Company w.e.f 6 th March, 2023.		Annexure 2
4.	To consider and take on note the resignation letter of CS Sandeep Patel from the post of Company Secretary & Compliance Officer and Key Managerial Personnel of the Company w.e.f 6 th March, 2023.		-
5.	To Consider and approve the change in the Nodal Officer of IEPF from CS Sandeep Patel to CS Pooja Choukse.	Significant	Annexure 3
6.	To deal in any other businesses, if any, which may be placed before the Board with the permission of the Majority of the Directors.	-	-
7.	To circulate minutes of the Meeting to the Board members and take their comments to finalise the same. (Minutes will be circulated after end of discussion on agenda items.)	-	-

FOR, COMMERCIAL SYN BAGS LTD

Sd/-

SANDEEP PATEL
COMPANY SECRETARY &
COMPLIANCE OFFICER

Enclosed: Detailed agenda Items and the Drafts of the Board Resolutions.

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DETAILED AGENDA ITEMS, ANNEXURES AND RESOLUTIONS THERETO, IF ANY, TO BE PASSED BY THE BOARD

At the 12/2022-23 Meeting of the Board of Directors of the Company to be held on Monday, 06th March 2023 at 12.15 P.M On Shorter Notice.

ITEM NO.1: TO CONSIDER THE REQUEST FOR GRANTING LEAVE OF ABSENCE TO THE DIRECTORS FROM ATTENDING THE MEETING, IF ANY.

The request for providing leave of absence asked by the Directors if any, shall be placed before the Board for consideration.

Annexure 1

ITEM NO.2: TO CONFIRM THE MINUTES OF THE PREVIOUS 11/2022-23 BOARD MEETING HELD ON 11TH FEBRUARY, 2023.

Note: Copy of the Minutes of 11/2022-23 Board Meeting held on 11th February, 2023 will be placed before the Board.

The CS shall place on table the Minutes of the previous 11/2022-23 Meeting of the Board held on 11th February, 2023 which were circulated and approved and then recorded in the Minute Book as required under SS-1 to all the Board Members and which shall be read and confirmed by the Board, in token whereof the following resolution may be passed:

“RESOLVED THAT, the Minutes of the previous 11/2022-23 Meeting of the Board, held on 11th February, 2023, circulated, confirmed and recorded in the Minutes Book on 11th February, 2023 required under the SS-1 and further read out at this Meeting be and are hereby confirmed and taken on record.”

Annexure 2

ITEM NO.3: TO CONSIDER AND APPROVE APPOINTMENT OF CS POOJA CHOUKSE (M. NO.: A66179) AS THE COMPANY SECRETARY & COMPLIANCE OFFICER AD KEY MANAGERIAL PERSONNEL OF THE COMPANY W.E.F 6TH MARCH, 2023.

The Chairman shall inform the Board that Mr. Sandeep Patel, the existing Company Secretary of the Company has resigned from the post of Company Secretary & Compliance Officer and Key Managerial Personnel w.e.f. 6th March, 2023 and as per the requirement of the Companies Act, 2013 and Regulation 6 of the SEBI (LODR) Regulations, 2015 the Company needs to appoint a Whole Time Company Secretary, Compliance Officer and Key Managerial Personnel to discharge required duties as specified in the Regulations and the Act.

The Chairman shall further inform that the Company has received the resume of CS Pooja Choukse having Membership No.: ACS 66179. The Chairman shall further inform that the Nomination and Remuneration Committee of the Board has recommended her appointment as she possesses the requisite qualification to hold the position of Company Secretary, Compliance Officer and Key Managerial Personnel of the Company.

The Chairman shall further place before the Board the Consent Letter received from CS Pooja Choukse for the approval of Board.

The Board shall discuss the same and after detailed discussions may pass the following resolution:

“RESOLVED THAT pursuant to the provisions of Section 2(24) and Section 203(1) of Companies Act, 2013 read with Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 Regulation 6 of the SEBI (LODR) Regulations, 2015 and any amendments thereto and as approved by the Nomination and Remuneration Committee of the Board, the consent of Board of Directors of the Company, be and is hereby granted for the appointment of CS Pooja Choukse (M.No.: A66179) as the Company Secretary & Compliance Officer and Key Managerial Personnel of the Company with effect from 6th March, 2023 on the terms and conditions and remuneration as per the the appointment letter as may be approved by the Board.

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FURTHER RESOLVED THAT, pursuant to the Regulation 6(1) and Regulation 30(4) read with Clause 7 of Schedule III Part A of SEBI (LODR) Regulations, 2015, CS Pooja Choukse (M.No.: A66179), be and is hereby further designated and appointed as the Compliance Officer of the Company and authorized to make all the Compliances as may be applicable to the Company under the SEBI (LODR) Regulations, 2015, Securities Contract Regulations Act, 1956, and other SEBI Regulations as may be applicable to the Company from time to time.

FURTHER RESOLVED THAT, CS Pooja Choukse Company Secretary & Compliance officer and Key Managerial Personnel, shall be entitled to draw monthly remuneration of Rs./- and she will be entitled to all other benefits as may be applicable for the senior management level officers of the Company from time to time.

FURTHER RESOLVED THAT, Shri Anil Choudhary, Chairman & Managing Director of the Company be and is hereby authorized to file Form DIR-12 and MGT-14 for the changes in the Company Secretary and Compliance Officer of the Company with his digital signature and CS Isha Garg and/or Pratima Jain PCS be and is hereby requested to certify the said Forms for and on behalf of the Company.”

ITEM NO. 4: TO CONSIDER AND TAKE ON NOTE THE RESIGNATION LETTER OF CS SANDEEP PATEL FROM THE POST OF COMPANY SECRETARY & COMPLIANCE OFFICER OF THE COMPANY W.E.F 6TH MARCH, 2023.

The Chairman shall inform that CS Sandeep Patel, the existing Company Secretary, of the Company has tendered his resignation from the post of Company Secretary, Compliance Officer and Key Managerial Personnel w.e.f. 6th March, 2023.

The Chairman shall place the resignation letter of CS Sandeep Patel on the table and requested the Members of the Board to take note of the same.

ITEM NO. 5: TO CONSIDER AND APPROVE THE CHANGE IN NODAL OFFICER OF IEPF FROM CS SANDEEP PATEL TO CS POOJA CHOUKSE.

The Chairman shall inform that due to the Resignation Letter received from CS Sandeep Patel, the Company is required to change the Nodal Officer of the Company for handling matter relating to IEPFA.

The Chairman further proposes the name of CS Pooja Choukse to be appointed as the Nodal Officer of the Company and intimate the same to the IEPFA.

The Board shall discuss the same and after detailed discussions may pass the following resolution:

“RESOLVED THAT the consent of the Board of Directors of the Company be and is hereby accorded for appointment of CS Pooja Choukse, as the Nodal Officer of the Company in place of CS Sandeep Patel, the existing Nodal Officer of the Company, for the purposes of compliances in the IEPF Authority as may be required from time to time.

“RESOLVED FURTHER THAT, the Board be and is hereby authorize Shri Anil Choudhary, (DIN: 00017913) Chairman and Managing Director of the Company to furnish the copy of the resolution and to give details as required in prescribed format as annexed to concerned authorities.”

ITEM NO. 6: TO DEAL IN ANY OTHER BUSINESSES, IF ANY, WHICH MAY BE PLACED BEFORE THE BOARD WITH THE PERMISSION OF THE MAJORITY OF THE DIRECTORS.

If any business other than the agenda items needs to be considered, the items shall be placed before the meeting with the consent of the Chairman and majority of the directors present at the meeting.

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ITEM NO.7: CIRCULATION OF THE DRAFT MINUTES OF THE BOARD MEETING AND TAKING OBSERVATIONS OF THE MEMBERS ON THE DRAFT MINUTES.

The CS shall circulate the draft of the Board Meeting Minutes to all the directors of the Company and ask for their comments and request to the directors to read and confirm for finalizing of the same. Thereafter, the Chairman shall approve the Minutes of the Board Meeting and record in the Minute Book and sign the same.
