



Date: 19.05.2022

To,
The Director,

NOTICE

Notice is here by given that the Meeting of Board of Directors of M/s. Lee & Nee Softwares (Exports) Limited will be held on Thursday, **26th May 2022 at 3:00 P.M** at 14B, Camac Street, Kolkata - 17 to transact the following businesses:

- 1) To confirm minutes of last board meeting.

The Minutes of the last Board Meeting was read and confirm unanimously.

- 2) To grant leave of absence.

All Directors were present.

- 3) To confirm and ratify the resolutions passed by circulation, if any.

The resolutions passed by circulation dated 03.12.21, 19.04.22 and 13.05.22 which is to be confirmed and ratified by the board.

- 4) To consider and ratify quarterly statement of investor's complaint (4th Quarter) u/r13(3) of LODR, 2015.

To consider information about complaints from any investor (if any) from the Report of R & T agents M/s Maheshwari Datamatics (P) Ltd

- 5) To consider and ratify the report of Corporate Governance for the quarter ended 31st March 2022.

The Board to consider the Corporate Governance report u/r 27(2) of SEBI LODR, 2015

- 6) To take note of various committee minutes.

The Minutes of the Audit committee, Nomination & remuneration Committee and Stakeholder Relationship Committee meetings to be produced and the same needs to be perused by the board and taken on record.

- 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 including Other Comprehensive Income and Balance Sheet of the Company for the Financial year ended 31st March 2022 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 standalone and consolidated Financial Results and Statement of Assets and Liabilities of the Company for the 4th quarter and Financial year ended 31st March 2022.
- 9) To consider and approve all significant transactions, arrangements and financial statements of the two unlisted subsidiary companies.
- 10) To consider and take on record Certificate from CFO/MD as required u/r 17(8) of LODR.

The certificate to be produced by the CFO and the same will be approved

- 11) To consider and ratify certificate u/r 40(9) of LODR Shareholding Pattern Report for the 4th quarter ended 31st March 2022.

Certificate U/R 40(9) of LODR, Shareholding Pattern and Corporate Governance report to be confirmed and ratified by Board.

- 12) To consider and appoint practicing Company Secretary for the Secretarial Audit.

To obtain secretarial audit report from a practicing company secretary ,Mrs. Rasna Goyal who possesses the required qualifications will be proposed to be appointed to carry out the secretarial audit and will be authorized to check and sign MGT-14

- 13) To take note of declaration under section 149(6) of Company Act, 2013 by Independent Director.

The declaration from Independent Director in accordance with section 149(6) of the Companies Act, 2013 to be confirmed.

- 14) To take note and consider the disclosure of Notice of Interest (Form MBP 1) under section 184 of Companies Act, 2013 by Directors.

The general notice of disclosure of interest or concern in form MBP-1 received from all Directors of the Company, to be placed before the meeting and the same to be taking on record.

- 15) To consider and approve a code of conduct of all Board Members and senior Management Level.

To check and confirm to compliance with code of conduct of all board members.

- 16) To review the Compliance of Applicable laws on the entity specially IND-AS.

To discuss compliance with applicable laws including IND AS on the entity

- 17) To review & consider the plans for orderly succession for appointment to the Board of Directors, Senior Management & satisfaction thereof.

The plan for succession of further Board Members and Senior Management Personnel to be produced and the same to be consider by the Board

- 18) To consider & discuss the minimum information required pursuant to clause 17(7) of LODR Regulations 2015.

The Board to consider requirements of 17(7) of LODR Regulations 2015.

- 19) To review the risk assessment & minimization procedures.

- 20) To consider minutes of the two subsidiary companies.

To consider and discuss about the Minutes of the two subsidiary companies.

- 21) To discuss any other business with the permission of the chair.

- To Authorize anyone of the directors to comply with the requirements of the statutory annual filing with relevant authorities
- Mrs Pritika Gupta to be proposed to Draft ,circulate and to get the minutes signed by the chairperson.
- To consider and approve to write off the sundry balances.

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, 2022 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 31st March, 2022.

Thanking You,

Yours Truly,
For Lee & Nee Softwares (Exports) Limited

Lee & Nee Softwares (Exports) Ltd.

Arpita Gupta
(Director)

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Director