## **ENCORE BUSINESS SYSTEM LIMITED**

## **BOARD OF DIRECTORS**

R. RANGARAJAN Director

SENTHAMARAI KANNAN MONISAA Director

DEIVASIGAMANI SIVAPRAKASAM Director

### **AUDITORS**

PARIMELAZHAGAN & CO., Chartered Accountants Chennai

### REGISTERED OFFICE

"Khaleeli Centre", 2<sup>nd</sup> Floor, No.4 Montieth Road Egmore, Chennai 600008 Email: encorebusiness@gmail.com

www.encorebusiness.in CIN: L65191TN1990PLC019828

### **REGISTRARS & TRANSFER AGENTS**

Cameo Corporate Services Limited "Subramaniam Buildings" No.1 Club House Road Off Anna Salai, CHENNAI 600002 Phone: 91-44-28460390(5 lines) Email:cameo@cameoindia.com

(Members are requested to bring their copy of the Annual report for the meeting)

## NOTICE TO THE SHAREHOLDERS

NOTICE is hereby given that the Twenty Eighth Annual General Meeting of the shareholders of the Company will be held at "Khaleeli Center, 2nd Floor, No-4, Montieth Road, Egmore, Chennai- 600008 on Thursday, 2<sup>nd</sup> August 2018 at 11.30 AM to transact the following business:

## ORDINARY BUSINESS

- 1. To receive, consider and adopt the audited Balance Sheet as at 31<sup>st</sup> March 2018 and the Profit & Loss Account for the year ended 31<sup>st</sup> March 2018, together with the reports of the Board of Directors and Auditors' thereon.
- 2. To appoint a Director in place of Miss S Monisaa, Director, who retires by rotation at this Annual General Meeting and being eligible offer herself for reappointment.
- 3. To ratify the appointment of Auditors and fix their remuneration

"RESOLVED that pursuant to the provisions of Section 139 and all other applicable provisions, if any, of the Companies Act, 2013 and the rules framed there under, as amended from time to time, the company hereby ratifies the appointment of M/s. S. Parimelazhagan & Co., Chartered Accountants (Firm Registration No.6514S) as Auditors of the company to hold office from the conclusion of this Annual General Meeting till the conclusion of the next Annual General Meeting of the Company to be held in the year 2019 at such remuneration plus service tax, reimbursement of travelling and other out-of-pocket expenses incurred by them in connection with the audit as may be mutually agreed between the Board of Directors of the Company and the Auditors."

/ By order of the Board /

Place: Chennai R. Rangarajan Date: 30.05.2018 Director

## Notes:

- 1. A member entitled to attend and vote at the above meeting is entitled to appoint one or more proxies to attend on a poll to vote instead of him or the proxy or proxies so appointed need not be a member or Members as the case may be of the company. The instrument of proxy duly stamped and executed for use at the meeting must be lodged at the registered office of the company not later than 48 hours before the time fixed for the meeting.
- 2. The Register of Members and Share Transfer books of the company remain closed from 27<sup>th</sup> July 2018 to 2<sup>nd</sup> August 2018 (Both days inclusive)
- 3. Shareholders desiring any information as regards the Accounts are required to write to the Company at least seven days in advance of the meeting so that the information, to the extent practicable, can be made available at the meeting.
- 4. Members are requested to notify immediately changes, if any, in their registered addresses to the Company's Registrar and Share Transfer Agents M/s. Cameo Corporate Services Limited, Subramaniam Buildings", No.1 Club House Road, Off Anna Salai, Chennai 600 002.
- 5. Members who hold shares in dematerialized form are requested to bring their Client ID and DP ID numbers for easy identification of attendance at the meeting and number of shares held by them.

/ By order of the Board /

Place: Chennai R.Rangarajan Date: 30.05.2018 Director

## **E-VOTING FACILITY**

As per the section 108 of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014, e-voting facility is a mandatory requirement for listed companies.

## The instructions for shareholders voting electronically are as under:

- 1) The voting period begins on 30<sup>th</sup> July 2018 at 10.00 AM and ends on 1<sup>st</sup> August 2018 by 05.00 P.M. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 26<sup>th</sup> July 2018, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
  - (i) The shareholders should log on to the e-voting website <u>www.evotingindia.com</u>.
- (ii) Click on Shareholders.
- (iii) Enter your User ID as categorised below
  - a) For CDSL: 16 digits beneficiary ID,
  - b) For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - c) Members holding shares in Physical Form should enter Folio Number Registered with the Company.
- (iv) Enter the Image Verification as displayed.
- (v) If you are holding shares in demat form and had logged on to <a href="www.evotingindia.com">www.evotingindia.com</a> and voted on an earlier voting of any company, then your existing password is to be used.
  - (vi) If you are a first time user follow the steps given below:

## PAN Enter your 10 digit alpha-numeric \*PAN • Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN field. (Sequence number has been provided as Serial Number (SL NO.) in the Address Label • In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field. Enter the Date of Birth in dd/mm/yyyy format. DOB Dividend Enter the Dividend Bank Details as recorded in your demat account or in the company records for the said demat account or folio. Bank Details • Please enter the DOB or Dividend Bank Details in order to login. If details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (iv).

- (vii) After entering these details appropriately, click on "SUBMIT" tab.
- (viii) Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (ix) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (x) Click on the EVSN for the relevant ENCORE BUSINESS SYSTEM LIMITED on which you choose to vote.
- (xi) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xii) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (xiii) After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- (xiv) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xv) You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- (xvi) If demat account holder has forgotten the same password then enter the User ID and the image verification code and click on Forgot Password& enter the details as prompted by the system.
- (xvii) Note for Non Individual Shareholders and Custodians
  - Non-Individual shareholders (i.e. other than Individuals, HUF, and NRI etc.) and Custodian are required to log on to www.evotingindia.com and register themselves as Corporates.

- A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to <a href="https://helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a>.
- After receiving the login details a compliance user should be created using the admin login and password. The Compliance user would be able to link the account(s) for which they wish to vote on.
- The list of accounts should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
- A scanned copy of the Board Resolution and Power of Attorney (POA)
  which they have issued in favour of the Custodian, if any, should be
  uploaded in PDF format in the system for the scrutinizer to verify the
  same.
- (xviii) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at www.evotingindia comes, under help section or write an email to helpdesk.evoting@cdslindia.com.
- 2) The voting rights of shareholders shall be in proportion to their shares of the paid-up equity share capital of the Company as on the cut-off date of 26<sup>th</sup> July 2018..
- 3) The Company shall be making arrangement for the member to cast their votes in respect to the business through poll, for members attending the meeting who have not cast their vote by voting.
- 4) Mr. R. Alagar, practicing Company Secretary, has been appointed as the Scrutinizer to scrutinise the e-voting process in a fair and transparent manner.
- The Scrutinizer shall, immediately after the conclusion of voting at the General Meeting, first count the votes cast at the meeting, thereafter unlock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the company and present the report not later than three days of conclusion of the meeting, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman or a person authorised by him in writing who shall countersign the same and Chairman shall declare the results of the voting forthwith, which shall not be later than 05.00 pm., 4<sup>th</sup> August 2018.
- The result declared, along with the Scrutinizer's report shall be placed on the company's website www.encorebusiness.in and on the website of the CDSL after the result is declared by the Chairman and also be communicated to the Stock Exchange where the company is listed.

## **DIRECTORS' REPORT**

Your Directors have pleasure in submitting the Twenty Sixth Annual Report with the Audited Accounts for the year ended March 31, 2018.

## **WORKING RESULTS**

The financial results for the year ended 31st March 2018 are furnished below:

Particulars	Year Ended 31.03.2018	Year Ended 31.03.2017
Profit/Loss Before Depreciation	2,38,750	1,96,444
Less: Depreciation	23,14,604	9,34,641
Loss before exceptional Items	(25,53,354)	(7,38,197)
Add: Exceptional items	-	-
Add: Provision – Deferred Tax Income	1,37,309	6,58,186
Less: Provision – Current year tax	-	-
Net Profit/(Loss) After Tax	(26,90,663)	(13,96,383)

Your Directors wish to inform that during the year under review the company has made a net loss of Rs.26.90 lakhs. Your Directors wish to inform that the accumulated loss over the years is Rs. 192.61 lakhs which is 62.18% of the Paid-up capital. The management is trying to improve its performance and generate profits in the months to come which will reduce this percentage soon.

## **REVIEW OF OPERATION / FUTURE PLAN**

The Company is focusing on knowledge based consulting. During the year under review, though the management has taken efforts to procure business, due to various unfavourable business environments prevailing, company could not make any headway in procuring sizable orders and to generate revenue and incurred loss. However, the company is making alternative arrangements, so that, there will be improvements in business during next year.

## INVESTMENT IN UNQUOTED SHARES

Investments in unquoted shares represent shares bought by the company for long-term investments and returns. These investments are long-term investments in nature and are therefore stated at cost in the books of the company.

## **SHARE CAPITAL**

During the year under review there has been no change in the authorized capital of the company, which is at Rs.10 crores and there is also no change in the total paid up capital of the company, which is Rs.3,09,74,210/-.

Our Share transfer work both Electronic and Physical is being carried out by the Shares Registry Cameo Corporate Services Limited, Chennai.

As per data provided by our share transfer Agents as on 31.03.2018, 615792 equity shares and 1393585 equity shares are held in dematerialized form in CDSL and NSDL respectively and the balance 1088044 shares are held in physical form.

64.87% of the shares of the company are in Demat form, out of which 14.07% is held by promoters.

## **FINANCE**

Cash and cash equivalents as at March 31, 2018 was Rs. 0.10 lacs. The company continues to focus on judicious management of its working capital, Receivables, inventories and other working capital parameters were kept under strict check through continuous monitoring.

With regard to the Income Tax Demand as mentioned in the auditor's report to the extent for Assessment Years 2007-08 Rs.1,23,248 and 2013-14 Rs. 3,84,910 the company has already filed rectification letters to clear all the above tax demands and it is pending with Assessing Officer.

## LISTING STATUS

Your company shares are listed in Metropolitan Stock Exchange Of India Ltd. Mumbai.

## FIXED DEPOSITS

During the year under review, your Company did not accept or invite any deposits from the public, which come under the purview of Section 73 of the Companies Act, 2013 and the Companies (Acceptance of Deposits) Rules, 2014.

## **DIRECTORS**

To appoint a Director in place of Miss S Monisaa, Director, who retires by rotation at this Annual General Meeting and being eligible offer herself for re-appointment

## **AUDITORS**

M/S. Parimelazhagan & Co., Chartered Accountants, Chennai, though retire at the conclusion of the Annual General Meeting they continued to be our Auditors as he was appointed for a period up to conclusion of Annual General Meeting of the Company in 2019 and this continuation of the appointment needs ratification from shareholders.

## **SECRETARIAL AUDIT**

Pursuant to provisions of section 204 of the Companies Act, 2013 and The Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 the company has

appointed Alagar R, a practicing company Secretary to undertake the Secretarial Audit of the Company. The Secretarial Audit report is annexed herewith as **Annexure-C** 

## IN REPLY TO QUALIFICATION MADE IN SECRETARIAL AUDIT REPORT

a) Appointment of key managerial personnel under Rule 8 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014.

**Director's opinion:** With regard to above we would like to state that in view of poor financial health of the company, we could not afford to appoint a Company Secretary. However we ensure that the above requirements will be complied as soon as possible.

## **BUSINESS RISK MANAGEMENT**

Pursuant to section 134 (3) (n) of the Companies Act, 2013 & Clause 49 of the listing agreement, the company has constituted a business risk management committee.

At present the company has not identified any element of risk which may threaten the existence of the company.

## **PARTICULARS OF EMPLOYEES**

During the period under review, there was no employee drawing remuneration in excess of the limits prescribed under section 197 of the Companies Act, 2013 and Rule (5) of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014.

## **TECHNOLOGY ABSORPTION**

Particulars that are required to be disclosed in accordance with the Section 134 (m) read with Rule 8(3) of the Companies (Accounts) Rules, 2014[Chapter IX]; of the Companies Act, 2013 are not applicable to your company.

## FOREIGN EXCHANGE EARNINGS AND OUT-GO

During the period under review there was no foreign exchange earnings or out flow.

## **DIRECTORS' RESPONSIBILITY STATEMENT**

In terms of provision of Section 134 (5) of the Companies Act, 2013, your Directors confirm as under:

(i) That in the preparation of the Annual Accounts, the applicable accounting standards had been followed along with proper explanation relating to material departures.

- (ii) That the Directors had selected such accounting policies and applied them consistently and made judgments and estimates that are reasonable and prudent so as to give a true and fair view of the state of affairs of the company at the end of the financial year and of the profit or loss of the company for the period.
- (iii) That the Directors had taken proper and sufficient care for the maintenance of adequate accounting records in accordance with the provisions of this Act for safeguarding the assets of the Company and for preventing and detecting fraud and other irregularities.
- (iv) That the Directors had prepared the annual accounts on a going concern basis.

## **RELATED PARTY TRANSACTIONS**

All related party transactions that were entered into during the financial year were on arm's length basis and were in the ordinary course of the business. There are no materially significant related party transactions made by the company with Promoters, Key Managerial Personnel or other designated persons which may have potential conflict with interest of the company at large. Refer **Annexure A** for details.

## **SUBSIDIARY COMPANIES**

The Company does not have any subsidiary.

## **CORPORATE GOVERNANCE**

SEBI relaxed the applicability of clause 49 for certain companies (companies having paid up equity share capital not exceeding 10 crores and net worth not exceeding 25 crores as on the last day of the previous financial year) vide circular CIR/CFD/Policy Cell/7/2014 dated 15.09.2014 and compliance with clause 49 shall not be mandatory to them.

The equity share capital of the company is 3.09 crores and net worth is 1.17 crores and as such Corporate Governance Report has not been submitted along with the Board Report.

The Board of Directors assuring that the Corporate Governance as stipulated in the Companies Act, 2013 have been fully complied with.

## CORPORATE SOCIAL RESPONSIBILITY (CSR ACTIVITY)

Section 135(1) of Companies Act 2013 mandates the CSR expenditure for the companies. However the same provisions are not applicable to your company.

## PREVENTION OF INSIDER TRADING

The Company has adopted a Code of Conduct for Prevention of Insider Trading with a view to regulate trading in securities by the Directors and designated employees of the Company. The Code requires pre-clearance for dealing in the Company's shares and prohibits the purchase or sale of Company shares by the Directors and the designated employees while in possession of unpublished price sensitive information in relation to the Company and during the period when the Trading Window is closed. The Board is responsible for implementation of the Code. All Board Directors and the designated employees have confirmed compliance with the Code.

## DECLARATION OF INDEPENDENT DIRECTOR

The Independent Director has submitted his disclosure to the Board that he fulfills all the requirements as stipulated in Section 149(6) of the Companies Act, 2013 so as to qualify himself to be appointed as Independent Director under the provisions of the Companies Act, 2013 and the relevant rules.

# PARTICULARS OF LOANS, GUARANTEES OR INVESTMENTS MADE UNDER SECTION 186 OF THE COMPANIES ACT, 2013

There were no loans, guarantees or investments made by the Company under Section 186 of the Companies Act, 2013 during the year under review and hence the said provision is not applicable.

## **NUMBER OF MEETINGS OF BOARD OF DIRECTORS**

The company had 7 board meetings during the financial year under review on 30/05/2017,14/08/2017,14/11/2017,14/02/2018.

## **ANNUAL RETURN**

The extracts of Annual Return pursuant to the provisions of Section 92 read with Rule 12 of the Companies (Management and administration) Rules, 2014 is furnished in **Annexure-B** and is attached to this Report.

## **GENERAL**

Your Directors wish to thank and place on record their appreciation for the continued support and patronage of the shareholders.

For and on behalf of the Board of Directors

Place: Chennai R.Rangarajan S. Monisaa Date: 30.05.2018 Director Director

**ANNEXURE- A** 

## Form No. AOC - 2

(Pursuant to clause (h) of sub-section (3) of Section 134 of the Act and Rule 8(2) of the Companies (Accounts) Rules, 2014)

DISCLOSURE OF PARTICULARS CONTRACTS/ARRANGEMENTS ENTERED INTO BY THE COMPANY BY THE RELATED PARTIES REFERRED TO IN 188 (1) OF THE COMPANIES ACT, 2013 INCLUDING CERTAIN ARMS LENGTH TRANSACTION UNDER THIRD PROVISION THERETO

- 1) Name of the related Party and Nature of relationship : NIL
- 2) Nature of Contracts/arrangements/transactions: NIL
- 3) **Duration of Contracts/arrangements/transactions:** NOT APPLICABLE
- 4) Salient terms of the contracts or arrangements or transactions including the value, if any:

  NOT APPLICABLE
- 5) Date(s) of approval by the Board, if any: NOT APPLICABLE
- 6) Amount Paid as advances, if any:

For and on behalf of the Board

Place: Chennai R.Rangarajan S. Monisaa Date: 30.05.2018 Director Director

## Annexure- B

## **EXTRACT OF THE ANNUAL RETURN**

## I. REGISTRATION AND OTHER DETAILS:

i)	CIN:	L65191TN1990PLC019828
ii)	Registration Date	29-10-1990
iii)	Name of the Company	Encore business system Limited
iv)	Category/sub category of the Company	Public Company
v)	Address of the Registered office and contact details	2nd Floor, Khaleeli center No- 4, Montieth Road Egmore, Chennai- 600008 TAMIL NADU, INDIA Tel- 044 28414144 Email- encorebusiness@gmail.com Web-site: www.encorebusiness.in
vi)	Whether shares listed on recognized Stock Exchange(s)	Yes; Metropolitan Stock Exchange India (Formerly MCX-SX)
vii)	Name, Address Contact details of Registrar and Transfer Agents ( RTA)	Cameo Corporate Services Limited "Subramaniam Buildings" No.1 Club House Road Off Anna Salai, CHENNAI 600002 Phone:91-44-28460390(5 lines) Email:cameo@cameoindia.com

## **II. PRINCIPAL BUSINESS ACTIVITIES OF THE COMPANY**

S. No	Name and Description of main products / services	NIC Code of the Product/service	% to total turnover of the company
1	Software development	8920	0
2	Business and management consultancy activities	8930	100

## III. PARTICULARS OF HOLDING, SUBSIDIARY AND ASSOCIATE COMPANIES

S. NO	NAME AND ADDRESS OF THE COMPANY	CIN/GLN	HOLDING/ SUBSIDIARY / ASSOCIATE	% of shares held	Applicable Section
1	NIL				2 (87) (ii)

# IV. SHARE HOLDING PATTERN (Equity Share Capital Breakup as percentage of Total Equity)

## a. Category-wise Share Holding

Category of Shareholders		ares held at t ar[As on 31-I		-	No. of Shares held at the end of the year[As on 31-March-2018]			year[As	% Chang e
	Demat	Physical	Total	% of Total Shares	Demat	Physical	Total	% of Total Share s	during the year
A. Promoter s									
(1) Indian									
a) Individual/ HUF	435690	0	435690	14.06	435690	0	435690	14.06	0
b) Central Govt	0	0	0	0	0	0	0	0	0
c) State Govt(s)	0	0	0	0	0	0	0	0	0
d) Bodies Corporate e) Banks / FI	0	0	0	0	0	0	0	0	0
e, banks / 11	0	0	0	0	0	0	0	0	0
f) Any other	54400	0	54400	1.76	163400	0	163400	5.28	0
Sub Total	490090	0	490090	15.82	599090	0	599090	19.34	3.52
B. Foreign									
a ) Individuals (NRI/Foreign Individuals)	0	0	0	0	0	0	0	0	0
b ) Bodies Corp.	0	0	0	0	0	0	0	0	0
c ) Institutions	0	0	0	0	0	0	0	0	0
d ) Qualified Foreign Investor	0	0	0	0	0	0	0	0	0
Sub Total	0	0	0	0	0	0	0	0	0
Total shareholding of Promoter (A+B)	490090	0	490090	15.82	599090	0	599090	19.34	3.52
B. Public Shareholding									
1. Institutions	0	0	0	0	0	0	0	0	0
a) Mutual Funds	0	0	0	0	0	0	0	0	0
b) Banks / FI	21200	46370	67570	2.18	21200	46370	67570	2.18	0
c) Central Govt	0	0	0	0	0	0	0	0	0
d) State Govt(s)	0	0	0	0	0	0	0	0	0
e) Venture Capital Funds	0	0	0	0	0	0	0	0	0
f) Insurance Companies	0	0	0	0	0	0	0	0	0
g) FIIs	0	0	0	0	0	0	0	0	0
h) Foreign Venture Capital Funds	0	0	0	0	0	0	0	0	0

i) Others (specify)	0	0	0	0	0	0	0	0	0
Sub-total (B)(1):-	21200	46370	67570	2.18	21200	46370	67570	2.18	0
2. Non-Institutions					1				i
a) Bodies Corp.	20600	18250	38850	1.25	20400	18250	38650	1.25	0
i) Indian	0	0	0	0	0	0	0	0	0
ii) Overseas	0	0	0	0	0	0	0	0	0
b) Individuals	0	0	0	0	0	0	0	0	0
i) Individual shareholders holding nominal share capital up to Rs. 1 lakh (upto 2 lakhs - 31.3.2018)	731482	1022124	1753606	56.62	734817	1023424	1758241	56.76	0.14
ii) Individual shareholders holding nominal share capital in excess of Rs 1 lakh (excess of 2 lakhs – 31.3.18)	729555	0	729555	23.55	615420	0	615420	19.87	3.68
c) Others (specify)	0	0	0	0	0	0	0	0	0
Overseas Corporate Bodies	0	0	0	0	0	0	0	0	0
Foreign Nationals	0	0	0	0	0	0	0	0	0
Clearing Members	0	0	0	0	0	0	0	0	0
Trusts	0	0	0	0	0	0	0	0	0
HUF	10763	0	10763	0.35	11863	0	11863	0.38	0.03
Non Resident Indians	6987	0	6987	0.23	6587	0	6587	0.22	-0.01
Sub-total (B)(2):-	1499387	1040374	2539761	81.99	1389087	1041674	2430761	78.48	3.51
Total Public Shareholding (B)=(B)(1)+ (B)(2) C. Shares held by Custodian for	1520587	1086744	2607331	84.18	1410287	1088044	2498331	80.66	3.52
GDRs & ADRs	0	0	0	0	0	0	0	0	0
Grand Total (A+B+C)	1956277	1141144	3097421	100.00	2009377	1088044	3097421	100.0	0

## b. Shareholding of Promoter

SN	Shareholder's Name	Shareholding at the beginning of the year	Share holding at the end of the year	% change in share holding during the year
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		No. of Shares	% of total Shares of the compan y	%of Shares Pledged / encumber ed to total shares	No. of Shares	% of total Shares of the company	%of Shares Pledged / encumbere d to total shares	
1								
	RAMASESHAN RANGARAJAN	307290	9.92	Nil	307290	9.92	Nil	0
2								
	RANGARAJAN RAJALAKSHMI	128400	4.14	Nil	128400	4.14	Nil	0
	TO GO TE TROTTIVII	120400	1.14	1411	120400		1411	- v
3.	S MONISAA	54400-	1.75	NIL	163400	5.28	NIL	3.53
	Total	490090	15.82	Nil	599090	19.32	Nil	3.50

## c. Change in Promoters' Shareholding (please specify, if there is no change)

SN			olding at the ning of the year	Cumulative Share holding during the year		
		No. of shares	No. of % of total		% of total shares of the company	
	At the beginning of the year	435690	14.06	435690	14.06	
	At the end of the year	599090	19.32	599090	19.32	

# d. Shareholding Pattern of top ten Shareholders: (other than Directors, Promoters and Holders of GDRs and ADRs)

SN	N For Each of the Top 10 Shareholders Name, Date & Reason of change	Sharehol beginning	Cumulative Shareholding during the year		
		No. of shares	% of total shares of the company	No. of shares	% of total shares of the company
1	V GEETHA KARANTH	150000	4.84	150000	4.84

	At the end of the year	NA	NA	1,50,000	4.84
2	VIJAYA RAO	150000	4.84	150000	4.84
	At the end of the year	NA	NA	1,50,000	4.84
3	KIZHANATHAM SRINIVASAN RAJAGOPALAN	140000	4.52	140000	4.52
	At the end of the year	NA	NA	140000	4.52
4	ANUSHA	132515	4.27	132515	4.27
	At the end of the year	NA	NA	132515	4.27
5	SIVAPRAKASAM D	42905	1.39	42905	1.39
	At the end of the year	NA	NA	42905	1.39
6	ELECTRONICS CORPORATION OF TAMIL NADU	46370	1.50	46370	1.50
	At the end of the year	NA	NA	46370	1.50
7	VIJAY KUMAR VIJAYVARGAYA	19000	0.61	19000	0.61
	At the end of the year	NA	NA	19000	0.61
8	VINIT KUMAR ARYA	20000	0.65	20000	0.65
	At the end of the year	NA	NA	20000	0.65
9	BANK OF BARODA	20000	0.65	20000	0.65
	At the end of the year	NA	NA	20000	0.65
10.	SANKARALINGAM	20000	0.65	20000	0.65
	MUTHUKARUPPAN				
	At the end of the year	20000	0.65	20000	0.65

## (E) Shareholding of Directors and Key Managerial Personnel

SN	Shareholding of each Directors and each Key Managerial		olding at the good of the year	Cumulative Shareholding during the year		
	Personnel	No. of shares	% of total shares of the company	No. of shares	% of total shares of the company	
1	RAMASESHAN RANGARAJAN	307290	9.92	307290	9.92	
	At the end of the year	NA	NA	307290	9.92	
2	MONISAA S	54400	1.75	163400	5.27	
	Purchase 31.3.2018			10900	3.52	
	At the end of the year	NA	NA	163400	5.27	

## V. INDEBTEDNESS:

	Secured			
	Loans	Unsecured	Deposit	Total
	excluding	Loans	s	Indebtedness
	deposits			
Indebtedness at the beginning of				
the financial year				
i) Principal Amount	0		0	0
ii) Interest due but not paid	0		0	
iii) Interest accrued but not due	0		0	
Total (i+ii+iii)	0		0	0
Change in Indebtedness during the			0	
financial year			U	
* Addition	0		0	
* Reduction	0		0	
Net Change	0		0	0
Indebtedness at the end of the			0	
financial year			U	
i) Principal Amount	0		0	0
ii) Interest due but not paid	0		0	
iii) Interest accrued but not due	0		0	
Total (i+ii+iii)	0		0	0

## VI. REMUNERATION OF DIRECTORS AND KEY MANAGERIAL PERSONNEL

(A) Remuneration to Managing Director, Whole-time Directors and/or Manager

SN.	Particulars of Remuneration	Name of Managing Director	Total Amount
		S. Monisaa	
1	Gross salary		
	(a) Salary as per provisions contained in section 17(1) of the Income-tax Act, 1961	0	0
	(b) Value of perquisites u/s 17(2) Income-tax Act, 1961	0	0
	(c) Profits in lieu of salary under section 17(3) Income-		0
	tax Act, 1961	0	
2	Stock Option	0	0
3	Sweat Equity	0	0

4	Commission - as % of profit- others, specify	0	0
5	Others, please specify Vehicle Maintenance and Local conveyance	0	0
	Total (A)	0	0
	Ceiling as per the Act	0	0

(B) Remuneration to other directors

SN.	Particulars of Remuneration	Name (	Name of Directors		
		R.Rangarajan	D. Sivaprakasam		
1	Independent Directors				
	Fee for attending board committee meetings	0	0	0	
	Commission	0	0	0	
	Others, please specify Travelling expense, Local Conveyance	0	0	0	
	Total (1)	0	0	0	
2	Other Non-Executive Directors				
	Fee for attending board committee meetings	0	0	0	
	Commission	0	0	0	
	Others, please specify	0	0	0	
	Total (2)	0	0	0	
	Total (B)=(1+2)	0	0	0	
	Total Managerial				
	Remuneration	0	0	0	
	Overall Ceiling as per the Act	0	0	0	

## (B) Remuneration to Key Management Personnel other than MD/Manager/WTD

SN	Particulars of Remuneration	Key Managerial Personnel			
		CEO	CS	CFO	Total
1	Gross salary				
	(a) Salary as per provisions contained in	0	0	0	0

	(c) Profits in lieu of salary under section 17(3) Income-tax Act, 1961	0	0	0	0
2	Stock Option	0	0	0	0
3	Sweat Equity	0	0	0	0
4	Commission	0	0	0	0
	- as % of profit	0	0	0	0
	others, specify	0	0	0	0
	a.i. i. i. i. i. i. i.	0	0	0	0
5	Others, please specify (Local Conveyance)	0	0	0	0

## VII. PENALTIES / PUNISHMENT/ COMPOUNDING OF OFFENCES:

Туре	Section of the Companies Act	Brief Description	Details of Penalty / Punishment/ Compounding fees imposed	Authority [RD / NCLT/ COURT]	Appeal made, if any (give Details)			
A. COMPANY								
Penalty	Penalty							
Punishment			Nil					
Compounding								
B. DIRECTORS								
Penalty								
Punishment			Nil					
Compounding								
C. OTHER OFFICE	ERS IN DEFAULT	•						
Penalty								
Punishment			Nil					
Compounding								

**R.ALAGAR**, B.Com., FCS Company Secretary

11/2, Venkat Apartments Gandhi Street T.Nagar, Chennai-600 017 Ph. 28142194 Mobile: 9940682194

email: <u>alagarr@gmail.com</u>

## SECRETARIAL AUDIT REPORT FOR THE FINANCIAL YEAR ENDED MARCH 31, 2018

## Form No. MR-3

[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 Board of Directors

## **ENCORE BUSINESS SYSTEM LIMITED**

CIN- L65191TN1990PLC019828

"Kaleeli Centre", Second Floor

No.4, Montieth Road,

Egmore, Chennai – 600008

I have conducted a secretarial audit of the compliance of applicable statutory provisions and adherence to good corporate practices by **Encore Business System Limited** (hereinafter called "the Company").

The 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.

Based on my verification of **Encore Business System Limited's** books, papers, minute books, forms and returns filed and other records maintained by the Company and also the information provided by the Company, its officers, agents and authorized 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 March 31, 2018, complied with the statutory provisions listed hereunder and also that the Company has proper Board processes and compliance mechanisms in place to the extent, in the manner and subject to the reporting made hereinafter. The members are requested to read this report along with my letter of even date annexed to this report as Annexure -A.

1. I have examined the books, papers, minute books, forms and returns filed and other

- records maintained by **Encore Business System Limited** (the Company) for the financial year ended on March 31, 2018 according to the applicable provisions of:
- i) The Companies Act, 1956, 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;
- v) The following Regulations and Guidelines prescribed under the Securities and Exchange Board of India Act, 1992('SEBI Act):-
- a) The Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;
- b) The Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 1992 (upto 14th May 2015) and Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 (effective 15th May 2015);
- c) The Securities and Exchange Board of India (Delisting of Equity Shares) Rugulations, 2009:
- d) The securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2009; and
- e) The Securities and Exchange Board of India (Registrars to an issue and share transfer agents) Regulations, 1993 regarding the Companies Act and dealing with client.
- vi) The Listing Agreement entered into by the Company with Metropolitan Stock Exchange of India Ltd and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 made effective 1st December, 2015
- 2. I am informed that, for the financial year ended on March 31, 2018:
  - i) The company was not required to maintain books, papers, minute books, forms and returns filed or other records according to the provisions of the following Regulations and Guidelines prescribed under SEBI Act:
    - a) The Securities and Exchange Board of India (Employee Stock Opinion Scheme and Employee Stock Purchase Scheme) Guidelines, 1999;
    - b) The Securities and Exchange Board of India (Issue and Listing of Debt Securities) Regulations, 2008; and
    - c) The Securities and Exchange Board of India (Buyback of Securities) Regulations, 1998.
  - ii) There are no laws specifically applicable to the company, the books, papers, minute books, forms and returns of which were required to be examined by me for the purpose of this report.

- 3. Secretarial Standards with regard to Meeting of Board of Directors (SS-1) and General Meetings (SS-2) issued by The Institute of Company Secretaries of India made effective July 1, 2015.
- 4. During the period under review, to the best of my knowledge and belief and according to the information and explanations given to me, the company has complied with the provisions of the acts, Rules, Regulations and Agreements mentioned under paragraph 1 above, to the extent applicable subject to the following:
  - a) Appointment of key managerial personnel under Rule 8 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014.

## 5. I further report that:

- i) The board of Directors of the Company is duly constituted with proper balance of Executive Directors, Non-Executive Directors and Independent Directors. The Board also has a woman director. 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.
- ii) Adequate notice is given to all directors to schedule the Board Meetings. Notice of Board meetings along with agenda were sent at least seven days before the meeting Agenda and detailed notes on agenda were sent less than seven days before the meeting, since there was no statutory requirement during the year to send them seven days in advance of the meeting.
- iii) A system exists for directors to seek and obtain further information and clarifications on the agenda items before the meetings and for their meaningful participation at the meetings. Majority decision is carried through. I am informed that there were no dissenting members' views on any of the matters during the year that were required to be captured and recorded as part of the minutes.
- iv) 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.

Signature: (sd/-)

Place: Chennai

Date: 30-05-2018 Name of Company Secretary: **R.Alagar** 

Membership.No.F4720

C.P.No.3913

## Annexure A to Secretarial Audit Report of even date

To,

The Board of Directors

**ENCORE BUSINESS SYSTEM LIMITED** 

CIN- L65191TN1990PLC019828

"Kaleeli Centre", Second Floor

No.4, Montieth Road,

Egmore, Chennai – 600008

My Secretarial Audit Report of even date is to be read along with this letter.

- 1. Maintenance of secretarial records and compliance with the provisions of corporate and other applicable laws, rules, regulations and standards are the responsibility of the management of the company. My responsibility is to make a report based on the secretarial records produced for my audit.
- 2. I 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 the test basis to ensure that correct facts are reflected in secretarial records. I believe that the processes and practices I followed provide a reasonable basis for my report.
- 3. I have not verified the correctness and appropriateness of financial records and books of accounts of the company.
- 4. I have obtained the management's representation about the compliances of laws, rules and regulations and happenings of events, wherever required.
- 5. This Secretarial Audit report is neither an assurance as to the future viability of the company nor of the efficacy or effectiveness with which the management has conducted the affairs of the company.

Place: Chennai Signature:

Date: 30-05-2018 Name of Company Secretary: **R.Alagar** 

Membership.No.F4720

C.P.No.3913

## Independent Auditor's Report

To The Members of Encore Business System Limited.

#### Report on the Financial Statements

We have audited the accompanying financial statements of Encore Business System Limited which comprise the Balance Sheet as at March 31, 2018, and the Statement of Profit and Loss and Cash Flow Statement for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

The Company's Board of Directors is responsible for the matters stated in section 134 (5) of the Companies Act, 2013 ( "the Act") with respect to the preparation of these financial statements that give a true and fair view of the financial position, financial performance and cash flows of the Company in accordance with the Accounting principles generally accepted in India, including the accounting standards specified under section 133 of the act, read with rule 7 of the companies (Accounts) Rules, 2014. This responsibility also includes the maintenance of adequate accounting records in accordance with the provisions of the act for safeguarding the assets of the company and for preventing and detecting the frauds and other irregularities; selection and application of appropriate accounting policies; making judgment and estimates that are reasonable and prudent; and design, implementation and maintenance of internal financial control, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We have taken into account the provisions of the Act, the accounting and auditing standards and matters which are required to be included in the audit report under the provisions of the act and the rules made there under.

We conducted our audit in accordance with the Standards on Auditing specified under section 143(10) of the Act. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments; the auditor considers internal control relevant to the Company's preparation of the financial statements that give true and fair view in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by companies' directors, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion on the financial statements.

#### **Opinion**

In our opinion and to the best of our information and according to the explanations given to us, the financial statements give the information required by the Act in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India:

a) in the case of the Balance Sheet, of the state of affairs of the Company as at March 31, 2018;

- b) in the case of the statement of Profit and Loss Account, of the loss for the year ended on that date; and
- c) in the case of the Cash Flow Statement, of the cash flows for the year ended on that date.

## Report On Other Legal and Regulatory Requirements

As required by the Companies (Auditor's Report) order, 2016('the order'), as amended, issued by the Central Government of India in terms of sub-section(11) of section 143 of 'the Act', we given in the **"Annexure A"** a statement on the matters specified in the above mentioned paragraphs of the said Order, to the extent applicable.

- 1. As required by section 143(3) of the Act, we report that:
  - a. we have sought and obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit;
  - b. in our opinion proper books of account as required by law have been kept by the Company so far as it appears from our examination of those books;
  - c the Balance Sheet, Statement of Profit and Loss and Cash Flow Statement dealt with by this report are in agreement with the books of account;
  - d in our opinion, the Balance Sheet, Statement of Profit and Loss and Cash Flow Statement comply with the Accounting Standards referred to in section 133 of the Companies Act, 2013, read with rule 7 of the Companies (Accounts) Rules, 2014.
  - e. on the basis of written representations received from the directors as on March 31, 2018, and taken on record by the Board of Directors, none of the directors is disqualified as on March 31, 2018, from being appointed as a director in terms of sub section (2) of section 164 of the Companies Act, 2013.
  - f. With respect to adequacy of internal financial control over financial reporting of the company and the operating effectiveness of such controls, refer to separate report in Annexure 'B' and
- g. With respect to the other matters included in the auditor's report in accordance with Rule 11 of the Companies (Audit and Auditors) Rule 2014 in our opinion and to best of our information and according to the explanation given to us.
  - 1) The company has disclosed the impact of pending litigation on its financial position in its financial statement.
  - 2) The company has made provision, as required under the applicable law or Accounting Standards, for material foreseeable losses, if any, on long term contracts including derivative contracts.
  - 3) There have been no delay in transferring amounts, required to be transferred, to the investor's education and protection fund by the company.

For PARIMELAZHAGAN & CO CHARTERED ACCOUNTANTS

FRN:6514S

S.Parimelazhagan Partner

Membership No.:200970

Place: Chennai Date: 30/05/2018

## Annexure -A to the Auditors 'Report

The Annexure referred to Our Report of Encore Business System Limited on the accounts of the company for the year ended 31st March, 2 018. We report that:

- 1. a) The Company has maintained proper records to show full particulars including quantitative details and situations of fixed assets.
  - b) As per the information and explanations given to us, the fixed assets of the Company have been physically verified by the management at reasonable intervals and no serious discrepancies between the book records and physical verification were noticed.
  - c) As per the information and explanations given to us, the company does not own any immovable property and holding title deeds of immovable properties in the name of the company will not arise..
- 2. a) The company is a service company, primarily rendering software services. Accordingly it does not hold any physical inventory. Thus the paragraph 39 (ii) of the order is not applicable to the company.
- 3. As per information furnished, the company has not granted any loans, secured or unsecured to companies, firms, Limited Liability Partnerships or other parties covered in the register maintained under section 189 of 'the Act'. Hence, the clauses(iii)(a),(b) and (c) of this paragraph of the order are not applicable.
- 4. In respect of loans, investments and guarantees, the company has complied with the provisions of Section 185 and 186 of the Companies Act, 2013.
- 5. The company has not accepted any deposits from the public.
- 6. The central Govt has not prescribed maintenance of cost records under subsection (1) of section 148 of the Companies Act, 2013, for any service rendered by the company.
- 7. a) According to the records of the company, undisputed statutory dues including Provident Fund, Investor Education and Protection Fund, Employees' State Insurance, Income-tax, Sales-tax, Wealth Tax, Service Tax, Custom Duty, Excise Duty, cess to the extent applicable and any other statutory dues have generally been regularly deposited with the appropriate authorities. According to the information and explanations given to us there were no outstanding statutory dues as on 31st of March, 2018 for a period of more than six months from the date they became payable.
  - b) According to the information and explanations given to us, there is no amounts payable in respect of income tax, wealth tax, service tax, sales tax, customs duty and excise duty which have not been deposited on account of any disputes except the following:

S	Name	of	the	Amount	Forum	where	the	dispute	is
No	statute				pending	g			

1	Income Tax	1,23,248	AO Income Tax Department
2	Income Tax	3,84,910	AO Income tax Department

- 8 The company has not borrowed loan from bank, financial institution or debenture holders during the year. Accordingly Paragraph 3(viii) will not applicable to the company.
- 9 The company during the year does not raise by way of public issue/ further follow-on offer (including debt instruments). Accordingly Paragraph 3(ix) will not applicable to the company.
- 10 As per information and explanations given to us, there is no fraud by the company or any fraud on the Company by its officers/ employees has been noticed or reported during the year
- 11 The company has not paid any managerial remuneration during the year and compliance under the provisions of section 197 read with schedule V to the Companies Act will not applicable to the company.
- 12 As per information and explanations given to us, the company is not the Nidhi Company. Accordingly Paragraph 3(xii) will not applicable to the company.
- 13 As per information and explanations given to us, all transactions with the related parties are in compliance with Section 188 and 177 of Companies Act, 2013 where applicable and the details have been disclosed in the Financial Statements etc. as required by the accounting standards and Companies Act, 2013.
- 14 As per information and explanations given to us, the company has not made any preferential allotment / private placement of shares or fully or partly convertible debentures during the year under review. Accordingly the requirement of Section 42 of the Companies Act, 2013 to comply will not applicable to the company.
- 15 As per information and explanations given to us, the company has not entered into any non-cash transactions with directors or persons connected with him, accordingly Paragraph 3(xv) will not applicable to the company.
- 16 The company is not required to be registered with RBI under section 45 –IA of the Reserve bank of India Act 1934.

For PARIMELAZHAGAN & CO CHARTERED ACCOUNTANTS FRN:6514S

S.Parimelazhagan

Partner

Membership No.: 200970

Place: Chennai Date: 30/05/2018

### ANNEXURE B TO THE INDEPENDENT AUDITOR'S REPORT

(Referred to in paragraph 1(f) under 'Report on Other Legal and Regulatory Requirements' section of our report of even date)

Report on the Internal Financial Controls under Clause (i) of Sub-section 3 of Section 143 of the Companies Act, 2013 ("the Act")

We have audited the internal financial controls over financial reporting of **Encore Business System Limited** as of March 31, 2018 in conjunction with our audit of the standalone financial statements of the Company for the year ended on that date.

## Management's Responsibility for Internal Financial Controls

The Company's management is responsible for establishing and maintaining internal financial controls based on "the internal control over financial reporting criteria established by the Company considering the essential components of internal control stated in the Guidance Note on Audit of Internal Financial Controls Over Financial Reporting issued by the Institute of Chartered Accountants of India". These responsibilities include the design, implementation and maintenance of adequate internal financial controls that were operating effectively for ensuring the orderly and efficient conduct of its business, including adherence to company's policies, the safeguarding of its assets, the prevention and detection of frauds and errors, the accuracy and completeness of the accounting records, and the timely preparation of reliable financial information, as required under the Companies Act, 2013

## Auditors' Responsibility

Our responsibility is to express an opinion on the Company's internal financial controls over financial reporting based on our audit. We conducted our audit in accordance with the Guidance Note on Audit of Internal Financial Controls Over Financial Reporting (the "Guidance Note") and the Standards on Auditing, issued by ICAI and deemed to be prescribed under section 143(10) of the Companies Act, 2013, to the extent applicable to an audit of internal financial controls, both applicable to an audit of Internal Financial Controls and, both issued by the Institute of Chartered Accountants of India. Those Standards and the Guidance Note require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether adequate internal financial controls over financial reporting was established and maintained and if such controls operated effectively in all material respects.

Our audit involves performing procedures to obtain audit evidence about the adequacy of the internal financial controls system over financial reporting and their operating effectiveness. Our audit of internal financial controls over financial reporting included obtaining an understanding of internal financial controls over financial reporting, assessing the risk that a material weakness exists, and testing and evaluating the design and operating effectiveness of internal control based on the assessed risk. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion on the Company's internal financial controls system over financial reporting.

## Meaning of Internal Financial Controls Over Financial Reporting

A company's internal financial control over financial reporting is a process designed to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial statements for external purposes in accordance with generally accepted accounting principles. A company's internal financial control over financial reporting includes those policies and procedures that (1) pertain to the maintenance of records that, in reasonable detail, accurately and fairly reflect the transactions and dispositions of the assets of the company; (2)provide reasonable assurance that transactions are recorded as necessary to permit preparation of financial statements in accordance with generally accepted accounting principles, and that receipts and expenditures of the company are being made only in accordance with authorisations of management and directors of the company; and (3) provide reasonable assurance regarding prevention or timely detection of unauthorised acquisition, use, or disposition of the company's assets that could have a material effect on the financial statements.

## Inherent Limitations of Internal Financial Controls over Financial Reporting

Because of the inherent limitations of internal financial controls over financial reporting, including the possibility of collusion or improper management override of controls, material misstatements due to error or fraud may occur and not be detected. Also, projections of any evaluation of the internal financial controls over financial reporting to future periods are subject to the risk that the internal financial control over financial reporting may become inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.

## Opinion

In our opinion, the Company has, in all material respects, an adequate internal financial controls system over financial reporting and such internal financial controls over financial reporting were operating effectively as at March 31, 2018, based on "the internal control over financial reporting criteria established by the Company considering the essential components of internal control stated in the Guidance Note on Audit of Internal Financial Controls Over Financial Reporting issued by the Institute of Chartered Accountants of India".

For PARIMELAZHAGAN & CO CHARTERED ACCOUNTANTS

FRN:6514S

Place: Chennai Partner
Date: 30/05/2018 S.Parimelazhagan
Partner
Membership No. :200970

## **ENCORE BUSINESS SYSTEM LIMITED** Balance Sheet as at March 31, 2018

(All amounts are in Indian Rupees, except share data or as stated)

PARTICULARS	Notes	As at	As at
		31-03-2018	31-03-2017
EQUITY AND LIABILITIES			
Shareholders' funds			
Share Capital	3	3,09,74,210.00	3,09,74,210.00
Reserves and Surplus	4	(1,92,61,364.00)	(1,65,70,701.00)
Non-current liabilities			
Long-term borrowings			
Deferred Tax Liablilty	5	10,14,275.00	8,76,966.00
Long-term provisions	5	10,14,273.00	0,70,300.00
Long term provisions			
Current Liabilities			
Short-term borrowings			
Trade payables			
Other current liabilities	6	5,25,983.00	3,42,835.00
Short-term provisions	7	12,000.00	39,000.00
m . 1		1 00 (5 101 00	4 7 6 60 040 00
Total		1,32,65,104.00	1,56,62,310.00
ASSETS			
Non-current assets			
Fixed Assets			
Tangible assets	8	1,65,515.00	6,99,925.00
Intangible assets	9	83,14,113.00	1,00,94,307.00
Intangible assets WIP		, ,	, , ,
Non-current investments	10	45,00,000.00	45,00,000.00
Long-term loans and advances		-	-
Current assets			
Current investments			
Trade receivables	11	1,92,000.00	1,92,000.00
Cash and bank balances	12	10,091.00	53,342.00
Short-term loans and advances		, i	,
Other current assets	13	83,385.00	1,22,736.00
Total		1,32,65,104.00	1,56,62,310.00

Significant accounting policies

The notes referred to above form an integral part of the balance sheet.

This is the balance sheet referred to in our report of even date.

for PARIMELAZHAGAN & CO **Chartered Accountants** 

FRN: 6514S

For and on behalf of Board of Directors of **ENCORE BUSINESS SYSTEM LIMITED** 

S.Parimelazhagan Partner Membership No. 200970

Place: Chennai Date: 30/05/2018 R.Rangarajan Director

S Monisaa Director

### **ENCORE BUSINESS SYSTEM LIMITED**

Statement of Profit and Loss for the year ended March 31, 2018

(All amounts are in Indian Rupees, except share data or as stated)

PARTICULARS	Notes	Year ended	Year ended
TANTICULANS		March 31, 2018	March 31, 2017
n			
Revenue			4 = 4 000 00
Revenue from operations	14	-	4,74,000.00
Other income	15	-	2,939.00
Total Revenue		-	4,76,939.00
Expenses			
Employee related benefits			_
Other expenses	16	2,35,834.00	2,77,551.00
Depreciation	17	23,14,604.00	9,34,641.00
Finance costs	18	2,916.00	2,945.00
Total expenses	10	25,53,354.00	12,15,137.00
Loss before exceptional Items		(25,53,354.00)	(7,38,198.00)
Add: Exceptional Items		( 1,11,11 11,1	-
Profit/(Loss) before tax		(25,53,354.00)	(7,38,198.00)
Tax expense:			
Current tax			-
Current tax for earlier years			-
Deferred tax		1,37,309.00	6,58,186.00
Total tax expense		1,37,309.00	6,58,186.00
Profit/(Loss) for the period		(26,90,663.00)	(13,96,384.00)
, , , , ,		( , , , , , , , , , , , , , , , , , , ,	, , , , ,
Earnings per equity share			
- Basic and diluted		(0.87)	(0.45)
Weighted average number of equity shares ou	tstanding	30,97,421	30,97,421
Nominal value of equity shares (Rs.)		10.00	10.00
Significant accounting policies	2		

The notes referred to above form an integral part of the statement of profit and loss.

This is the statement of profit and loss referred to in our report of even date.

for PARIMELAZHAGAN & CO Chartered Accountants

Chartered Accountants

FRN: 6514S

For and on behalf of Board of Directors of ENCORE BUSINESS SYSTEM LIMITED

S.Parimelazhagan Partner Membership No. 200970

Place: Chennai Date:30/05/2018 **R.Rangarajan**Director

**S Monisaa** Director

#### ENCORE BUSINESS SYSTEM LIMITED

#### Notes to financial statements for the year ended March 31, 2018

(All amounts are in Indian Rupees, except share data or as stated)

#### Significant accounting policies and notes to the financial statements

#### 1 Company Background

Encore is currently in the business of software development, software testing, training and related services.

#### 2 Significant Accounting Policies

#### a Basis of preparation of financial statements

The financial statements have been prepared and presented under the historical cost convention, on the accrual basis of accounting in accordance with the generally accepted accounting principles ('GAAP') in India and comply with the Accounting Standards notified by the Central Government pursuant to Companies (Accounting Standard) Rules, 2006, other pronouncements of the Institute of Chartered Accountants of India (ICAI) and relevant provisions of the Companies Act, 2013, to the extent applicable.

#### Presentation and disclosure of financial statements

During the year ended March 31, 2018, the revised schedule II notified under the Companies Act, 2013 has become applicable to the Company, for preparation and presentation of its financial statements. Except accounting for dividend on investments in subsidiary companies, the revised schedule II does not impact recognition and measurement principles followed for preparation of financial statements. However, it has significant impact on presentation and disclosures made in the financial statements. The Company has also reclassified the previous year figures in accordance with the requirements applicable in the current year.

#### Change in accounting policy

There is no change in accounting policy.

#### b Use of estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period reported. Actual results could differ from these estimates. Any revision to accounting estimates is recognized prospectively in the current and future periods.

#### c Fixed assets, depreciation and capital work in progress

#### Tangible assets and depreciation

Fixed assets are stated at cost of acquisition, less accumulated depreciation. Cost of acquisition of fixed assets is inclusive of all incidental expenses relating to cost of acquisition and the cost of installation / erection as applicable. Borrowing cost related to acquisition or construction of those fixed asset which necessarily take a substantially period of time to get ready for their intended use are capitalised.

Depreciation on fixed assets is provided on Straight line method. The rates of depreciation prescribed in Schedule II to the Companies Act, 2013 are considered as the minimum rates. If the management's estimates of the useful life of a fixed asset at the time of acquisition of the asset or of the remaining useful life on a subsequent review is shorter than that envisaged in the aforesaid Schedule, depreciation is provided at a higher rate based on the management estimate of useful life/remaining useful life.

#### Intangible assets and amortization

Intangible assets are recorded at the consideration paid for acquisition. Intangible assets are amortized over their estimated economic useful lives on a straight line basis commencing from the date the asset is available for its use.

#### d Inventories

Inventories are valued at the lower of cost and net realizable value.

Cost of inventories comprises all cost of purchase and other costs incurred in bringing the inventories to their present location and condition. Cost includes all taxes and duties, but excludes duties and taxes that are subsequently recoverable from tax authorities.

#### e Leases

Operating lease payments are recognised as an expense in the statement of profit and loss account on straight line basis over the lease term.

#### f Revenue recognition

Income from Training Services is accounted when the relevant services are rendered and is net of discounts and taxes and Income from Sale of Software is accounted on transfer of ownership

#### g Investments

Long term investments are stated at cost and provisions recorded to recognize any decline, other than temporary, in the carrying value of each investment.

Current investments are stated at lower of cost and fair value. The comparison of cost and fair value is done separately in respect of each category of investments.

#### h Employee benefit

Defined contribution plan

At present the company has no obligation to provide for contribution towards PF/ ESI and gratutity

#### i Foreign currency transactions

Transactions in foreign currencies are recorded at the exchange rates prevailing on the date of the transactions or rates that approximates the exchange rate prevailing at the date of the transactions. Monetary assets and liabilities denominated in foreign currencies as at the balance sheet date are translated at the closing exchange rates on that date. Exchange differences arising on foreign exchange transactions during the year and on restatement of monetary assets and liabilities are recognized in the statement of profit and loss account of the year.

#### j Provisions, contingent liabilities and contingent assets

The Company creates a provision when there is present obligation as a result of past event that probably requires an outflow of resources and a reliable estimate can be made of the amount of the obligation. A disclosure for a contingent liability is made when there is a possible obligation or a present obligation that may, but probably will not, require an outflow of resources. Where there is a possible obligation or a present obligation in respect of which the likelihood of outflow of resources is remote, no provision or disclosure is made. Contingent assets are neither recognised nor disclosed in the financial statements.

#### k Taxation

Income tax expenses comprise current tax (i.e. amount of income tax for the year determined in accordance with the Income Tax law) and deferred tax charge or credit (reflecting the tax effects of the timing differences between the accounting income / expense and taxable income / expense for the year). The deferred tax charge or credit and the corresponding deferred tax liabilities or assets are recognized using the tax rates that have been enacted or substantially enacted by the balance sheet date. Deferred tax assets are recognized only to the extent there is reasonable certainty of the assets getting realised in future. However, where there is unabsorbed depreciation or carry forward of losses under taxation laws, deferred tax assets are recognized only if there is virtual certainty of realization of such assets. Deferred tax assets are reviewed at each balance sheet date and written down or written up to reflect the amount that is reasonable / virtually certain (as the case may be) to be realised.

Current tax and deferred tax assets and liabilities are offset to the extent to which the Company has a legally enforceable right to setoff and they relate to taxes on income levied by the same governing taxation laws.

#### l Earnings per share

Basic earnings per share is computed by dividing net profit or loss for the period attributable to equity shareholders by the weighted average number of shares outstanding during the year. Diluted earnings per share amounts are computed after adjusting the effects of all dilutive potential equity shares. The number of shares used in computing diluted earnings per share comprises the weighted average number of shares considered for deriving basic earnings per share, and also the weighted average number of equity shares, which could have been issued on the conversion of all dilutive potential shares. The diluted potential equity shares are adjusted for the proceeds receivable, had the shares been actually issued at fair value (i.e. the average market value of the outstanding shares). Dilutive potential equity shares are deemed converted as of the beginning of the period, unless issued at a later date.

#### m Impairment policy

The Company assesses at each balance sheet date whether there is any indication that an asset may be impaired. If any such indication exists, the Company estimates the recoverable amount (higher of net realizable value and value in use) of the asset. If such recoverable amount of the asset or the recoverable amount of the cash generating unit to which the asset belongs is less than the carrying amount, the carrying amount is reduced to its recoverable amount. The reduction is treated as an impairment loss and is recognized in the statement of profit and loss account. If at the balance sheet date there is an indication that a previously assessed impairment loss no longer exists, the recoverable amount is reassessed and the asset is reflected at the recoverable amount subject to a maximum of depreciable historical cost.

#### n Cash flows

Cash flows are reported using the indirect method, whereby profit before tax is adjusted for the effects of transactions of a non-cash nature and any deferrals or accruals of past or future cash receipts or payments. The cash flows from regular revenue generating, financing and investing activities of the Company are segregated. Cash flows in foreign currencies are accounted at average monthly exchange rates that approximate the actual rates of exchange prevailing at the dates of the transactions.

#### 3 Share Capital

#### a The details of authorised, issued, subscribed and paid up share capital is as under:

Particulars	As at March 31, 2018	As at March 31, 2017
<b>Authorised</b> 10,000,000 (March 31, 2017: 10,000,000 equity shares) of Rs 10 each	10,00,00,000	10,00,00,000
Issued, Subscribed and Paid up 30,97,421 (March 31, 2017: 30,97,421) equity shares of Rs 10 each	3,09,74,210	3,09,74,210

#### b The reconciliation of number and amount of shares outstanding is as under:

Particulars	As at March 31, 2018		As at March 31, 2017	
Equity Shares	(No. of shares) (Am			(Amount)
Balance at the beginning of the year	30,97,421	3,09,74,210	30,97,421	3,09,74,210
Add: Shares issued during the year	-	-	-	-
Less: Shares bought back during the year	-	-	-	-
Balance at the end of the year	30,97,421	3,09,74,210	30,97,421	3,09,74,210

#### c Terms / rights attached to equity shares

The Company has only one class of shares referred to as equity shares having a par value of Rs.10. Each holder of equity shares is entitled to one vote per share. The Company has not declared dividend during the year.

In the event of liquidation of the Company, the holders of equity shares will be entitled to receive remaining assets of the Company, after distribution of all preferential amounts. The distribution will be in proportion to the number of equity shares held by the shareholders. During the year ended March 31, 2017, the Company has not declared any dividend during the year.

#### d $\,$ Details of shares held by shareholders holding more than 5% of the aggregate shares in the Company

	As at Mar	ch 31, 2018	As at Marc	h 31, 2017
Name of Shareholder	% of holding	No. of shares	% of holding	No. of shares held
		held		
Equity shares of Rs. 10 each fully paid				
R Rangarajan	9.97%	3,08,890	9.97%	3,08,890

## e Shares allotted as fully paid up by way of bonus shares and pursuant to contracts without payment being received

in cash		
Particulars	As at March 31, 2018	As at March 31, 2017
Equity shares allotted as fully paid up bonus shares	Not applicable	Not applicable

#### 4 Reserves and Surplus

Particulars	As at	As at	
i ai ticulai s	March 31, 2018	March 31, 2017	
Securities premium account			
Balance at the beginning of the year	12,72,350.00	12,72,350.00	
Add: Additions during the year		-	
Less: Utilisation during the year		-	
Closing balance	12,72,350.00	12,72,350.00	
General reserves			
Balance at the beginning of the year	1,21,000.00	1,21,000.00	
Add: Amount transferred from surplus		-	
Less: Utilisation during the year		-	
Closing balance	1,21,000.00	1,21,000.00	
C			
Surplus in the statement of profit and loss	(4.50.64.054.05)	(4 (5 (5 (5 )5)	
Balance at the beginning of the year	(1,79,64,051.27)		
Loss for the year	(26,90,663.00)	(13,96,384.00)	
Depreciation Written Back	-	-	
Less: Appropriations			
Transfer to general reserve		-	
Net surplus in the statement of profit and loss	(2,06,54,714.27)	(1,79,64,051.27)	
Total	(1,92,61,364.00)	(1,65,70,701.00)	

#### 5 Deferred Taxes

The major components of the deferred tax assets and liabilities are outlined below:

Particulars	As at March 31, 2018	As at March 31, 2017	
Tangible assets	10,14,275.00	8,76,966.00	
Deferred tax liability	10,14,275.00	8,76,966.00	

#### 6 Other current liabilities

Particulars	As at March 31, 2018	As at March 31, 2017
Current maturities of Long term loan		
Statutory Liabilities (TDS Payable)	4,844.00	-
Payables to others	5,21,139.00	3,42,835.00
Total	5,25,983.00	3,42,835.00

### 7 Short-term provisions

Particulars	As at March 31, 2018	As at March 31, 2017
Short-term provisions	12,000.00	39,000.00
Total	12,000.00	39,000.00

## 10 Non - current Investment

Particulars	As at March 31, 2018	As at March 31, 2017
Trade, unquoted (at cost)		
450000 Equity Shares of Rs.10/-each fully paid in HONEYCOMB	45,00,000.00	45,00,000.00
Total	45,00,000.00	45,00,000.00

### 11 Trade Receivables

Particulars	As at March 31, 2018	As at March 31, 2017
Unsecured: and considered good		
More than 6 months	1,92,000.00	-
Other debts	-	1,92,000.00
Total	1,92,000.00	1,92,000.00

### 12 Cash and bank balance

Particulars	As at March 31, 2018	As at March 31, 2017
Cash and cash equivalents		
Cash in hand	4,430.00	43,430.00
Bank balances		
- in current accounts	5,661.00	9,912.00
Total	10,091.00	53,342.00

#### 13 Other current assets

Particulars	As at March 31, 2018	As at March 31, 2017
Telephone deposit/deposit with stock exchange	-	39,351.00
and others	83,385.00	83,385.00
Total	83,385.00	1,22,736.00

### ENCORE BUSINESS SYSTEM LIMITED

## Notes to financial statements for the year ended March 31, 2017 $\,$

(All amounts are in Indian Rupees, except share data or as stated)

Depreciation chart for the year 2017-18

		Gross	Block		Accumulated Depreciation			Net Block	
Name of the Assets	Opening Balance As At 1.4.2017	Additions	Deletions	Closing Balance As At 31.03.2018	Opening Balance As At 1.4.2017	Depreciation For The Year 2017-18	Closing Balance As At 31.03.2018	As At 31.03.2018	As At 31.03.2017
Note- 8: Tangible Assets									
Furniture and fittings	33,10,323.00	-	-	33,10,323.00	26,10,398.00	5,34,410.00	31,44,808.00	1,65,515.00	6,99,925
Furniture and fittings	3,54,781.81	-	-	3,54,781.81	3,54,781.81	-	3,54,781.81	-	-
Office equipments	2,15,311.00	-	-	2,15,311.00	2,15,311.00	-	2,15,311.00	-	-
sub total	38,80,415.81	-	-	38,80,415.81	31,80,490.81	5,34,410.00	37,14,900.81	1,65,515.00	6,99,925.00
Note- 9: Intangible Assets	5			-			-	-	
software	1,13,01,408.00		-	1,13,01,408.00	12,07,101.00	17,80,194.00	29,87,295.00	83,14,113.00	1,00,94,307
sub total	1,13,01,408.00	-	-	1,13,01,408.00	12,07,101.00	17,80,194.00	29,87,295.00	83,14,113.00	1,00,94,307
G Total	1.51.81.823.81	-	-	1.51.81.823.81	43.87.591.81	23.14.604.00	67.02.195.81	84.79.628.00	1.07.94.232

#### 14 Revenue from operations

Particulars	Year ended March 31, 2018	Year ended March 31, 2017
Income from training activities	-	4,74,000.00
Total		4,74,000.00

#### 15 Other income

Particulars	Year ended March 31, 2018	Year ended March 31, 2017
Income from other sources		2,939.00
Total		2,939.00

#### 16 Other expenses

Particulars	Year ended March 31, 2018	Year ended March 31, 2017
Audit Fee	30,000.00	30,000.00
Telephone and communication expense	18,000.00	=
Interest on Late payment of TDS	164.00	-
Postage Expenses	519.00	-
Printing and stationary	4,500.00	4,000.00
Professional charges	61,200.00	42,500.00
Listing Fees	61,601.00	90,280.00
Rates & Taxes	600.00	11,370.00
Depositary Service Charges	44,850.00	95,780.00
Miscellaneous expenses	14,400.00	3,621.00
Total	2,35,834.00	2,77,551.00

#### 17 Depreciation

Particulars	Year ended March 31, 2018	Year ended March 31, 2017
Depreciation on tangible assets	23,14,604.00	9,34,641.00
Amortisation on intangible assets		-
Total	23,14,604.00	9,34,641.00

#### 18 Finance costs

Particulars	Year ended March 31, 2018	Year ended March 31, 2017
Bank charges/Interest expenses	2,916.00	2,945.00
Total	2,916,00	2.945.00

#### 19 Payment to auditors

Particulars	Year ended March 31, 2018	Year ended March 31, 2017
Statutory audit	30,000.00	30,000.00
Total	30,000.00	30,000.00

#### 20 Retirement benefits Gratuity Plan

Not Applicable

#### 1 Related party transactions

Names of related parties and nature of relationship are as follows:

Subsidiaries Associates	NIL NIL
Key Management Personnel (KMP)	R. Rangarajan
Enterprise over which KMP are able to exercise significant influence	Nil

#### 22 Micro, Small and Medium Enterprises

The management is currently in the process of identifying enterprises which have provided services to the Company and which qualify under the definition of micro and small enterprises, as defined under Micro, Small and Medium Enterprises Development Act, 2006, Accordingly, the disclosure in respect of the amounts payable to such enterprises as at March 31, 2018 has not been made in the financials statements based on information received and available with the Company. Further in the view of the management, the impact of interest, if any, that may be payable in accordance with the provisions of the Act is not expected to be material.

23 Previous year figures have been regrouped wherever necessary to conform to current year dassification.

for PARIMELAZHAGAN & CO Chartered Accountants FRN: 6514S For and on behalf of Board of Directors of ENCORE BUSINESS SYSTEM LIMITED

S.Parimelazhagan Partner Membership No. 200970 Place: Chennai Date: 30/05/2018 R.Rangarajan Director S Monisaa Director

#### **ENCORE BUSINESS SYSTEM LIMITED**

### Cash flow Statement for the year ended March 31, 2018

(All amounts are in Indian Rupees, except share data or as stated)

PARTICULARS	Note No.	For the year ended March 31, 2018	For the year ended March 31, 2017
Cash flow from operating activities			
Profit before taxation		(25,53,354)	(7,38,198)
Adjustments for:			
Depreciation / amortisation		23,14,604	9,34,641
Interest expenses		2,916	2,945
Operating cash flow before working capital changes		(2,35,834)	1,99,388
Adjustments for:			
(Increase)/decrease in trade receivables		-	(1,53,124)
(Increase)/decrease in loans and advances and other current asse	ts	39,351	-
Increase/(decrease) in current liabilities and provisions		1,56,148	1,00,096
Increase /(decrease) in provisions		-	30,721
Cash generated from operations		(40,335)	1,77,081
Income taxes paid		- 1	-
Net cash provided/(used) by operating activities	Α	(40,335)	1,77,081
Cash flow from investing activities			
Purchase of tangible assets/intangible asset		-	(2,26,300)
Proceeds from sale of tangible assets		-	-
Interest income		-	-
Net cash (used)/provided by investing activities	В	-	(2,26,300)
Cash flow from financing activities			
Repayment of finance lease obligations			-
Increase/(decrease) in cash credit and overdraft facilities			-
Interest paid		(2,916)	(2,945)
Income from Investment		, 1	-
Net cash (used)/provided by financing activities	С	(2,916)	(2,945)
Net (decrease)/increase in cash and cash equivalents	A+B+C	(43,251)	(52,164)
Cash and cash equivalents / margin money at the beginning of the	year	53,342	1,05,506
Cash and cash equivalents / margin money at the end of the y	12	10,091	53,342
Components of cash and cash equivalents			
Cash on hand		4,430	43,430
With banks- on current account		5,661	9,912
Total cash and cash equivalents		10,091	53,342
Supplementary information			

The schedules referred to above and notes thereon form an integral part of the financial statements This is the cash flow statement referred to in our report of even date

for PARIMELAZHAGAN & CO **Chartered Accountants** 

For and on behalf of Board of Directors of **ENCORE BUSINESS SYSTEM LIMITED** 

FRN: 6514S

R.Rangarajan S Monisaa S.Parimelazhagan Partner Director Director Membership No. 200970

Place: Chennai Date: 30/05/2018

## ENCORE BUSINESS SYSTEM LIMITED

"Khaleeli Centre", 2<sup>nd</sup> floor, No.4 Montieth Road Egmore, Chennai – 600008

PROXY FORM
I / We
For Office Use
Proxy No. Revenue Stamp
Date of Receipt:
No. of shares held:
The proxy form must be deposited at the Registered Office of the company not later than 48 hours before the time for holding the aforesaid meeting.
ENCORE BUSINESS SYSTEM LIMITED  "Khaleeli Centre", 2 <sup>nd</sup> floor, No.4 Montieth Road Egmore, Chennai – 600008
ATTENDANCE SLIP
(Please present this slip at the entrance of the meeting hall)
$I/\ We\ hereby\ register\ my/our\ presence\ at\ the\ Twenty\ Eighth\ Annual\ General\ Meeting\ of\ the\ Company\ to\ be\ held\ at\ "Khaleeli\ Centre",\ 2^{nd}\ floor,\ NO.4\ Montieth\ Road,\ Egmore,\ Chennai-600008\ on\ 02.08.18\ at\ 11.30\ A.M.$
Folio No.
No. of shares:
Name of shareholder:
Address:
To be signed at the time of handing over at the meeting hall.
Note: $(1)$ Member / Proxy must bring the attendance slip to the meeting and hand it over duly signed at the registration counter.