MINUTES OF THE MEETING

NAME OF THE COMPANY	:	**DR. N.R.K. BIO-TECH PRIVATE LIMITED**
TYPE OF THE MEETING	:	**BOARD MEETING**
PLACE OF MEETING	:	**H.No.8-2-268/1/A/1/B&C, 2nd Floor, Tulasi Homes Aurora Colony, Road No.3, Banjara Hills, Hyderabad Telangana 500034 India**
MEETING NUMBER	:	**1/ 2020-21**
DATE OF THE MEETING	:	**04.04.2020**
TIME OF COMMENCEMENT	:	**11:00 AM**
TIME OF CONCLUSION	:	**12:00PM**

DIRECTORS PHYSICALLY PRESENT:

Name Of The Director	Position	Participation in Agenda items
Mr. Naga Govardhan Kumar Janapati	Director	All Items
Mr. Ramesh Kumar Raju Vatsavayi	Director	All Items
Mr. Adivi Leela Nagaraju	Director	All Items

DIRECTORS PARTICIPATED THROUGH VIDEO CONFERENCE: NIL

EXTERNAL INVITESS: NIL

1. **Chairman of the Meeting:**

The Quorum for the meeting being present, Mr.Naga Govardhan Kumar Janapati who was elected as the Chairman of the meeting commenced the proceedings of the meeting.

2. **To Grant Leave of Absence:**

All the Directors were present

Govardhan Kumar J'n

CHAIRMAN'S INITIALS

3. **To Confirm the Minutes of the previous Board Meeting:**

The minutes of the previous meeting of the Board of Directors were circulated among the Board Members, were read, confirmed and taken note of by the Directors present.

4. **To review General Business Operations of the Company:**

The Chairman proposed review of General Business operations of the company. The Board reviewed the operations and the following resolution was passed unanimously:

"**RESOLVED THAT** the General Business Operations of the company have been undertaken as a whole and Board expressed satisfaction in conducting the operations of the company."

"**RESOLVED FURTHERTHAT** the Board has focused on the future business that is to be carried out."

5. **To Take Note of Disclosure of Interest:**

Chairman informed the Board that pursuant to Section 184(1) of the Companies Act, 2013, it is necessary for the board members to disclose their concern or interest, in any Company or companies or bodies corporate, firms, or other association of individuals which shall include the shareholding, in form MBP-1 at the first Board Meeting in every financial year.

The notice of disclosure of interest in prescribed form MBP-1 as received from all Directors was placed before the meeting. The Board discussed the matter and passed the following resolution:

"**RESOLVED THAT** Pursuant to Section 184 (1) of the Companies Act, 2013 read with Rule 9 (1) of the Companies (Meetings of Board and its Powers) Rules, 2014, and other applicable provisions of Companies Act, 2013, the general notice of disclosure of interest or concern in Form MBP-1 received from all Directors of the Company, as placed before the meeting, be and are hereby noted and taken on record by the Board"

Govardhan Kumar J.N.

CHAIRMAN'S INITIALS

6. **To Take Note of The Status of Directors of The Company Under Section164 (2):**

The Board was informed about the receipt of declarations from all the Directors in Form DIR-8 as required under the provisions of Section 164 of the Companies Act, 2013, confirming that they have not been disqualified from being appointed as Directors of the Company as on 31stMarch, 2020. The said declarations were presented before the Board. The Board unanimously passed the following resolution to record & confirmed the receipt of the above declaration:

"**RESOLVED THAT** pursuant to the provisions of Section 164 of the Companies Act 2013, the declarations in Form DIR-8 received from all the Directors of the Company, confirming that they have not been disqualified from being appointed as Directors of the Company as on 31stMarch, 2020, as placed before the Board, be and is hereby noted and taken on record."

7. **To Creation of Charge:**

The Chairman informed that the company require the funds to meet working capital requirements So, some amount being raised to meet the same requirements by loan and for the same charge on the respective property is to be made.

"**RESOLVED THAT**Directors of the company be and are hereby authorised severally to create a first pari passu charge over the property of the company situated at Plot 11, Survey No. 230-243, Shapoorji Pallonji Biotech Park Street, TurkapallyShameerpet, Rangareddy. Telangana, 500078, India in favor of the bank VARDHAMAN (MAHILA) CO-OP URBAN BANK LIMITED, 3rd Floor, Nishant House,8-2-351/N/1, Banjara Hills, Road No. 2,Hyderabad, Telangana, 500034, India to secure the amount of loan of Rs. 4,500,000 as sanctioned by above said bank as working capital requirement.

Resolved Further that Directors of the company be are hereby authorised severely to sign, file thenecessary documents in order to creation of charge for the respective loan.

8. **Vote of Thanks:**

There being no other business to transact, the meeting concluded with vote of thanks to the Chair.

Signature : Govardhan Kumar J.N.

Chairman : Mr. Naga Govardhan Kumar Janapati

Date : 05.04.2020

Place : Hyderabad

Govardhan Kumar J.N

CHAIRMAN'S INITIALS

CHAIRMAN'S INITIALS

MINUTES BOOK

MINUTES OF THE MEETING

NAME OF THE COMPANY	:	**DR. N.R.K. BIO-TECH PRIVATE LIMITED**
TYPE OF THE MEETING	:	**BOARD MEETING**
PLACE OF MEETING	:	**H.No.8-2-268/1/A/1/B&C, 2nd Floor, Tulasi Homes Aurora Colony, Road No.3, Banjara Hills, Hyderabad Telangana 500034 India**
MEETING NUMBER	:	**2/ 2020-21**
DATE OF THE MEETING	:	**01.07.2020**
TIME OF COMMENCEMENT	:	**11:00 AM**
TIME OF CONCLUSION	:	**12:00PM**

DIRECTORS PHYSICALLY PRESENT:

Name Of The Director	Position	Participation in Agenda items
Mr. Naga Govardhan Kumar Janapati	Director	All Items
Mr. Ramesh Kumar Raju Vatsavayi	Director	All Items
Mr. Adivi Leela Nagaraju	Director	All Items

DIRECTORS PARTICIPATED THROUGH VIDEO CONFERENCE: NIL

EXTERNAL INVITESS: NIL

1. **Chairman of the Meeting:**

   The Quorum for the meeting being present, Mr.Naga Govardhan Kumar Janapatiwho was elected as the Chairman of the meeting commenced the proceedings of the meeting.

2. **To Grant Leave of Absence:**

   All the Directors were present

Govardhan Kumar J.N

CHAIRMAN'S INITIALS

3. **To Confirm the Minutes of the previous Board Meeting:**

The minutes of the previous meeting of the Board of Directors were circulated among the Board Members, were read, confirmed and taken note of by the Directors present.

4. **To review General Business Operations of the Company:**

The Chairman proposed review of General Business operations of the company. The Board reviewed the operations and the following resolution was passed unanimously:

"**RESOLVED THAT** the General Business Operations of the company have been undertaken as a whole and Board expressed satisfaction in conducting the operations of the company."

"**RESOLVED FURTHERTHAT** the Board has focused on the future business that is to be carried out."

5. **Vote of Thanks:**

There being no other business to transact, the meeting concluded with vote of thanks to the Chair.

Signature : Govardhan Kumar J N

Chairman : Mr. Naga Govardhan Kumar Janapati

Date : 05.07.2020

Place : Hyderabad

MINUTES OF THE MEETING

NAME OF THE COMPANY	:	**DR. N.R.K. BIO-TECH PRIVATE LIMITED**
TYPE OF THE MEETING	:	**BOARD MEETING**
PLACE OF MEETING	:	**H.No.8-2-268/1/A/1/B&C, 2nd Floor, Tulasi Homes Aurora Colony, Road No.3, Banjara Hills, Hyderabad Telangana 500034 India**
MEETING NUMBER	:	**3/ 2020-21**
DATE OF THE MEETING	:	**30.09.2020**
TIME OF COMMENCEMENT	:	**11:00 AM**
TIME OF CONCLUSION	:	**12:00PM**

DIRECTORS PHYSICALLY PRESENT:

Name Of The Director	Position	Participation in Agenda items
Mr. Naga Govardhan Kumar Janapati	Director	All Items
Mr. Ramesh Kumar Raju Vatsavayi	Director	All Items
Mr. Adivi Leela Nagaraju	Director	All Items

DIRECTORS PARTICIPATED THROUGH VIDEO CONFERENCE: NIL

EXTERNAL INVITESS: NIL

1. **Chairman of the Meeting:**

The Quorum for the meeting being present, Mr.Naga Govardhan Kumar Janapatiwho was elected as the Chairman of the meeting commenced the proceedings of the meeting.

2. **To Grant Leave of Absence:**

All the Directors were present

Govardhan Kumar J.N

CHAIRMAN'S INITIALS

3. **To Confirm the Minutes of the previous Board Meeting:**

The minutes of the previous meeting of the Board of Directors were circulated among the Board Members, were read, confirmed and taken note of by the Directors present.

4. **To review General Business Operations of the Company:**

The Chairman proposed review of General Business operations of the company. The Board reviewed the operations and the following resolution was passed unanimously:

"**RESOLVED THAT** the General Business Operations of the company have been undertaken as a whole and Board expressed satisfaction in conducting the operations of the company."

"**RESOLVED FURTHERTHAT** the Board has focused on the future business that is to be carried out."

5. **Vote of Thanks:**

There being no other business to transact, the meeting concluded with vote of thanks to the Chair.

Signature : Govardhan Kum J.N

Chairman : Mr. Naga Govardhan Kumar Janapati

Date : 01.10.2020

Place : Hyderabad

CHAIRMAN'S INITIALS

MINUTES OF THE MEETING

NAME OF THE COMPANY	:	**DR. N.R.K. BIO-TECH PRIVATE LIMITED**
TYPE OF THE MEETING	:	**BOARD MEETING**
PLACE OF MEETING	:	**H.No.8-2-268/1/A/1/B&C, 2nd Floor, Tulasi Homes Aurora Colony, Road No.3, Banjara Hills, Hyderabad Telangana 500034 India**
MEETING NUMBER	:	**4/ 2020-21**
DATE OF THE MEETING	:	**03.12.2020**
TIME OF COMMENCEMENT	:	**11:00 AM**
TIME OF CONCLUSION	:	**12:00PM**

DIRECTORS PHYSICALLY PRESENT:

Name Of The Director	Position	Participation in Agenda items
Mr. Naga Govardhan Kumar Janapati	Director	All Items
Mr. Ramesh Kumar Raju Vatsavayi	Director	All Items
Mr. Adivi Leela Nagaraju	Director	All Items

DIRECTORS PARTICIPATED THROUGH VIDEO CONFERENCE: NIL

EXTERNAL INVITESS: NIL

1. **Chairman of the Meeting:**

The Quorum for the meeting being present, Mr.Naga Govardhan Kumar Janapatiwho was elected as the Chairman of the meeting commenced the proceedings of the meeting.

2. **To Grant Leave of Absence:**

All the Directors were present

Govardhan Kumar J.N

3. **To Confirm the Minutes of the previous Board Meeting:**

The minutes of the previous meeting of the Board of Directors were circulated among the Board Members, were read, confirmed and taken note of by the Directors present.

4. **To review General Business Operations of the Company:**

The Chairman proposed review of General Business operations of the company. The Board reviewed the operations and the following resolution was passed unanimously:

"**RESOLVED THAT** the General Business Operations of the company have been undertaken as a whole and Board expressed satisfaction in conducting the operations of the company."

"**RESOLVED FURTHERTHAT** the Board has focused on the future business that is to be carried out."

5. **To Approve Annual Accounts:**

Mr. Naga Govardhan Kumar Janapati, Chairman placed before the Board copies of the draft Profit and Loss Account for the year ended 31st March 2020 and Balance Sheet as on that date. After some discussion the following resolutions were passed:

"**RESOLVED THAT** the Balance Sheet as at 31st March, 2020 from the date 01.04.2019 to 31.03.2020 be and are hereby approved and the same be submitted to Auditors for their report."

"**RESOLVED FURTHER THAT** Directors of the Company be and are hereby severally authorised to sign the said financial statements for and on behalf of the Board."

6. **Approval of Directors Report.**

As per the provisions of section 134 (3) of the Companies Act, 2013 the Board is required to attach to the financial statement laid before a company in general meeting, a report by its Board of Directors called "**Board's report**" along with relevant enclosures, Accordingly the draft "**Board's report**" was placed before the Board for consideration. The Board after due discussions approved the same and passed the following resolution.

Govardhan Kumar J.N.

CHAIRMAN'S INITIALS

"**RESOLVEDTHAT** the draft of "**Board's report**" for the year ended 31st March, 2020 as placed before the meeting, duly initialed by the chairman for the purpose of identification, be and is hereby approved Directors of the Company be and are hereby authorized to sign the report on behalf the Board of Directors, the same be attached to Financial statements and to be laid before a company in Annual general meeting."

7. **To Consider the Audit Report:**

The Audit report on the Financial Statements for the year ended 31.03.2020, tendered by **Pavan & Associates, Chartered Accountants, Hyderabad (Firm's Regn.No: 012132S)**,was placed before the Board for consideration. The Board after due discussions considered the same and passed the following resolution.

"**RESOLVED THAT** the Auditors report for the year ended 31.03.2020 be and is hereby considered and adopted, and shall be attached to financial statements."

8. **Authorization to sign the Annual Return Under Section 92(1) of the Companies Act, 2013:**

The chairman informed the board that as per the provisions of section **92(4) of the Companies Act, 2013**every company has to file the Annual Return in the format as prescribed in MGT-7 within 60 days of holding its Annual General Meeting to the Registrar of Companies and further pursuant to section 92(1) of the Companies Act, 2013, the Annual Return shall be signed by director of the company.

And hence in this regard, after due discussions the board passed the following Resolution:

"**RESOLVED THAT** pursuant to the provisions of Section 92(1) of the Companies Act, 2013,Directors of the Company be and are hereby authorised to sign and file the Annual Return in E-form MGT-7."

"**RESOLVED FURTHER THAT** Directors of the company be and are hereby authorized to file the necessary Forms with the Registrar of the Companies."

Govardhan Kumar Jain

9. **Authorization to File the Statutory Forms:**

The chairman informed to the board that the company needs to file all statutory returns like financial statement, Annual Return with the Registrar of Companies, Hyderabad under the Companies Act, 2013. Further informed that, a director has to be authorized to sign the said returns in E-Forms.

And hence in this regard, after due discussions the board passed the following Resolution:

"**RESOLVEDTHAT**Directors of the companyare hereby severally authorized to digitally sign and file all the statutory returns for this year in e-Forms with the Registrar of Companies, Hyderabad.."

10. **To fix the Time, Day, Date and Place of 15th Annual General Meeting:**

After due deliberations the Board has unanimously finalized that the 31st December, 2020 to be the date of the 15th Annual General Meeting. Thereafter, the following resolution was passed:

"**RESOLVED THAT** pursuant to Section 96 and other applicable provisions, if any, of the Companies Act, 2013, the 15th Annual General Meeting of the Members of the Company be convened on Monday, the 31st December, 2020, at 11.00 A.M. at the Registered Office of the Company."

11. **To Approve the Notice of Annual General Meeting:**

The Chairman informed the Board that the Annual General Meeting [AGM] of the Company is proposed to be held on 31st December, 2020. He then produced the draft copy of the notice of AGM for the due consideration and approval of the Members of the Board. After due discussions the following resolutions were passed:

Govardhan Kumar J.N

"**RESOLVED THAT**, the Draft Notice of the AGM be and is here by approved, and a copy of the same is initialed by the Chairman as a token of approval on behalf of the Board."

"**FURTHER RESOLVED THAT** Directors be and are hereby authorized to sign and circulate the Notice of the AGM to all the Members and other interested parties."

12. <u>Vote of Thanks:</u>

There being no other business to transact, the meeting concluded with vote of thanks to the Chair.

Signature : Govardhan Kumar J.N

Chairman : Mr. Naga Govardhan Kumar Janapati

Date : 05.12.2020

Place : Hyderabad

MINUTES BOOK

CHAIRMAN'S INITIALS

MINUTES OF THE MEETING

NAME OF THE COMPANY	:	**DR. N.R.K. BIO-TECH PRIVATE LIMITED**
TYPE OF THE MEETING	:	**BOARD MEETING**
PLACE OF MEETING	:	**H.No.8-2-268/1/A/1/B&C, 2nd Floor, Tulasi Homes Aurora Colony, Road No.3, Banjara Hills, Hyderabad Telangana 500034 India**
MEETING NUMBER	:	**5 / 2020-21**
DATE OF THE MEETING	:	**02.03.2021**
TIME OF COMMENCEMENT	:	**11:00 AM**
TIME OF CONCLUSION	:	**12:00PM**

DIRECTORS PHYSICALLY PRESENT:

Name Of The Director	**Position**	**Participation in Agenda items**
Mr. Naga Govardhan Kumar Janapati	Director	All Items
Mr. Ramesh Kumar Raju Vatsavayi	Director	All Items
Mr. Adivi Leela Nagaraju	Director	All Items

DIRECTORS PARTICIPATED THROUGH VIDEO CONFERENCE: NIL

EXTERNAL INVITESS: NIL

1. **Chairman of the Meeting:**

   The Quorum for the meeting being present, Mr.Naga Govardhan Kumar Janapatiwho was elected as the Chairman of the meeting commenced the proceedings of the meeting.

2. **To Grant Leave of Absence:**

   All the Directors were present

Govardhan Kumar J.N

CHAIRMAN'S INITIALS

3. **To Confirm the Minutes of the previous Board Meeting:**

The minutes of the previous meeting of the Board of Directors were circulated among the Board Members, were read, confirmed and taken note of by the Directors present.

4. **To review General Business Operations of the Company:**

The Chairman proposed review of General Business operations of the company. The Board reviewed the operations and the following resolution was passed unanimously:

"**RESOLVED THAT** the General Business Operations of the company have been undertaken as a whole and Board expressed satisfaction in conducting the operations of the company."

"**RESOLVED FURTHERTHAT** the Board has focused on the future business that is to be carried out."

5. **FIXATION OF REMUNERATION TO STATUTORY AUDITORS.**

The Chairman informed the Board that the members in the Annual General Meeting authorized the board to fix the remuneration payable to Statutory Auditors for the year 2020-21 and accordingly he requested the Board to fix the same.

After discussion, the following resolution was passed:

"**RESOLVED THAT** the Company be and is hereby authorised to pay a sum of Rs. 11,800 (Rupees Eleven Thousand Eight Hundred Only)/- towards audit fees to the Statutory Auditors **PAVAN & ASSOCIATES, Chartered Accountants**, Hyderabad for the year ended 2020-21."

6. **Vote of Thanks:**

There being no other business to transact, the meeting concluded with vote of thanks to the Chair.

Signature : Govardhan Kumar J.N

Chairman : Mr. Naga Govardhan Kumar Janapati

Date : 05.03.2021

Place : Hyderabad

CHAIRMAN'S INITIALS

MINUTES BOOK

MINUTES OF THE MEETING

NAME OF THE COMPANY	:	**DR. N.R.K. BIO-TECH PRIVATE LIMITED**
TYPE OF THE MEETING	:	**ANNUAL GENERAL MEETING**
PLACE OF MEETING	:	**H.NO.8-2-268/1/A/1/B&C, 2nd FLOOR, TULASI HOMES AURORA COLONY, ROAD NO.3, BANJARA HILLS, HYDERABAD, TELANGANA, 500034 INDIA.**
DATE / DAY OF THE MEETING	:	**31.12.2020 / THURSDAY**
TIME OF COMMENCEMENT	:	**11:00 AM**
TIME OF CONCLUSION	:	**12:00 PM**

MEMBERS PHYSICALLY PRESENT (INCLUDING REPRESENTATIVES):

1. Mr. Naga Govardhan Kumar Janapati
2. Mr. V Ramesh Kumar Raiu

DIRECTORS PRESENT

1. Mr. Naga Govardhan Kumar Janapati
2. Mr. Ramesh Kumar Raju Vatsavayi
3. Mr. Adavi Leela Nagaraju

CHAIRMAN

Ms. Naga Govardhan Kumar Janapati was elected as Chairman of the Meeting. On ascertaining the requisite quorum for the Meeting, the Chairman commenced the proceedings.

The Chairman informed the members that the Register of Directors Shareholding pursuant to Section 170 of the Companies Act, 2013 was open for inspection.

With the permission of the Members, the notice of the Meeting, already circulated to the members, was taken as read. The Chairman welcomed the members to the Ninth Annual General Meeting.

In consultation with the members, the statutory Auditors of the Company were exempted from attending the AGM.

Govardhan Kumar J.N.

CHAIRMAN'S INITIALS

ORDINARY BUSINESS:

1. **Adoption of Annual Accounts for the Financial Year Ending on 31.03.2020:**

The Chairman of the Meeting read the Auditors' Report. After the Auditors' Report was read, the Members considered the Audited Profit and Loss account for the period ended 31st March, 2020 and the Audited Balance Sheet as on that date and the Auditors Report thereon and the Directors' Report attached thereto including the annexure annexed thereto.

Subsequently, the Chairman welcomed the queries from the Members on the Financial Statements, Director's Report and Auditor's Report. The Chairman clarified the queries asked by the Members.

After due deliberations, the following Ordinary resolution was passed unanimously.

"**RESOLVED THAT** the Audited Profit and Loss account for the period ended 31st March, 2020 and the Audited Balance Sheet as on that date along with Directors and Auditors report be and are hereby considered, adopted and approved."

2. **Vote of Thanks**

There being no other business to transact, the meeting concluded with vote of thanks to the Members and the Chair.

Signature : Govardhan Kumar J N

Chairman : Mr. Naga Govardhan Kumar Janapati

Date : 31.12.2020

Place : Hyderabad

CHAIRMAN'S INITIALS