

# 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](mailto:investors@comsyn.com), Website :[www.comsyn.com](http://www.comsyn.com)

CSBL/BM/2023-24

8<sup>th</sup> November, 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.	M/s Avinash Agrawal & Co. Chartered Accountants	Statutory Auditors (Special Invitee)
10.	M/s Dilip Rathor & Co., Chartered Accountants	Internal Auditors (Special Invitee)
11.	Shri Abhishek Jain	CFO (For Assistance)
12.	Shri G.S. Agrawal	General Manager-Accounts (For Assistance)
13.	Ms. Pooja Choukse	Company Secretary (For Assistance)

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

## SUBJECT: NOTICE FOR THE 4/2023-24 BOARD MEETING OF THE COMPANY HELD ON SHORTER NOTICE.

Dear Sir(s)/ Madam,

You are cordially invited to attend the **4/2023-24** Meeting of Board of Directors of the Company to be held on **Thursday, 9<sup>th</sup> November, 2023 at 3:00 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 thorough Video Conferencing Mode is requested to please send a confirmation in this regard to Ms. Pooja Choukse, Company Secretary, by way of email: [cs@comsyn.com](mailto:cs@comsyn.com) , Tel No.0731- 4279525 within 2 days to enable making necessary arrangements.

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.

You all are requested to please provide your consent to call this meeting on shorter notice before commencement of the meeting in order to comply with the requirements of the Companies Act, 2013 and Secretarial Standards issued by ICSI.

Further, it must be noted that, the company is in Top 2000 companies of the BSE Limited as per the Market Capitalization 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 her E-Mail Id: [cs@comsyn.com](mailto:cs@comsyn.com).

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Issued by the Orders of the Chairman. Thanking you.

Yours faithfully

**FOR, COMMERCIAL SYN BAGS LIMITED**

**POOJA CHOUKSE**

**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 4/2023-24 Board Meeting to be held on Thursday, 9<sup>th</sup> November, 2023 at 3:00 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.	M/s Avinash Agrawal & Co., Chartered Accountants	Statutory Auditor (Special Invitee)	
10.	M/s Dilip Rathor& Co.,Chartered Accountants	Internal Auditor (Special Invitee)	
11.	Shri Abhishek Jain	CFO(For Assistance)	
12.	Shri G.S. Agrawal	General Manager-Accounts (For Assistance)	
13.	Ms. Pooja Choukse	Company Secretary (For Assistance)	

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## **AGENDA & NOTES TO THE AGENDA ITEMS**

**For the 4/2023-24 Meeting of the Board of Directors of the Company to be held on Thursday, the 9<sup>th</sup> day of November, 2023 at 3:00 P.M on shorter notice**

<b>Agenda Item No.</b>	<b>Particulars</b>	<b>Nature of business</b>	<b>Annexure</b>
1.	To consider the request to grant leave of absence to the Directors from attending the Meeting, as may be requested by the directors if any.	General	-
2.	To confirm the Minutes of previous 3/2023-24 Board Meeting held on 28 <sup>th</sup> August, 2023. <i>(To be placed on the table)</i>	General	<i>Annexure 1</i>
3.	To Confirm the Minutes of <ol style="list-style-type: none"><li>3/2023-24 Corporate Compliance Committee held on 9<sup>th</sup> November 2023.</li><li>4/2023-24 Audit Committee Meeting held on 9<sup>th</sup> November 2023.</li><li>1/2023-24 Independent Director Committee held on 9<sup>th</sup> November 2023.</li><li>Board meeting minutes of Comsyn India Pvt. Ltd. held on 9<sup>th</sup> November, 2023.</li></ol> <i>(Draft Minutes shall be placed before the table)</i>	General	<i>Annexure 2</i>
4.	To consider and review the working progress of the Company.	General	Summary of Operations
5.	To take on record declaration given by MD and CFO relating to accuracy of the Standalone and Consolidated Unaudited Financial Results for the quarter/half year ended 30 <sup>th</sup> September 2023 as per Regulation 33(2)(a) of the SEBI (LODR) Regulations, 2015.	Significant	-
6.	To consider and adopt the financial results of Comsyn India Private Limited Wholly Owned Subsidiary of the Company for the quarter ended 30 <sup>th</sup> September, 2023.	Significant	<i>Annexure 3</i>
7.	To consider and approve the Standalone and Consolidated Unaudited Financial Results along with Statement of Assets and Liabilities and Cash Flow of the Company in terms of Regulation 33(3)(c)(i) of SEBI (LODR) Regulations, 2015, for the quarter/half year ended 30 <sup>th</sup> September, 2023 and to approve the text of the advertisement to be published in Newspapers and deliver the same to the Stock Exchanges in terms of the SEBI (LODR) Regulations, 2015.	Significant	<i>Annexure 4</i>
8.	To consider and approve the Limited Review Report by the Statutory Auditors for the Standalone and Consolidated Unaudited Financial Results in terms of Regulation 33(1)(d) of SEBI (LODR) Regulations, 2015 for the quarter/half year ended 30 <sup>th</sup> September 2023. <i>(Copy of the Limited Review Report by the Auditors shall be placed on the table).</i>	Significant	<i>Annexure 5</i>
9.	To consider and take a note of the Related Parties' Transaction u/s 188 of the Companies Act, 2013. (Register of Related Party Transactions to be placed before the table). <i>Related Directors shall not participate in the matter in any manner</i>	Significant	<i>Annexure 6</i>

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10	To consider and take on record the statements of compliance for various rules and regulations along with the compliance certificate by MD/WTB. <i>(Will be placed on the table.)</i>	General	<i>Annexure 7</i>
11	To consider and take on record the following: a) Compliance Report on Corporate Governance for the quarter ended on 30th September, 2023 in XBRL Mode. b) Statement of number of investor complaints pending for the quarter ended 30th September, 2023 in the Web Form. c) SDD Certificate under SEBI(PIT)Regulation, 2018 for the quarter ended 30th September, 2023 d) Certificate for compliance of Regulation 74(5) of the SEBI (Depositories and Participants) Regulation, 2018 e) Share Capital Reconciliation Report by PCS for the quarter ended 30th September, 2023 filed in PDF as well as in XBRL Mode. f) Shareholding Pattern for the quarter ended on 30th September 2023.	General	-
12	To consider and take on record the Internal Auditor's Report for the quarter ended 30 <sup>th</sup> September, 2023. <i>(Copy of the Internal Auditors Report would be circulated in the meeting)</i>	General	-
13.	To consider and take on record the status of Legal matters.	General	-
14.	To review and take on record Annual Evaluation of directors of the company for the financial year 2023.	General	
15.	To consider and take on record the status of Legal matters.	General	-
16.	To deal in any other businesses, if any, which may be placed before the Board with the permission of the Majority of the Directors.	-	-
17.	To circulate minutes of the Meeting to the Board members and take their comments to finalize the same. <i>(Minutes will be circulated after end of discussion on agenda Items.)</i>	General	-

**FOR, COMMERCIAL SYN BAGS LIMITED**

**POOJA CHOUKSE  
COMPANY SECRETARY  
& COMPLIANCE  
OFFICER**

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

**At the 4/2023-24 Meeting of the Board of Directors of the Company to be held on  
Thursday, the 9<sup>th</sup> day of November, 2023 at 3:00 P.M. on Shorter Notice**

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### **ITEM NO.1: TO CONSIDER THE REQUEST TO GRANT LEAVE OF ABSENCE TO THE DIRECTORS FROM ATTENDING THE MEETING, IF ANY:**

The request for providing leave of absence requested by the directors if any shall be placed before the Board for consideration.

*Annexure 1*

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### **ITEM NO.2: TO CONFIRM THE MINUTES OF PREVIOUS 3/2023-24 BOARD MEETING HELD ON 28<sup>th</sup> AUGUST 2023.**

*Note: Copy of the Minutes of 3/2023-24 Board Meeting held on 28<sup>th</sup> August, 2023 will be placed before the Board.*

The CS shall place on table the Minutes of the previous 3/2023-24 meeting of the Board held on 28<sup>th</sup> August, 2023, which were circulated and approved and then recorded in the Minute Book as required under SS-1 and which will be read and confirmed by the Board, in token whereof the following resolution may be passed:

**“RESOLVED THAT** the Minutes of the previous 3/2023-24 Meeting of the Board, held on 28<sup>th</sup> August, 2023 as circulated, confirmed and recorded in the Minute Book on 28<sup>th</sup> August, 2023 as required under the SS-1 and further read out at this Meeting be and are hereby confirmed and taken on record.”

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*Annexure 2*

### **ITEM NO.3: (a) TO CONFIRM MINUTES OF 3/2023-24 CORPORATE COMPLIANCE COMMITTEE MEETING HELD ON 9<sup>TH</sup> DAY OF NOVEMBER, 2023:**

*Note: Copy of the Minutes of 3/2023-24 Corporate Compliance Committee Meeting held on 9<sup>th</sup> day of November 2023 shall be placed before the Board.*

The CS shall place on table the Minutes of 3/2023-24 Corporate Compliance Committee Meeting to be held on 9<sup>th</sup> day of November, 2023 and to be circulated to the 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 3/2023-24 Corporate Compliance Committee Meeting held on 9<sup>th</sup> day of November, 2023 as circulated among the members of the Board and as read out at this meeting be and are hereby confirmed and taken on record.”

### **ITEM NO. 3 (b): TO CONFIRM THE MINUTES OF 4/2023-24 AUDIT COMMITTEE MEETING HELD ON 9<sup>TH</sup> DAY OF NOVEMBER 2023**

*Note: Copy of the Minutes of 4/2023-24 Audit Committee Meeting held on 9<sup>th</sup> day of November, 2023 will be placed before the Board.*

The CS shall place on table the Minutes of 4/2023-24 Audit Committee Meeting to be held on 9<sup>th</sup> day of November, 2023 and circulate to the members of the board 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 4/2023-24 Audit Committee Meeting held on 9<sup>th</sup> day of November, 2023, as circulated, approved and recorded in the minute book on 9<sup>th</sup> day of November, 2023 and as placed & read out at this meeting be and are hereby confirmed and taken on record.”

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## **ITEM NO.3 (c) TO CONFIRM THE MINUTES OF 1/2023-24 INDEPENDENT DIRECTORS MEETING HELD ON 9<sup>TH</sup> DAY OF NOVEMBER 2023.**

*Note: Copy of the Minutes of 1/2023-24 Independent Directors Meeting held on 9<sup>th</sup> day of November 2023 will be placed before the Board.*

The CS shall place on table the Minutes of the 1/2023-24 Independent Directors Meeting held on 9<sup>th</sup> day of November, 2023 and circulate to the members of the board and which will be read and confirmed by the Board, in token whereof the following resolution would be passed:

**“RESOLVED THAT,** the Minutes of the 1/2023-24 Independent Directors Meeting held on 09<sup>th</sup> day of November 2023 as circulated among the members of the board and confirmed by them read out at this meeting be and are hereby taken on record.”

## **ITEM NO.3 (d) TO CONFIRM THE BOARD MEETING MINUTES OF COMSYN INDIA PRIVATE LIMITED 4/2023-2024 MEETING HELD ON 9<sup>TH</sup> NOVEMBER, 2023.**

*Note: Copy of the Board Meeting Minutes of Comsyn India Private Limited held on 9<sup>th</sup> day of November 2023 shall be placed before the Board.*

The CS shall place on table the Minutes of Comsyn India Private Limited held on 9<sup>th</sup> day of November, 2023 and circulate to the members of the board and which shall be read and confirmed by the Board, in token whereof the following resolution may be passed:

**“RESOLVED THAT,** the minutes of Comsyn India Private Limited held 9<sup>th</sup> day of November, 2023, as circulated, approved and recorded in the minute book on 9<sup>th</sup> day of November, 2023 and as placed & read out at this meeting be and are hereby confirmed and taken on record.”

## **ITEM NO. 4: TO CONSIDER AND REVIEW THE WORKING OF THE COMPANY:**

The Chairman/CFO shall inform the Board about progress of the Company for the quarter/half Year ended 30<sup>th</sup> September, 2023 as well up to current working. He may place before the Board statements of Sales & Purchase, Debtors & Creditors position and stock in trade for detailed discussion.

## **ITEM NO. 5: TO CONSIDER AND TAKE ON RECORD THE CERTIFICATION GIVEN BY MD AND CFO FOR CORRECTNESS OF THE STANDALONE UNAUDITED FINANCIAL RESULTS FOR THE QUARTER/ HALF YEAR ENDED ON 30<sup>TH</sup> SEPTEMBER, 2023 AS PER REGULATION 33(2)(a) OF THE SEBI (LODR) REGULATIONS, 2015:**

*(Certificate shall be placed on the table)*

The Chairman shall place before the Board declaration in certificate format given by Managing Director and Chief Financial Officer on financial result for the quarter/half year ended on 30<sup>th</sup> September 2023.

*Annexure-3*

## **ITEM NO.6: TO CONSIDER AND REVIEW THE FINANCIAL RESULTS OF THE WHOLLY OWNED SUBSIDIARY (WOS) OF THE COMPANY FOR THE QUARTER/HALF YEAR ENDED 30<sup>TH</sup> SEPTEMBER, 2023.**

*{Note: Price Sensitive Information: Necessary details shall be provided and placed on table at the audit committee meeting.}*

The Chairman shall inform the Board that the company is having one Wholly Owned Subsidiary in the name and style of Comsyn India Pvt. Ltd. and as per the requirement of the Companies Act, 2013 and the SEBI (LODR) Regulations, 2015, the company is required to consolidate the financials along with the Statement of Assets and Liabilities and the Statement of Cash Flow of the subsidiary company also. The Committee shall discuss the same and after detailed discussions may pass the following resolution:



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**“RESOLVED THAT** pursuant to the applicable provisions of the Companies Act, 2013 and the SEBI (LODR) Regulations, 2015 consent of the Committee be and is hereby accorded to adopt unaudited financial results along with the Statement of Assets and Liabilities and Statement of Cash Flow for the quarter/half year ended 30<sup>th</sup> September, 2023 of Comsyn India Private Limited (Wholly Owned Subsidiary).”

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## *Annexure-4*

**ITEM NO.7: TO CONSIDER AND APPROVE THE UNAUDITED STANDALONE AND CONSOLIDATED FINANCIAL RESULTS ALONG WITH STATEMENT OF ASSET AND LIABILITY AND CASH FLOW OF THE COMPANY FOR THE QUARTER/HALF YEAR ENDED ON 30<sup>TH</sup> SEPTEMBER, 2023 AND TO APPROVE THE TEXT OF THE ADVERTISEMENT TO BE PUBLISHED IN NEWSPAPERS AND DELIVER THE SAME TO THE STOCK EXCHANGES IN TERMS OF THE SEBI (LODR) REGULATIONS, 2015:**

**NOTE:** Price Sensitive Information: necessary details shall be provided and placed on table at the Meeting.

The Chairman shall inform that the Audit Committee has approved the Standalone and Consolidated Quarterly Financial Results along with Statement of Assets and Liabilities and Cash Flow of the Company for the quarter/half year ended on 30<sup>th</sup> September 2023 and a copy of the same shall be placed on table. The Board may consider and pass the following resolution:

**“RESOLVED THAT** the Standalone and Consolidated Unaudited Financial Results along with Statement of Assets and Liabilities and Cash Flow for quarter/half year ended on 30<sup>th</sup> September, 2023 as approved by the Audit Committee and placed before the Board duly initialed by the Chairman for the purpose of identification be and are hereby approved for submission to the Stock Exchange as per requirement of the SEBI (LODR) Regulations, 2015 and Shri Anil Choudhary, Chairman & Managing Director, be and is hereby authorized to sign and issue the same for and on behalf of the Board;

**RESOLVED FURTHER THAT** the text for the Press Release for the above said Standalone Unaudited Financial Results for the quarter/half year ended on 30<sup>th</sup> September, 2023 as placed before the Board and duly initialed by the Chairman for the purpose of identification be and are hereby approved for publication in the daily Hindi and English Newspapers as per the requirements of the SEBI (LODR) Regulations, 2015 and Shri Anil Choudhary, Chairman & Managing Director of the Company be and is hereby authorized to sign and issue the same for and on behalf of the Board.”

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## *Annexure-5*

**ITEM NO.8: TO CONSIDER AND APPROVE THE LIMITED REVIEW REPORT BY THE STATUTORY AUDITORS FOR THE STANDALONE AND CONSOLIDATED UNAUDITED FINANCIAL RESULTS IN TERMS OF REGULATION 33(1)(d) OF SEBI (LODR) REGULATIONS, 2015 FOR THE QUARTER/HALF YEAR ENDED 30<sup>TH</sup> SEPTEMBER 2023:**

*(Copy of the Limited Review Report by Auditor Shall Be Placed Before the Board)*

The Chairman shall appraise that the Company has obtained Limited Review Report from M/s Avinash Agrawal & Co., Chartered Accountants, the Statutory Auditors of the Company for the Standalone and Consolidated unaudited quarterly results for the quarter/half year ended on 30<sup>th</sup> September, 2023 which was also reviewed by the Audit Committee at their meeting held on 9<sup>th</sup> day of November, 2023 pursuant to Regulation 33(2)(d) of SEBI (LODR) Regulations, 2015 and the Board may consider and pass the following resolution;



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**“RESOLVED THAT,** the Limited Review Report as received from M/s Avinash Agrawal & Co. Chartered Accountants, the Statutory Auditors of the Company for the Standalone and Consolidated Unaudited Financial results for the quarter/half year ended on 30<sup>th</sup> September, 2023, which was also reviewed by the Audit Committee at their meeting held on 09<sup>th</sup> day of November, 2023 pursuant to the Regulation 33(2)(d) of the SEBI (LODR) Regulations, 2015, be and is hereby approved and the same be forwarded by the Company Secretary to the BSE Ltd. for and on behalf of the Company.”

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*Annexure-6*

**ITEM NO.9: TO CONSIDER AND TAKE ON RECORD THE RELATED PARTIES' TRANSACTION AS PER PROVISIONS OF SECTION 188 OF THE COMPANIES ACT, 2013.**

*(Register of related party transactions to be placed before the table)*

The Chairman shall place before the Board the statement of the transactions entered into by the Company with the promoters, directors, KMPs, their relatives and associates for the quarter/half year ended on 30<sup>th</sup> September, 2023 along with the Register in the Form MBP-4.

The Chairman shall further inform that all the transactions were approved by the Audit Committee and the same are on the ordinary course of business/Arm's length basis, and the Company is not required to seek any approval of the members of the Company. The Board may consider and pass the following resolution;

**“RESOLVED THAT,** transactions entered by the Company during the quarter/half year ended on 30<sup>th</sup> September, 2023 as covered under section 188 of the Companies Act, 2013 and the SEBI (LODR) Regulations, 2015 and approved by the Audit Committee of the Board which are with the parties related to the directors and KMP, and their relatives and associates which are not material and are on the ordinary course of business/Arm's length basis, and the Company is not required to seek any approval of the members be and is hereby considered and approved;

**“RESOLVED FURTHER THAT,** the Register of the Related Party Transaction as placed before the Board in the Form MBP-4 be authenticated and signed by the members of the Board.”

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*Annexure 7*

**ITEM NO. 10: TO CONSIDER AND TAKE ON RECORD THE STATEMENTS OF COMPLIANCE FOR VARIOUS RULES AND REGULATIONS ALONG WITH THE COMPLIANCE CERTIFICATE BY MD/WTD:**

*(Certificate to be placed on the table)*

CFO shall place before the Board the Certificate and Statement of Compliance which shall be considered by the Board and the following resolution may be passed:

**“RESOLVED THAT,** the statement of compliances under the Companies Act, 2013, various SEBI Regulations as may be applicable to the Company and all other industrial, commercial and labour laws, taxation laws up to the quarter/half year ended on 30<sup>th</sup> September, 2023 as considered by the Audit Committee and placed before the Board be and is hereby confirmed and taken on record by the Board.”

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**ITEM NO. 11: TO CONSIDER AND TAKE ON RECORD QUARTERLY COMPLIANCE REPORT AS SUBMITTED TO THE BSE FOR THE QUARTER ENDED ON 30<sup>TH</sup> SEPTEMBER, 2023:**

The Chairman shall place before the Board the following reports submitted to the BSE within the stipulated time as per requirements of the various regulations of the SEBI (LODR) Regulations, 2015. The board may consider and take on record the following:

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- a) Quarterly compliance report on Corporate Governance for the quarter ended 30<sup>th</sup> September, 2023 under Regulation 17(3) of the SEBI (LODR) Regulations, 2015, as filed in the XBRL Format with the BSE Ltd.;
- b) A statement containing number of investor complaints pending at the beginning of the quarter, those received during the quarter, disposed of during the quarter and those remaining unresolved at the end of the quarter on 30<sup>th</sup> September, 2023 which were filed to BSE as required under Regulation 13(4) of SEBI (LODR) Regulations, 2015 in the Web Form.
- c) Reconciliation of Share Capital & Audit under Regulation 55A of DP Regulations, 1996 for the quarter ended 30<sup>th</sup> September, 2023 obtained from the PCS in the XBRL Format with the BSE Ltd. as well in the PDF Format at the BSE listing centre.
- d) Quarterly Shareholding Pattern for the quarter ended 30<sup>th</sup> September, 2023 in the XBRL Format with the BSE Ltd. as required under Regulation 31(1)(b) of SEBI (LODR) Regulations, 2015,
- e) SDD Certificate under SEBI (PIT) Regulations, 2015 for the quarter ended 30<sup>th</sup> September, 2023.
- f) Certificate for compliance of Regulation 74(5) of the SEBI (Depositories and Participants) Regulation, 2018.

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## **ITEM NO.13: TO CONSIDER AND TAKE ON RECORD THE INTERNAL AUDITOR'S REPORT FOR THE QUARTER ENDED 30<sup>th</sup> SEPTEMBER, 2023.**

*(Copy of the Internal Auditors Report would be circulated in the meeting)*

The CS shall place on table the Internal Auditor's Report for the quarter 30<sup>th</sup> September, 2023 for consideration of the Board and ask the statutory auditors for its efficiency. The Internal auditor if available shall comment on his observation, if any.

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*Annexure-8*

## **ITEM NO.14: TO REVIEW AND TAKE ON RECORD ANNUAL EVALUATION OF DIRECTORS OF THE COMPANY FOR THE YEAR 2023.**

*Copy to be placed on table*

The chairman shall inform Board that pursuant to section 134(3)(p) of the Companies Act, 2013 and SEBI (LODR) Regulation, 2015 and as per Guidance Note on evaluation of Board issued by the SEBI by Circular No. SEBI/HO/CFD/CMD/CIR/P/2017/004 dated January 5, 2017 the company is mandatorily required to conduct Formal annual evaluation of the Board of its own performance and that of its Committees and individual directors.

The chairman shall further inform that Independent Directors Committee in its meeting held on 09<sup>th</sup> November, 2023 evaluated the performances of the board and its committees. The board shall review and take on record the same.

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## **ITEM NO.15: TO CONSIDER AND TAKE ON RECORD THE STATUS OF LEGAL MATTERS:**

The Chairman shall place before the Board the Compliance Report and legal cases status up to 30<sup>th</sup> September 2023 under the various laws, including Labor, Taxation, etc. for consideration of the Board. The Board shall take on record the status of Legal matters and discuss about the various aspects and future course of action.

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## **ITEM NO. 16: 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. 17: CIRCULATION OF THE DRAFT MINUTES OF THE BOARD MEETING AND TAKING OBSERVATIONS OF THE MEMBERS ON THE DRAFT MINUTES:**

# COMMERCIAL SYNBAGS 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](mailto:investors@comsyn.com), Website :[www.comsyn.com](http://www.comsyn.com)

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.

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