

**FORM NO. MR-3**

**SECRETARIAL AUDIT REPORT**

**FOR THE FINANCIAL YEAR ENDED ON 31<sup>ST</sup> March, 2016**

[Pursuant to section 204(1) of the Companies Act 2013 and rule no. 9 of the Companies  
(Appointment and Remuneration of Managerial Personnel) | Rules, 2014]

To,  
The Members,  
Zenith Exports Limited

I have conducted the Secretarial Audit of the compliance of applicable statutory provisions and the adherence to good corporate practices by M/s Zenith Exports Limited (hereinafter called "The Company"). Secretarial Audit was conducted in a manner that provided me a reasonable basis for evaluating the corporate conducts/statutory compliances and expressing my opinion thereon.

The Company's Management is responsible for preparation and maintenance of secretarial records and for devising proper systems to ensure compliance with the provisions of applicable Laws and Regulations.

Based on the verification of books, papers, minute books, forms and returns filed and other records maintained by the Company and also other information provided by the Company, its officers, agents and authorised representatives during the conduct of Secretarial Audit, I hereby report that in my opinion, the Company has, during the Audit period covering the financial year ended on 31<sup>st</sup> March, 2016, complied with statutory provisions listed hereunder and also that the company has proper Board process and compliance-mechanism in the place to the extent, in the manner and subject to the reporting made hereinafter:

I have examined the books, papers, minute books, forms and returns filed and other records maintained by the Company for the financial year ended on 31<sup>st</sup> March, 2016 according to the provisions of:

- (i) The Companies Act 2013 (The Act) and the Rules made thereunder;
- (ii) The Securities Contracts (Regulation) Act, 1956 ('SCRA') and the rules made thereunder;
- (iii) The Depositories Act 1996 and the Regulations and Bye-laws framed thereunder;
- (iv) Foreign Exchange Management Act, 1999 and the rules and regulations made thereunder to the extent of Foreign Direct Investment, Overseas Direct Investment and External Commercial Borrowings; (There is no Foreign Direct Investment, Overseas Direct Investment and External Commercial Borrowings)
- (v) The following Regulations and Guidelines prescribed under the Securities and Exchange Board of India Act, 1992 ('SEBI Act'), to the extent applicable:
  - (a) The Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulation, 2011;
  - (b) The Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 1992;
  - (c) The Securities and Exchange Board of India (Issue of capital and Disclosure Requirements) Regulations, 2009;



- (d) The Securities and Exchange Board of India (employee Stock Option Scheme And Employee Stock Purchase Scheme) Guidelines, 1999;
  - (e) The Securities Exchange Board of India ( Issue and Listing of Debt Securities) Regulations, 2008;
  - (f) The Securities Exchange Board of India (Registrars to an Issue And Share Transfer Agents) Regulations, 1993;
  - (g) The Securities Exchange Board of India (Delisting of Equity Shares) Regulations, 2009; and,
  - (h) The Securities Exchange Board of India ( Buyback of Securities) Regulations, 1998;
- (vi) The Laws as identified by the management, are specifically applicable to the Company (as mentioned in Annexure-B)

I have also examined compliance with the applicable clauses of the following, to the extent applicable:

- (a) Secretarial Standards issued by The Institute of Company Secretaries of India
- (b) The Listing Agreements entered into by the Company with National Stock Exchange of India Limited (NSE) and Bombay Stock Exchange Limited (BSE) till 30<sup>th</sup> November, 2015 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 with effect from 1<sup>st</sup> December, 2015.

During the period under review the Company has complied with the provisions of the Act, Rules, Regulation, Guidelines, Standards, etc. mentioned above.

**I further report that**

- (a) The Board of Directors of the Company is duly constituted with proper balance of Executive Directors, Non- executive directors and Independent Directors. The changes in the composition of the Board of Directors that took place during the period under review were carried out in compliance with the provisions of the Act
- (b) Adequate Notice is given to all directors to schedule the Board Meetings, agenda and detailed notes on agenda were sent at least seven days in advance, and a system exists for seeking and obtaining further information and clarifications on the agenda items before the meeting and for meaningful participation at the meeting..
- (c) None of the directors in any meeting dissented on any resolution and hence there was no instance of recording any dissenting member's view in the minutes.

**I further report that** there are adequate systems and processes in the company commensurate with the size and operations of **the** company to monitor and ensure compliance with applicable laws, rules, regulations and guidelines



  
Sandip Kumar Kejriwal  
Practising Company secretary  
Membership No.5152  
Certificate of Practice No.-3821

Date: 12.08.2016  
Place: Kolkata

"Annexure A"

To,  
The Members  
Zenith Exports Limited

Our report of even date is to be read along with this letter.

1. Maintenance of secretarial record is the responsibility of the management of the company. Our responsibility is to express an opinion on these secretarial records based on our audit.
2. We have followed the audit practices and processes as were appropriate to obtain reasonable assurance about the correctness of the contents of the Secretarial records. The verification was done on test basis to ensure that correct facts are reflected in secretarial records. We believe that the process and practices, we followed provide a reasonable basis for our opinion.
3. We have not verified the correctness and appropriateness of financial records and books of Accounts of the company.
4. Where ever required, we have obtained the Management representation about the compliance of laws, rules and regulations and happening of events etc.
5. The compliance of the provisions of Corporate and other applicable laws, rules, regulations, standards is the responsibility of management. Our examination was limited to the verification of procedures on test basis.
6. The Secretarial Audit report is neither an assurance as to the future viability of the company nor the efficacy or effectiveness with which the management has conducted the affairs of the company.



Sandip Kumar Kejriwal  
Practising Company secretary  
Membership No.5152  
Certificate of Practice No.-3821

Date: 12.08.2016  
Place: Kolkata



*"Annexure B"*

List of applicable acts/laws to the Company other than the listed above:

1. Employees' Provident Fund and Miscellaneous Provisions Act 1952
2. Employees' State Insurance Act 1948
3. Income Tax Act 1961
4. Service Tax
5. Factories Act, 1948
6. Industrial Disputes Act, 1947
7. Industrial Relations Act
8. Foreign Exchange Management Act, 1999
9. The Customs Act, 1962
10. The Central Excise Act, 1944
11. Central & Local Sales Tax Act
12. The Wealth Tax Act, 1957
13. West Bengal Shops & Establishment Act, 1963
14. Minimum Wages Act, 1948
15. Payment of Gratuity Act, 1972
16. Payment of Bonus Act, 1965
17. Payment of Wages Act, 1936
18. Compulsory Notification of Vacancies Act, 1959
19. West Bengal State Tax on Professions, Trades, Calling and Employments Act, 1979
20. West Bengal Labour Welfare Fund Rules, 1976
21. West Bengal Value Added Tax Act, 2003
22. The West Bengal Tax On Entry of Goods Into Local Areas Act, 2012
23. The Foreign Trade (Development and Regulation) Act, 1992
24. Foreign Trade Policy
25. RBI Guidelines on Export of Goods & Services

