



**CAPITAL TRADE**

**LINKS LTD.**

CIN :L51909DL1984PLC019622

**NOTICE OF THE (02/2024-25) BOARD MEETING**

To,  
**The Board of Directors,**  
**Capital Trade Links Limited**  
102-103, First Floor, Surya Kiran Building,  
19 K.G. Marg, Connaught Place, Delhi -110001

**Dear Sir/Ma'am,**

Notice is hereby given that the **02<sup>nd</sup> Meeting (02/2024-25) of the Board of Directors** of Capital Trade Links Limited will be **held on Monday, 6<sup>th</sup> day of May, 2024 at 04:00 P.M. at its Registered Office-** 102-103, First Floor, Surya Kiran Building, 19 K.G. Marg, Connaught Place, Delhi -110001, to consider the matters as briefed in the attached agenda.

Board Members interested in attending the meeting through Video Conferencing are requested to intimate the same in advance by sending an e-mail at least two working days before the meeting to Ms. Anupriya Ojha, Company Secretary, at her E-mail id: [cs@capitaltrade.in](mailto:cs@capitaltrade.in), Tel No. 8960114778 so that necessary arrangements could be ensured in due time.

The agenda for the meeting is enclosed for your kind perusal and you are requested to kindly make it convenient to attend the meeting.

**For Capital Trade Links Limited**

**Vinay Kumar Chawla**  
**(Whole Time Director)**  
**DIN: 02618168**

**Date: 27.04.2024**  
**Place: Delhi**  
**Encl: Agenda**

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Regd. Office : 102-103, 1st Floor, Surya Kiran Building, 19, K.G. Marg, C.P., New Delhi - 110001

E-mail : [info@capitaltrade.in](mailto:info@capitaltrade.in), Website : [www.capitaltrade.in](http://www.capitaltrade.in)

**AGENDA FOR THE MEETING (02/2024-25) OF THE BOARD OF DIRECTORS OF  
THE COMPANY**

- Day : Monday
- Date : 06.05.2024
- Time : 04:00 P.M.
- Venue : 102-103, First Floor, Surya Kiran Building, 19 K.G.  
Marg, Connaught place, Delhi- 110001
- Mode : Physical Mode

<b>ITEM. NO.</b>	<b>PARTICULARS/AGENDA ITEMS</b>
1.	Chairman of the meeting.
2.	Ascertainment of quorum and Leave of Absence, if any.
3.	Confirmation of the minutes of the previous meeting of the Board of Directors.
4.	Noting of Minutes of the Board Committees meeting.
5.	To consider and approve the Audited Financial Results for the Year ended March 31 <sup>st</sup> , 2024
6.	Consider approval of Board report of the company for the Financial Year 2023-24
7.	Approve the date, time, venue, mode and draft notice for convening the 39th Annual General Meeting (AGM) of the company
8.	Appointment of Mr. Atiuttam Singh, Company Secretary as the scrutinizer of AGM
9.	Approve cut-off date for Annual General Meeting
10.	Approve the dates for closure of registers of members and share transfer books
11.	To take note of the Investor Complaints Report submitted to the Stock Exchange for the quarter ended March 2024
12.	To take note of the Corporate Governance Report, submitted to the Stock Exchange for the quarter ended March 2024
13.	To consider the appointment of M/s Atiuttam Singh & Associates as secretarial auditor of the company, for the year 2024-25.
14.	To consider the appointment of M/s ACA & Associates as internal auditor of the company, for the year 2024-25.
15.	Any other item, if any, with the permission of the Chairman.

## **NOTES ON AGENDA FOR THE SECOND BOARD MEETING**

### **ITEM NO. 1: CHAIRMAN**

Mr. Krishan Kumar, Chairman of the company shall preside as Chairman of the meeting and proceed further to duly convene the meeting.

### **ITEM No. 2: ASCERTAINMENT OF THE QUORUM & LEAVE OF ABSENCE, IF ANY**

The meeting will be called to order, If the requisite quorum will be present at the meeting. The Chairman will be requested to grant leave of absence, received if any.

### **ITEM No.3: CONFIRMATION OF THE MINUTES OF THE PREVIOUS BOARD MEETING**

Minutes of the previous Board meeting shall be signed and approved by the Chairman of the meeting

### **ITEM No. 4: NOTING OF MINUTES OF BOARD COMMITTEES MEETING**

The Board members shall approve the minutes of the previous committee meetings.

### **ITEM No. 5: TO CONSIDER AND APPROVE THE FINANCIAL STATEMENT FOR THE YEAR ENDED MARCH 31, 2024**

The Chairman shall present the Audited Financial Statement for the year ended March 31, 2024 before the Board members of the company.

The recommendation of Audit Committee shall also be placed before the Board.

The Board will be requested to consider and approve the Audited Financial Statement of the Company for the year ended on March 31, 2024 notes thereof and significant/ material comments, transactions etc. and thereafter to pass the following resolution:

**“RESOLVED THAT** the Balance Sheet as at 31st March, 2024 and the Statement of Profit and Loss for the year ended on that date along with the Notes thereon be and are hereby approved and the same be signed by Mr. Vinay Kumar Chawla and Mr. Krishan Kumar Directors, Ms. Anupriya Ojha, Company Secretary and Mr. Sunil Gupta, CFO of the Company, for and on behalf of the Board and then be submitted to the Auditors for their report thereon.

**RESOLVED FURTHER THAT** any Director of the Company be and is hereby authorized to submit the Audited Results to the Bombay Stock Exchange and to do all such acts, deeds and things as may be necessary in this regard.

**RESOLVED FURTHER THAT** Ms. Anupriya Ojha, Company Secretary of the Company be and is hereby authorised to submit the Unaudited Results along with audit report thereon by the statutory auditors of the company to the Stock Exchange within the prescribed time from the conclusion of this meeting and to do all such acts and deeds as may be necessary in this regard.”

**ITEM No. 6: CONSIDER APPROVAL OF BOARD’S REPORT OF THE COMPANY FOR THE FINANCIAL YEAR 2023-24**

The Chairman shall place before the Board a copy of the Board Report to be placed in the upcoming Annual General Meeting and the same shall be approved and adopted unanimously and that Mr. Krishan Kumar, Chairman of the company is to be authorized to sign the Director’s Report on behalf of the Board and dispatch the same to the shareholders along with the Annual Accounts.

Thereafter the following resolution shall be passed:

**“RESOLVED THAT** pursuant to Section 134 of the Companies Act, 2013 the draft Board’s Report for the year ended 31st March, 2024, placed before the Board and authenticated by the Chairperson be and is hereby approved for circulation among the shareholders.

**FURTHER RESOLVED THAT** the Board’s Report be signed by Mr. Krishan Kumar, Chairman of the company, for and on behalf of the Board and that the Secretary of the company be directed to issue the same to the members of the company together with the copies of the audited standalone accounts and the Auditors’ Report.

**RESOLVED FURTHER THAT** any Director of the Company be and are hereby authorized severally to file necessary e-Forms with Registrar of Companies”

**ITEM No. 7: APPROVE THE DATE, TIME, VENUE AND MODE FOR 39th ANNUAL GENERAL MEETING OF THE COMPANY AND DRAFT NOTICE FOR CONVENING THE MEETING**

The Chairman has proposed the holding of 39th Annual General Meeting of the Company on Thursday, May 30, 2024 at 11:00 a.m. through Video Conferencing (VC)/ Other Audio Visual Means (OAVM). The venue of the meeting shall be deemed to be the Registered office of the Company.

The draft Notice convening the ensuing Annual General Meeting is to be tabled before the Board for perusal. The Board has to consider the items of businesses as mentioned in the draft Notice to be transacted at the ensuing 39th AGM and approve the same.

The following resolution shall then be passed unanimously:

**“RESOLVED THAT** the consent of the Board of Directors of the company be and is hereby accorded to hold the 39th Annual General Meeting of the company on Thursday, May 30, 2024 at 11:00 a.m. through Video Conferencing (VC)/ Other Audio-Visual Means (OAVM) at venue deemed to be the Registered office of the Company and that the draft notice as placed before the Board, for convening the meeting be and is hereby approved.

**RESOLVED FURTHER THAT** any Director of the Company and Company Secretary be and are hereby authorized to sign the same and dispatch to the members and other stakeholders along with the Audited Accounts and Auditor’s Report for the financial year ending 31st March, 2024.

**RESOLVED FURTHER THAT** any Director and Company Secretary of the company, be and are hereby severally authorized to sign and submit required e-forms with the Registrar of Companies, and to do all such acts, as may be required.”

**ITEM No. 8: APPOINTMENT OF Mr. ATIUTTAM PRASAD SINGH, COMPANY SECRETARY AS SCRUTINIZER**

The Chairman shall place before the Board Members, a proposal to appoint Mr. Atiuttam Prasad Singh (F8719) to act as the scrutinizer of the company for conducting the Annual General Meeting through electronic means in a fair and transparent manner.

In accordance with the provisions of Rule 22(5) of the Companies (Management and Administration) Rules, 2014, a scrutinizer needs to be appointed who can conduct the electronic voting process in a fair and transparent manner.

Following resolution shall be requested to pass, after getting the consent of Board-

**“RESOLVED THAT** Mr. Atiuttam Prasad Singh, Practicing Company Secretary, Proprietor of M/s Atiuttam Singh and Associates (F8719), be and is hereby appointed as the scrutinizer for conducting the voting process in a fair and transparent manner.”

**ITEM No. 9: CONSIDER AND APPROVE THE CUT-OFF DATE FOR ANNUAL GENERAL MEETING**

The Board has to approve the cut-off date of Annual General Meeting (AGM) in terms of Section 108 of the Companies Act, 2013, Rule 20 of Companies (Management and Administration) Rules, 2014 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. The Company shall provide its members the facility to exercise their votes electronically for transacting the items of business as is set out in the draft Notice convening the ensuring 39th AGM of the Company. Accordingly, the Board shall approve the cut-off date to determine the entitlement of voting rights of the members for e-voting.

The Board is requested to pass the following resolution:

**“RESOLVED THAT** the Cut-off date of the Company shall be Thursday, May 23, 2024 for the purpose of determining the eligibility to vote by electronic means in Annual General Meeting scheduled to be held on Thursday, May 23, 2024.”

**ITEM No.10: APPROVE THE DATES FOR CLOSURE OF REGISTER OF MEMBERS AND SHARE TRANSFER BOOKS**

The Board has to approve the date of book closure under Section 91 of the Companies Act, 2013 by passing the following resolution.

The Board shall be requested to pass the following resolution:

**“RESOLVED THAT** the Register of Members and Transfer Books of the Company shall remain closed from Friday, May 24, 2024 to Thursday, May 30, 2024 (both days inclusive) for the purpose of holding the Annual General Meeting of the Company, scheduled to be held on, Thursday, May 30, 2024.”

**ITEM No. 11: TO TAKE NOTE OF THE INVESTOR COMPLAINTS REPORT FORWARDED TO THE STOCK EXCHANGE FOR THE QUARTER ENDED MARCH 2024**

Investor Complaints Report for the quarter ended March 2024 shall be tabled before Board Members at their meeting for their perusal.

**ITEM No. 12: TO TAKE NOTE OF THE CORPORATE GOVERNANCE REPORT FORWARDED TO THE STOCK EXCHANGE FOR THE QUARTER ENDED MARCH 2024**

Corporate Governance Report for the quarter ended March 2024 shall be tabled before Board Members at their meeting for their perusal.

**ITEM NO.13: TO CONSIDER THE APPOINTMENT OF M/S ATIUTTAM SINGH & ASSOCIATES AS SECRETARIAL AUDITOR OF THE COMPANY FOR THE FINANCIAL YEAR 2024-25:**

The Chairman shall inform the Board that M/s Atiuttam Singh & Associates shall be appointed as the Secretarial Auditor of the company as per Section 204 of the Companies Act, 2013 for the financial year 2024-25.

**ITEM NO. 14: TO CONSIDER THE APPOINTMENT OF M/s ACA & ASSOCIATES, CHARTERED ACCOUNTANT AS INTERNAL AUDITOR OF THE COMPANY FOR THE FINANCIAL YEAR 2024-25**

The Chairman shall inform the Board that M/S ACA & Associates, Chartered Accountant shall be appointed as the Internal Auditor of the company as per Section 138 of the Companies Act, 2013 for the financial year 2024-25.

**ITEM NO. 15: ANY OTHER ITEM, IF ANY, WITH THE PERMISSION OF THE CHAIRMAN.**

If any other business/es proposed to be placed before the Board then the same will be transacted accordingly with the permission of the chairman of the meeting.

**By order of the Board of  
For Capital Trade Links Limited**

**Sd/-**

**Vinay Kumar Chawla  
(Whole Time Director)  
DIN: 02618168**

**Date: 27.04.2024**

**Place: Delhi**