

MOHIT PAPER MILLS LIMITED  
REGD.OFFICE: 15A/13, UPPER GROUND FLOOR, EAST PATEL NAGAR, NEW DELHI-110008  
WORKS: 9KM STONE, NAGINA ROAD, BIJNOR-246701 (U.P.) INDIA.  
CIN: L21093DL1992PLC116600  
Website: mohitpaper.in  
Email: mohit.paper@rediffmail.com

#### NOTICE AND AGENDA OF BOARD MEETING

Notice is hereby given that a meeting of the Board of Directors of the Company, pursuant to regulation 29 read with Regulation 30 of SEBI (LODR) Regulations, 2015 is scheduled to be held on Wednesday the 1<sup>st</sup> Day of August, 2018 at 11:00 A.M. at the registered office of the Company, Inter-alia to consider and approve the Un-Audited Financial Results for the quarter ended on 30<sup>th</sup> June, 2018.

Further this is to inform that as per the Company's Code of Conduct formulated and adopted under SEBI (prohibition of insider trading regulations), 2015 trading window for directors, designated employees and their relatives for dealing in equity shares of the Company shall remain closed from 18/07/2018 and will open after 48 hours of audited results made public on 1<sup>st</sup> August, 2018.

1. To confirm and approve the minutes of the previous board meeting.
  2. To grant leave of absence if any.
  3. To confirm and approve the minutes of the audit/other committees.
  4. To consider the directors who are liable to retire by rotation.
  5. To take note of corporate governance report and other certification etc. sent to Stock Exchange.
  6. To consider and take on record the secretarial audit report for the year 2017-2018.
  7. To consider and approve Directors Report of the Company.
  8. To consider the Limited Review Report of the Auditors.
  9. To consider and approve the Un-audited Financial results for the quarter ended on 30.06.2018.
  10. Fixing the Date, Time and Venue of AGM.
  11. To consider re-appointment/appointment of the Auditors.
  12. Dividend to be proposed or not.
  13. Fixing the Closure of Register of Members.
  14. To consider and approve draft Notice of AGM.
  15. To consider the Appointment of CDSL for – E voting at the AGM and to appoint Scrutinizer for AGM.
  16. To consider and take on record any share transfer/duplicate shares if any.
  17. To consider and take on record resolution passed by circulation if any.
  18. To take on record directors disclosure if any.
  19. To enter into Power Delivery Agreements with other parties with and to take note of them.
  20. To consider appointment of Cost Auditors for the Year 2018-2019.
- And any other matter as decided by the Board.



Anant Vats  
Company Secretary  
On Behalf of the Board

Dated: 17/07/2018

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**NOTICE AND AGENDA OF AUDIT COMMITTEE MEETING**

This is to inform that a meeting of the Audit Committee will be held on Wednesday 1<sup>st</sup> Day of August, 2018 at 10:00 A.M. at 15A/13, East Patel Nagar, New Delhi-110008.

- 1.Review of the quarterly results for the quarter ended on 30.06.2018 by the committee.
- 2.To consider and discuss about Related Party Transactions if any and omnibus approval given to such transaction and other related party transactions.
3. To consider and discuss about the appointment of Statutory Auditors.
- 4.To discuss about internal control systems.

And any other matter as decided by the Committee.



Company Secretary

On Behalf of the Committee

Dated:17/07/2018