

S.K. KABRA & ASSOCIATES

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FORM NO. MR-3 SECRETARIAL AUDIT REPORT

(For the period FY 2017-18)

[Pursuant to Section 204(1) of the Companies Act, 2013 and Rule No. 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014]

To,
**The Board of Directors
M/s RUNIT INVESTMENTS COMPANY LIMITED
12, GOVT. PLACE EAST,
KOLKATA-700 069**

We have conducted the secretarial audit of the compliance of applicable statutory provisions and the adherence to good corporate practices by **M/s RUNIT INVESTMENTS COMPANY LIMITED** (CIN:L65924WB1981PLC034400). Secretarial Audit was conducted in a manner that provided us a reasonable basis for evaluating the corporate conducts/statutory compliances and expressing our opinion thereon. Based on our verification of the books, papers, minute books, forms and returns filed and other records maintained by the Company and also the information provided by the Company, its officers, agents and authorized representatives during the conduct of secretarial audit, we hereby report that in our opinion, the Company has, during the audit period ended on **31st MARCH, 2018**, complied with the statutory provisions listed hereunder and also that the Company has proper Board-processes and compliance-mechanism in place to the extent, in the manner and subject to the reporting made hereinafter:

1. We have examined the books, papers, minute books, forms and returns filed and other records maintained by **M/s RUNIT INVESTMENTS COMPANY LIMITED** ("The Company") for the period ended on **31st MARCH, 2018** according to the provisions of:
 - I. The Companies Act, 2013 (**the Act**) and the Rules made thereunder;
 - II. The Securities Contracts (Regulation) Act, 1956 ("**SCRA**") and the Rules made thereunder;
 - III. The Depositories Act, 1996 and the Regulations and Bye-laws framed thereunder;



Foreign Exchange Management Act, 1999 and the Rules and Regulations made thereunder to the extent of Foreign-Direct Investment, Overseas Direct Investment and External Commercial Borrowings;

V. The following Regulations and Guidelines prescribed under the Securities and Exchange Board of India Act, 1992 ('SEBI Act') wherever applicable & to the extent applicable to the Company :-

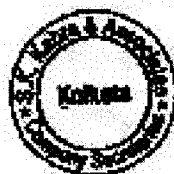
- a. The Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;
- b. The Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 1992 (Upto 14th May, 2015) and The Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 (Effective 15th May, 2015);
- c. The Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2009;
- d. The Securities and Exchange Board of India (Share Based Employee Benefits) Regulations, 2014;
- e. The Securities and Exchange Board of India (Employee Stock Option Scheme and Employee Stock Purchase Scheme) Guidelines, 1999;
- e. The Securities and Exchange Board of India (Issue and Listing of Debt Securities) Regulations, 2008;
- f. The Securities and Exchange Board of India (Registrars to an Issue and Share Transfer Agents) Regulations, 1993 regarding the Companies Act and dealing with client;
- g. The Securities and Exchange Board of India (Delisting of Equity Shares) Regulations, 2009; and
- h. The Securities and Exchange Board of India (Buyback of Securities) Regulations, 1998;

VI. We have relied on the representation made by the Company & its' Officers for system & mechanism formed by the Company for the compliances under Income Tax Act, 1961.

2. We have also examined compliance with the applicable clauses of the following:

- i. Secretarial Standards as issued by The Institute of Company Secretaries of India.
- ii. The Listing Agreements entered into by the Company with the Calcutta Stock Exchange Limited and SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 made effective 1st December 2015.
- iii. Other Laws as may be specifically applicable to the Company.

During the period under review the Company has complied with the provisions of the Act, Rules, Regulations, Guidelines, Standards etc. mentioned above subject to the following observations:-



- The requisite Form ADT-1 has been filed with late fee on 28/11/2017 by the Company with the Registrar of Companies as to appointment of Statutory Auditor for the Financial Year 2017-18 to 2021-22.
 - The requisite Form DIR12 has been filed on 27/11/2017 by the Company with the Registrar of Companies as to change in designation of director on 26/09/2017.
 - The requisite Form MGT15 has been filed with late fee on 27/11/2017 by the Company with the Registrar of Companies in respect of the report on AGM & balance sheet for the FY 2016-17.
 - The appointment of Secretarial Auditor for the Financial Year 2017-18 has been made on 03/03/2018.
 - The Company has did not provide the e-voting facility in the Annual General Meeting held on 26th September, 2017 as specified under Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (LODR) in consistency with Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014.
 - The Company did not comply with the compulsory appointment of Whole time Company Secretary. This lapse is still continued and no appointment is made in respect of the above for the financial year 2017-18.
3. We further report that the Company has, in our opinion, complied with the provisions of the Companies Act, 1956 and the Rules made under that Act and the provisions of Companies Act, 2013 as notified by Ministry of Corporate Affairs and the Memorandum and Articles of Association of the Company, with regard to:
- a) maintenance of various statutory registers and documents and making necessary entries therein;
 - b) Closure of the Register of Members.
 - c) forms, returns, documents and resolutions required to be filed with the Registrar of Companies and the Central Government;
 - d) service of documents by the Company on its Members, Auditors and the Registrar of Companies;
 - e) notice of Board meetings and Committee meetings of Directors;
 - f) the meetings of Directors and Committees of Directors including passing of resolutions by circulation;
 - g) the 35th Annual General Meeting held on 26th September 2017;
 - h) minutes of proceedings of General Meetings and of the Board and its Committee meetings;
 - i) approvals of the Members, the Board of Directors, the Committees of Directors and the government authorities, wherever required;
 - j) constitution of the Board of Directors / Committee(s) of Directors, appointment, retirement and reappointment of Directors and Whole-time Directors;
 - k) payment of remuneration to Directors including Whole-time Directors,
 - l) appointment and remuneration of Auditors;
 - m) borrowings and registration, modification and satisfaction of charges wherever applicable;




- n) investment of the Company's funds including investments and loans to others;
- o) form of balance sheet as prescribed under Part I, form of statement of profit and loss as prescribed under Part II and General Instructions for preparation of the same as prescribed in Schedule VI to the Act;
- p) Directors' report;
- q) contracts, common seal, registered office and publication of name of the Company; and
- r) Generally, all other applicable provisions of the Act and the Rules made under the Act.

4. **We further report that:**

- The Board of Directors of the Company is duly constituted with proper balance of Executive Directors, Non-Executive Directors and Independent Directors. The changes in the composition of the Board of Directors that took place during the period under review were carried out in compliance with the provisions of the Act.
- Adequate notice is given to all directors to schedule the Board Meetings, agenda and detailed notes on agenda were sent at least seven days in advance, and a system exists for seeking and obtaining further information and clarifications on the agenda items before the meeting and for meaningful participation at the meeting.
- Majority decision is carried through while the dissenting members' views are captured and recorded as part of the minutes.
- The Company has obtained all necessary approvals under the various provisions of the Act; and
- There was no prosecution initiated and no fines or penalties were imposed during the year under review under the Companies Act, 2013, SEBI Act, SCRA, Depositories Act, Listing Agreement and Rules, Regulations and Guidelines framed under these Acts against / on the Company, its Directors and Officers.

The Directors have complied with the disclosure requirements in respect of their eligibility of appointment, their being independent and compliance with the Code of Business Conduct & Ethics for Directors and Management Personnel;

For S.K. Kabra & Associates
Practising Company Secretaries

Signature : 
M.M. FCS 7580 (Shailesh Kabra)
C.P. No. 8281 Proprietor

Place & Date : KOLKATA - 30/06/2018

SHAILESH KUMAR KABRA
M/s S.K. KABRA & ASSOCIATES
Practising Company Secretaries
Membership No.: FCS 7580
Certificate of Practice No.: 8281

*This report is to be read with our letter of even date which is annexed as Annexure A and forms an integral part of this report.

Annexure "A"


To
The Members
M/s RUNIT INVESTMENTS COMPANY LIMITED
12, GOVT. PLACE EAST,
KOLKATA-700 069

Our report of even date is to be read along with this letter.

1. Maintenance of secretarial record is the responsibility of the management of the company. Our responsibility is to express an opinion on these secretarial records based on our audit.
2. We have followed the audit practices and processes as were appropriate to obtain reasonable assurance about the correctness of the contents of the Secretarial records. The verification was done on test basis to ensure that correct facts are reflected in secretarial records. We believe that the processes and practices, we followed provide a reasonable basis for our opinion.
3. We have not verified the correctness and appropriateness of financial records and Books of Accounts of the company.
4. Where ever required, we have obtained the Management representation about the compliance of laws, rules and regulations and happening of events etc.
5. The compliance of the provisions of Corporate and other applicable laws, rules, regulations, standards is the responsibility of management. Our examination was limited to the verification of procedures on test basis.
6. The Secretarial Audit report is neither an assurance as to the future viability of the company nor of the efficacy or effectiveness with which the management has conducted the affairs of the company.

For S.K. Kabra & Associates
Practising Company Secretaries

Signature


M.N. FCS 7580 (Shailesh Kabra)
C.P. No. 8281 Proprietor

Place

: KOLKATA

Date

: 30/06/2018

SHAILESH KUMAR KABRA
M/s S.K. KABRA & ASSOCIATES
Practising Company Secretaries

Membership No.: FCS 7580
Certificate of Practice No.: 8281