

PARAS PETROFILS LIMITED

Address: 1stFloor Dhamanwala Complex, Opp. Apple Hospital, Khatodara Road, Udhana,
Surat, Gujarat-395002, CIN: L17110GJ1991PLC015254
Email-id: finance@paraspetrofiles.com
Ph.: +91-9825568096; Website: www.paraspetrofiles.in

FAIR SUMMARY OF PROCEEDINGS OF THE 31st ANNUAL GENERAL MEETING OF MEMBERS OF THE COMPANY

Directors and KMP Present:

The following Directors were present at the 31st Annual General Meeting through Video Conferencing (VC) / Other Audio-Visual Means (OAVM)

Name of the Director/KMP	Category / Designation
Deepak Kishorchandra Vaidya	Whole-time Director and Chief Financial Officer
Harikishan Chunilal Panpaliya	Non Executive & Independent Director
Mr. Kailashdan Charan	Director
Shalu Ramesh Sarraf	Company Secretary & Compliance Officer

In attendance

Mr. Pringle A. Jhaveri, Representative of M/s. R M R & Co., Chartered Accountants (Statutory Auditor), Mr. Shreyansh Jain, Representative of M/s. M.D. Baid & Associates (Secretarial Auditor and Scrutinizer).

Total Shareholders present: 45

The meeting was scheduled and commenced at 12:30 p.m. IST.

Company Secretary welcomed the Shareholders to the 31st Annual General Meeting (“AGM”) of the Company held on Friday, 30th of September, 2022 at 12:30 p.m. IST at deemed venue situated at registered office through video conferencing (‘VC’)/Other Audio Visual Means (‘OAVM’) facility and introduced the Directors and other invitees present in the meeting to the Shareholders.

Company Secretary confirmed that the requisite quorum was present and requested Mr. Deepak Vaidya who chaired the meeting in absence of the chairman of the company.

Mr. Deepak Vaidya chaired and called the meeting to be in order. Before proceeding with the businesses contained in the Notice of the AGM dated 07th September, 2022 (AGM Notice), Mr. Deepak Vaidya greeted the Shareholders and addressed them.

Thereafter he introduced his colleagues who were present in the meeting.

Thereafter he informed that as the AGM Notice and the Annual Report was already circulated to all the Shareholders, AGM Notice convening the meeting, Board’s Report and Auditor’s Report were taken as read.

Shareholders were informed that:

Auditor’s Report for the Standalone statements of the Company for the financial year ended March 31, 2022 does not contain any qualification, observations or adverse comments.

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Requisite Statutory Registers and other documents referred to in the AGM Notice were available for inspection electronically by the Shareholders. Member seeking to inspect any such document can send their request to finance@paraspetrofils.com. He also informed that the Company had provided to its members the facility to cast their vote electronically, on all resolutions set forth in the Notice. He stated that the company has provided e-voting facility from September 27, 2022, 9:00 AM to September 29, 2022, 5:00 PM to the members entitled to cast their votes at the 31st AGM and members who were present at the meeting & had not cast their votes electronically were provided a chance to cast their votes during the continuance of meeting electronically. He also apprised the members that notice of the general meeting was duly dispatched to all the members eligible as on September 23, 2022 "cut-off date".

He further apprised that the Board of Directors had appointed M/s. M.D. Baid & Associates, Company Secretaries, as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.

Before starting the e-voting process, the Chairman invited the members for their queries/comments/suggestions or clarification, if any on the agenda items as set out in the notice of 31st AGM. There been no queries from the members.

The Chairman then requested the Company Secretary to take over the proceedings of the meeting.

The Company Secretary then read the summary of the resolutions set out in the agenda Item No.1 to 3 of the Notice of the 31st Annual General Meeting dated 30th September, 2022 as follows:

Ordinary Business:

1. Adoption of the audited standalone financial statements of the company for the financial year ended 31st March, 2022, together with the reports of the Board of Directors and the Auditors thereon.
2. Re-appointment of Mr. Deepak Kishorchandra Vaidya (DIN: 08201304), who retires by rotation in terms of section 152(6) of the Companies Act, 2013.
3. Re-appointment of M/s. R M R & Co., Chartered Accountants as Statutory Auditors of the Company from the conclusion of this Annual General Meeting till the conclusion of Thirty Sixth Annual General Meeting of the company to be held in calendar year 2027.

All the resolutions (No.1 to No .3) as given in Notice of the 31st AGM passed by the members as Ordinary Resolution with requisite majority were duly recorded as a part of the proceedings of the meeting.

With the permission of the Chairman of the meeting, the Company Secretary further informed that the e-voting facility has been provided would remain open for the next 30 minutes to enable the

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shareholders, who are present at the meeting and had not cast their votes through remote e-voting, to cast their votes electronically.

She informed further that the results of the voting shall be declared within the prescribed time and the consolidated scrutinizer's report along with the voting results shall also be disseminated on website of BSE Ltd. NSE & CSE and on website of the company as well as at registered office of the company.

The Company Secretary then thanked all the shareholders / Directors / Auditors / Scrutinizer, who have joined the 31st Annual General Meeting through video conferencing facility/other audio-visual means.

The 31st Annual General Meeting was concluded at 12:48 p.m. IST

Thanking You

For Paras Petrofils Limited

Shalu Sarraf

Company Secretary & Compliance Officer

M. No. A63225