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28th September, 2020

To,
Listing Department,
National Stock Exchange of India Limited,
Exchange Plaza, Bandra Kurla Complex,
Bandra (East),
Mumbai-400 051
Fax No.: 022-26598237/38

Subject: Proceedings of 38th Annual General Meeting held on 28th September, 2020

Ref: NSE Symbol: MITCON; Series: SM

In compliance with the Regulation 30, Part-A of Schedule III of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we submit herewith proceedings of 38th Annual General Meeting held on 28th September, 2020.

This is for your information and records, please.

Thanking you,

Yours faithfully,

**For MITCON Consultancy &
Engineering Services Limited**

**Ankita Agarwal
Company Secretary
Mem. No. A49634**

Encl: A/a



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PROCEEDINGS OF THE 38TH ANNUAL GENERAL MEETING OF MITCON CONSULTANCY & ENGINEERING SERVICES LIMITED HELD ON 28TH SEPTEMBER, 2020 AT 12:00 NOON

The 38th Annual General Meeting (AGM) of the Members of MITCON Consultancy & Engineering Services Limited was held on Monday, 28th September, 2020, through Video Conferencing (“VC”)/ Other Audio Visual Means (“OAVM”).

Directors and KMP’s Present: through Video Conferencing (“VC”)

Dr. Pradeep Bavadekar	Managing Director
Mrs. Archana Lakhe	Non-Executive Independent Director
Mr. Anand Chalwade	Non-Executive Non Independent Director
Mr. Ajay Agarwal	Non-Executive Non Independent Director
Mr. Sanjay Phadke	Non-Executive Independent Directors
Mr. Ram Mapari	Chief Financial Officer
Ms. Ankita Agarwal	Company Secretary

Members Attendance:

8 Members attended the meeting through Video Conferencing (“VC”)/ Other Audio Visual Means (“OAVM”).

Dr. Pradeep Bavadekar chaired the Meeting. The Chairperson welcomed the Members present to the AGM. Then the Chairperson introduced the Directors and KMP’s of the Company.

The Chairperson after ascertaining that the requisite quorum for the meeting as required under Section 103 of the Companies Act, 2013.

The Chairperson welcomed the Members and other attendees for the meeting. He briefed the Members regarding the arrangements made for the meeting. Chairperson informed that the Company had enabled the Members to participate in the 38th AGM through the VC facility provided by NSDL. It was further informed that the Members were provided with the facility to exercise their right to vote by electronic means, through remote e-voting and e-voting at the AGM in accordance with the provisions of the Companies Act, 2013 and SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015. The remote e-voting facility was kept



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open for a period of four days from 24th September, 2020 (09:00 a.m.) to 27th September, 2020 (05:00 p.m.). Members who have joined the meeting through VC and who had not cast their vote through remote e-voting, were provided the option to vote through e-voting facility made available at the AGM.

The Chairperson then commenced his speech and gave an overview of the operations and the financial performance of the Company during FY 2020 and also the impact of Covid 19 pandemic on Indian economy and also the challenges and opportunities for the Insurance Sector in India.

The Notice convening the Meeting, Report of Board of Directors & Auditors, Audited Financial Statements for the Financial Year 2019-20 as sent to the members was taken as read. It was also informed that there were no qualifications in the Statutory Auditors' Report.

Thereafter, Chairperson invited speaker shareholders, who had done prior registrations, to speak and ask questions, if any.

Clarifications were provided by the Chairperson and to the queries raised by the Members, immediately after the Question & Answers session.

It was also informed that Makarand M. Joshi & Company, Company Secretaries was appointed as the Scrutinizer for conducting voting and remote e-voting process in a fair and transparent manner.

In order to enable the members present at the meeting through Video Conferencing ("VC")/ Other Audio Visual Means ("OAVM") to vote, voting process by way of poll was conducted in respect of all the businesses contained in the Notice, for the members who had not cast their vote electronically.

After that, the following items of business, as per the notice of AGM dated 28th September, 2020, were considered at the meeting.

1. To receive, consider and adopt the Audited Standalone and Consolidated Financial Statement as on 31st March, 2020 and the Reports of the Board of Directors and the Auditors thereon.



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2. Declaration of Dividend for the financial year ended 31st March, 2020.
3. To appoint a Director in place of Mr. Anand Chalwade (DIN: 02008372), who retires by rotation and being eligible, offers himself for re-appointment
4. Ratification of appointment of Statutory Auditor.
6. Appointment of Mrs. Archana Lakhe as an Independent Woman Director.

The Members were requested to cast their votes electronically as per the instructions given in the Notice.

It was informed to the members that the consolidated result of the e-voting and Electronic Voting would be declared on receipt of the scrutinizer's report within two working days of conclusion of AGM and shall be placed on the Company's website and will be sent to the stock exchange.

As there was no other business to be transacted, the meeting was declared as concluded around at 12.11 p.m. Dr. Pradeep Bavadekar, Managing Director thanked all the members present for the meeting.

This is for your information and records, please.

Thanking you,

Yours faithfully,

For MITCON CONSULTANCY & ENGINEERING SERVICES LIMITED

Ankita Agarwal
Company Secretary
M. No. A49634