



Date:22.06.2021.

To,  
The Director

**NOTICE**

Notice is hereby given that the Meeting of Board of Directors of M/s. Lee & Nee Softwares (Exports) Limited will be held on Tuesday 29<sup>th</sup> June ,2021 at 3 P.M at 14B, Camac Street, Kolkata - 17 to transact the following business.

- 1) To Confirm minutes of last boardmeeting.
- 2) To grant leave of absence.
- 3) To Confirm and ratify the resolutions passed by circulation, if any.
- 4) To consider and ratify quarter statement of investor compliant (4<sup>th</sup> Quarter) u/r13(3) of LODR, 2015.
- 5) To consider and ratify the report of Corporate Governance for the quarter ended 31<sup>st</sup> March 2021.
- 6) To take note of various committee minutes.
- 7) To consider, approve and take on record the Standalone and Consolidated Financial Statements, Cash Flow Statements, Statement of Change in Equity and Statements of Profit & Loss and Balance Sheet of the Company for the Financial year ended 31<sup>st</sup> March 2021 together with the report of the auditors thereon along with the audited statements of the account of the two subsidiaries companies with auditor reports thereon.
- 8) To consider and approve the Audited Financial Result and Statement of Assets and Liabilities of the Company for the 4<sup>th</sup> quarter and Financial year ended 31<sup>st</sup> March 2021.
- 9) To note Certificate from CFO/MD as required u/r 17(8) of LODR
- 10) To consider and ratify certificate u/r 40(9) of LODR Shareholding Pattern Report for the 4<sup>th</sup> quarter ended 31<sup>st</sup> March 2021.
- 11) To consider and appoint practicing Company Secretary for the Secretarial Audit.
- 12) To take note of declaration under section 149(6) of Company Act, 2013 by Independent Director.
- 13) To take note and consider the disclosure of Notice of Interest (Form MBP 1) under section 184 of Companies Act, 2013 by Directors.

- 14) To consider and approve a code of conduct of all Board Members and senior Management Level.
- 15) To review the Compliance of Applicable laws on the entity specially IND-AS.
- 16) To review & consider the plans for orderly succession for appointment to the Board of Directors, Senior Management & satisfaction thereof.
- 17) To consider & discuss the minimum information required pursuant to clause 17(7) of LODR Regulations 2015.
- 18) To review the risk assessment & minimization procedures.
- 19) To consider minutes of the two subsidiary companies.
- 20) To discuss any other business with the permission of the chair.

In this connection, as per Company's Code of Conduct for prevention of Insider Trading, the Trading Window for dealing in the securities of the Company has already been closed w.e.f. 1st April, 2021 and shall remain closed for all Directors/officers/Designated Employees of the company which shall be opened 48 hours after the declaration of Audited Financial Results (Standalone & Consolidated) for the quarter and Financial year ended 31<sup>st</sup> March, 2021.

Thanking You,

Yours Truly,

For Lee & Nee Softwares (Exports) Limited

LEE & NEE SOFTWARES (EXPORTS) LTD

*Arpita Gupta*  
Director

Arpita Gupta  
(Director)