# **Company Information**

# **Board of Directors & Key Managerial Personnel**

Shri Bhupen N. Vasa Chairman & Managing Director Shri Heman N. Vasa Whole time Director Shri Priyank N. Vasa Whole time Director Smt. Nitu K. Shah Director
Shri Priyank N. Vasa Whole time Director
Smt Nitu K Shah Director
Silit. Nitu K. Silali Director
Shri Andrew Haig Denny Director
Shri P. J. Bhide Director
Dr. S. L. Chopra Director
Shri A. Mirza Director
Shri Nishit B. Bangdiwala Director
Shri Mukesh R Patel Chief Financial Officer
Ms. Astha Pandey Company Secretary

# **Statutory Auditor**

Shahir Asgar khan & Co. Chartered Accountant

# **Banker**

State Bank of India The Cosmos Co. Op. Bank Ltd.

# **Registered Office**

Block No. 472, Tajpur Road, Changodar, Tal. Sanand Dist. Ahmedabad- 382213

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# **Annual General Meeting**

	· · · · · · · · · · · · · · · · · · ·
Day & Date	Friday, September 29 <sup>th</sup> , 2017
Time	5:00 P.M.
Venue	472, Tajpur Road, Ahmedabad - Rajkot Highway, Changodhar, Ahmedabad,
	Gujarat 382213

#### UNICK FIX-A-FORM AND PRINTERS LIMITED

# **NOTICE**

Notice is hereby given that the 25<sup>th</sup> Annual General Meeting of the Members of Unick Fix-A-Form And Printers Limited will be held on Friday, 29<sup>th</sup> September, 2017 at 05:00 p.m. at 472, Tajpur Road, Ahmedabad - Rajkot Highway, Changodhar, Ahmedabad, Gujarat 382213, to transact the following business:-

# (1.) ADOPTION OF FINAL ACCOUNTS:-

To receive, consider and adopt the Audited Financial Statements of the Company for the Statement of profit and loss for the year ended on that date, the Cash Flow Statement for the year ended on that date and the Reports of the Board of Directors' and Auditors' thereon.

# (2.) APPOINTMENT OF AUDITOR:-

To appoint M/s A. A. Memon & Co Chartered Accountants (Firm Registration No. 106346W), as Statutory Auditors of the Company in place of M/s. Shahir Asgar Khan & Co., the retiring Statutory Auditors, to hold office for a period of 5 years from the conclusion of this 25th Annual General Meeting, until the conclusion of 30<sup>th</sup> Annual General Meeting, subject to ratification at every Annual General Meeting and to authorize the Board of Directors to 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 appoint M/s A. A. Memon & Co. Chartered Accountants (Firm Registration No. 106346W) as Auditors of the Company to hold office from the conclusion of this Annual General Meeting (AGM) till the conclusion of the Thirty AGM of the Company on such remuneration plus service tax, as may be mutually agreed between the Board of Directors of the Company and the Auditor."

# (3.) APPOINTMENT OF DIRECTOR:-

To consider and if thought fit, to pass the following resolution as an Ordinary Resolution: Mr. Andrew Denny (DIN 02108645) he is liable to retire by rotation and being eligible offers himself for reappointment and Mrs. Jyotiben Rajeshbhai Solanki is appoint as an additional independent director of the company subject to approval in Annual General Meeting.

# (4.) RESIGNATION OF DIRECTOR:-

Ms. Nitu K Shah & Mr. Nishit B. Bangdiwal were resign from the post of Director of the Company be and are hereby accepted w.e.f. 10th August, 2017.

# **SPECIAL BUSINESS:-**

# (5.) REGULARISATION OF DIRECTOR:-

To consider and if thought fit, to pass with or without modification(s), the following resolution as an Ordinary Resolution for Regularisation of Additional Director, Mrs. Jyotiben Rajeshbhai Solanki:-

"RESOLVED THAT Mrs. Jyotiben Rajeshbhai Solanki who was proposed to appoint as an Additional Director with effect from 10/08/2017 on the Board of the Company in terms of Section 161 of the Companies Act, 2013 and who holds office up to the date of this Annual General Meeting, and in respect of whom a notice has been received from a member in writing, under Section 160 of the Companies Act, 2013 along with requisite deposit, proposing his candidature for the office of a Director, be and is hereby appointed as a Director of the company."

Date: 20.08.2017 Place: Ahmedabad By order of the Board of Directors For UNICK FIX-A-FORM & PRINTERS LTD

Sd/-BHUPEN NAVNIT VASA (Managing Director) (DIN 00150585)

# **NOTES:**

- a) The Explanatory Statement pursuant to section 102 (1) of the Companies Act, 2013 in respect of the Special Business under item no 4 as stated above in annexed hereto.
- b) A member entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of himself/herself and the proxy need not be a member. The proxies should, however, be deposited at the registered office of the Company not later than 48 hours before the commencement of the meeting. Proxies submitted on behalf of limited companies, societies etc., must be supported by appropriate resolutions / authority, as applicable. A person can act as proxy on behalf of Members not exceeding fifty (50) and holding in the aggregate not more than 10% of the total share capital of the Company. In case a proxy is proposed to be appointed by a Member holding more than 10% of the total share capital of the Company carrying voting rights, then such proxy shall not act as a proxy for any other person or shareholder.
- c) In case of joint holders attending the Meeting, the Member whose name appears as the first holder in the order of names as per the Register of Members of the Company will be entitled to vote.
- d) Members seeking any information with regard to the Accounts are requested to write to the Company at an early date, so as to enable the Management to keep the information ready at the Meeting.
- e) The Register of Members and Transfer Books of the Company will be closed from Friday, September 22, 2017 to Thursday, September 28, 2017, both days inclusive.
- f) Members are requested to notify immediately changes, if any, in their registered addresses to the Company's Registrar and Share Transfer Agents Bigshare Services Private Limited. atA-802, Samudra Complex, off C G Road, Navrangpura, Near Girish Cold Drinks Ahmedabad 380009 India Contact No.:- +91- 079 40024135 Members are also requested to furnish their Bank details to the company's Share Transfer Agents immediately for printing the same on the dividend warrants/Cheques to prevent fraudulent encashment of the instruments.
- g) Members holding shares in physical form are requested to consider converting their holding to dematerialized form to eliminate all risks associated with physical shares and for ease of portfolio management. Members can contact the Company for assistance in this regard.
- h) 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.
- i) Members holding shares in physical form in identical order of names in more than one folio are requested to send to the Company, the details of such folios together with the share certificates for consolidating their holdings in one folio. A consolidated share certificate will be returned to such Members after making requisite changes thereon.
- j) The Notice of the AGM along with the Annual Report 2016-17 is being sent by electronic mode to those Members whose e-mail addresses are registered with the Company / Depositories, unless any Member has requested for a physical copy of the same. For Members who have not registered their e-mail addresses, physical copies are being sent by the permitted mode.

- k) To support the 'Green Initiative' Members who have not registered their e-mail addresses are requested to register the same with Depositories.
- I) In compliance with the provisions of Section 108 of the Companies Act, 2013 and the Rules framed thereunder and the SEBI (LODR) Regulation 2015, the Members are provided with the facility to cast their vote electronically, through the e-voting services provided by Central Depository Services (India) Limited (CDSL), on all the resolutions set forth in this Notice. Resolution(s) passed by Members through remote e-voting/ e-voting is deemed to have been passed as if they have been passed at the AGM.
- m) CS Sumeet Bhalekar of Sumeet Bhalekar & Co., Practicing Company Secretaries (Membership No. 41894), has been appointed as the Scrutinizer to scrutinize the voting and remote e-voting process (including the Ballot Form received from the Members who do not have access to the e-voting process) in a fair and transparent manner.
- n) The facility for voting, either through electronic voting system or ballot or polling paper shall also be made available at the meeting and Members attending the meeting who have not already cast their vote by remote e-voting or by ballot form shall be able to exercise their right at the meeting.
- o) The Members who have cast their vote by remote e-voting or by ballot form prior to the meeting may also attend the meeting but shall not be entitled to cast their vote again.
- p) Members can opt for only one mode of voting, i.e., either by Ballot Form or e-voting. In case Members cast their votes through both the modes, voting done by e-voting shall prevail and votes cast through Ballot Form shall be treated as invalid.
- q) In case a Member is desirous of obtaining a duplicate Ballot Form, he may send an e-mail to cssumeetbhalekar@gmail.com by mentioning their Folio / DP ID and Client ID No. However, the duly completed Ballot Form should reach the Scrutinizer, CS Sumeet Bhalekar of Sumeet Bhalekar & Co., at Office No.3, Anand Nagar, Near Tower Chouraha, Sapna Sangeeta Road, Indore 452001 089820-48228 not later than 28<sup>th</sup> September, 2017, 6:00 p.m. ,Ballot Form received after this date will be treated as invalid.
- r) A member may participate in the general meeting even after exercising his right to vote through remote e-voting but shall not be allowed to vote again.
- s) The chairman shall, at the general meeting at the end of discussion on the resolution on which voting is to be held, allow voting with assistance of scrutinizer, by use of ballot paper or by using an e-voting system for all the members who are present at the general meeting but have not cast their votes by availing the remote e-voting facilities.
- t) If a company opts to provide the same electronic system as used during the remote e-voting during the general meeting, the said facility shall be in operation till all the resolutions are considered and voted upon in the meeting and may be used for voting by the member attending the meeting and who have not exercised their vote through remote e-voting.

# Instructions for remote e-voting / e-voting are as under:

# A. In case of members receiving e-mail:

- (i) Log on to the e-voting website <u>www.evotingindia.com</u>.
- (ii) Click on "Shareholders" tab to cast your votes.
- (iii) Now, select the Electronic Voting Sequence Number "EVSN" along with "Unick Fix-a-Form &Printers Limited" from the drop down menu and click on "SUBMIT"
- (iv) If you are holding shares in Demat form and have already voted earlier on www.evotingindia.com for a voting of any Company, then your existing login id and password are to be used. If you are a first time user follow the steps given below.
- (v) Now, fill up the following details in the appropriate boxes:

	For Members holding shares in	For Members holding shares in
	Demat Form	Physical Form
User ID	For NSDL: 8 Character DP ID followed	Folio Number registered with the
	by 8 Digits Client ID	Company
	For CDSL: 16 digits beneficiary ID	
PAN*	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department when prompted by the system while e-voting (applicable for both demat shareholders as well as physical shareholders)	
DOB#	Enter the Date of Birth as recorded in your demat account or in the company	
	records for the said demat account or for	olio in DD/MM/YYYY format.

- Members who have not updated their PAN with the Company/Depository Participant are requested to use the default number :< ABCDE1234F> in the PAN Field.
- (vi) After entering these details appropriately, click on "SUBMIT" tab.
- (vii) Members holding shares in physical form will then reach directly the EVSN 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 remote e-voting / 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.
- (viii) For member's holdings shares in physical form, the details can be used only for remote evoting / e-voting on the resolutions contained in this Notice.
- (ix) Click on the relevant EVSN on which you choose to vote.
- (x) 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.
- (xi) Click on the "Resolutions File Link" if you wish to view the entire Resolutions.

- (xii) 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.
- (xiii) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xiv) You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- (xv) Demat account holder has forgotten the changed password then Enter the User ID and Captcha Code click on Forgot Password & enter the details as prompted by the system.
- (xvi) Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to log on to https://www.evotingindia.co.in and register themselves, link their account which they wish to vote on and then cast their vote. They should upload a scanned copy of the Board Resolution and POA in favour of the Custodian who they have authorised to vote on their behalf, in PDF format in the system for the scrutinizer to verify the vote.

# **B. OTHER INSTRUCTIONS**

- (i) In case of members receiving the physical copy of Notice of AGM [for members whose email IDs are not registered with the company/ depository participant(s) or requesting physical copy: Please follow all steps from sl. no. (i) to sl. no. (xvi) above, to cast vote.
- (ii) The voting period begins on Tuesday, September 26th, 2017 (9.00 A.M.) and ends on Thursday, September 28, 2017 (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 23rd September, 2017, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.
- (iii) In case you have any queries or issues regarding remote e-voting / e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at www.evotingindia.com under help section or write an email to helpdesk.evoting@cdslindia.com.
- (iv) Any person, who acquires shares of the Company and becomes a member of the Company after dispatch of the Notice and holding shares as of the cut-off date, may obtain the login ID and password by sending a request at <a href="helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a>. However, if you are already registered with CDSL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forget your password, you can reset your password by using "Forgot User Details / Password" option available on www.evoting.cdsl.com.
- (v) Members holding shares in physical or in Demat form as on Saturday, 23<sup>rd</sup> day of September, 2017, shall only be eligible for e-voting.
- (vi) The facility for voting through ballot paper shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper.
- (vii) The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of 23rd day of September, 2017

# C. SCRUTINIZER REPORT

- (i) CS Sumeet Bhalekar (CP No.15605) has been appointed as Scrutinizer to scrutinize voting process in a fair and transparent manner.
- (ii) The Scrutinizer shall, immediately after the conclusion of voting at the general meeting, would count the votes cast at the meeting, thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and make, not later than three days of conclusion of the meeting, a consolidated Scrutinizer's report of the total votes cast in favoure or against, if any, to the Chairman or a person authorized by him in writing who shall countersign the same
- (iii) The Results shall be declared on or after the AGM of the Company. The Results declared along with the Scrutinizer's Report shall be available for inspection and also placed on the website of the Company within prescribed period.
- (iv) Regarding any grievance with respect to remote e-voting / e-voting, you may contact by email at <a href="mailto:bssahd3@bigshareonline.com">bssahd3@bigshareonline.com</a> Registrar and Transfer Agent at Bigshare Services Private Limited.

Details of Directors seeking appointment/re-appointment at the Annual General Meeting (In pursuance of Regulation 36 (3) of the SEBI (Listing Obligations and Disclosure Requirement) Regulations, 2015:

1.	Name of Director	Mr. Andrew Denny	Mrs. Jyotiben Rajeshbhai Solanki
2.	Date of Birth	27.02.1969	02.05.1970
3.	Date of Appointment	01/02/2008	10.08.2017
4.	Qualification	Fellow of the Institute of Chartered Accountants of UK	Bachelor of commerce
5.	Expertise	rich experience of leaflet label industry	Rich experience in the field of accountancy
6.	Other Directorship held excluding private companies as on 31 <sup>st</sup> March 2017	NIL	NIL
7.	Chairman/Member of the Committee of Board of the Directors of the Company	Member- Board Meeting	Member- Board Meeting

Date :20.08.2017 By order of the Board of Directors
Place : Ahmedabad For UNICK FIX-A-FORM & PRINTERS LTD

Sd/-BHUPEN NAVNIT VASA (Managing Director) (DIN 00150585)

# STATEMENT OF MATERIAL FACTS PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013

As required by Section 102 of the Companies Act, 2013 ("Act"), the following explanatory statement sets out all material facts relating to the business mentioned under Item Nos. 4 to 5 of the accompanying Notice:

# 1. <u>ITEM NO. 5</u>

Mrs. Jyotiben Rajeshbhai Solanki was appointed as an Additional Director w.e.f. August 10th, 2017 in accordance with the provisions of Section 161 of the Companies Act, 2013 and as per other provisions of the Company. Pursuant to Section 161 of the Companies Act, 2013 the above director holds office up to the date of the ensuing Annual General Meeting. In this regard the Company has received request in writing from a member of the company proposing Mrs. Jyotiben Rajeshbhai Solanki candidature for appointment as Director of the Company in accordance with the provisions of Section 160 and all other applicable provisions of the Companies Act, 2013. The Board feels that presence of Mrs. Jyotiben Rajeshbhai Solanki on the Board is desirable and would be beneficial to the company and hence recommend resolution No. 5 for adoption.

None of the Directors, except Mrs. Jyotiben Rajeshbhai Solanki and Key Managerial Personnel of the Company or their relatives are in any way concerned or interested, financially or otherwise, in the said resolution.

The Board recommends resolutions under Item No. 5 to be passed as an ordinary resolution.

Date :20.08.2017 By order of the Board of Directors
Place : Ahmedabad For UNICK FIX-A-FORM & PRINTERS LTD

Sd/-BHUPEN NAVNIT VASA (Managing Director) (DIN 00150585)

# **Board's Report**

# To, The Members UNICK FIX-A-FORM AND PRINTERS LIMITED

The Directors of the Company feel amiable in presenting **25**<sup>th</sup> **Annual Report** of the Company Along with the Audited Statement of Accounts and Auditors' Report for the Financial Year ended 31<sup>st</sup>, March, 2017.

# 1.) FINANCIAL PERFORMANCE:

Doubless	Current Year	Previous Year (F.Y. 2015-16)
Particulars	(F.Y. 2016-17)	,
Revenue from operations	27,84,88,219	25,43,79,934
Other Income	30,56,676	23,47,210
Total Revenue	28,15,44,895	25,67,27,144
Expenses		
(Other than finance cost)	23,59,12,938	22,09,51,455
Finance cost	1,07,49,228	1,21,19,511
Total expenses	24,66,62,166	23,30,70,966
Profit before tax	3,48,82,729	2,36,56,178
Less : Current tax	1,10,51,000	79,37,000
Deferred tax	2,39,000	-2,60,000
Profit/Loss after tax	2,24,02,651	1,59,79,178

# 2.) STATE OF COMPANY'S AFFAIRS:

There is No change in the Nature of the Business of the Company during the Financial Year. Despite of difficult market conditions, healthy competition in the market and lack of interest of the investors, the performance of your Company has been satisfactory and to achieve the healthy growth for its stakeholders. The performance evaluations of the Company are as under;

Revenue: During the financial year 2016-17, the revenue of the Company has increased from Rs. 2567.27 lacs to Rs. 2815.45 lacs it shows that the revenue of the Company increased by 9.67% approx. as compared to previous financial year 2015-16.

Expenses: In Financial Year ended 31 March, 2017, the expense of the Company is increased from Rs. 2330.71 lacs to Rs. 2466.62 lacsas compared to the previous financial year ended on 31 March, 2016. But the finance cost of the Company is decreased by Rs. 13.70 Lacs as compared to the previous financial year 2015-16.

# 3.) DIVIDEND:

Keeping in view the growth prospects of the Company the Board of your company has not recommended any Dividend for the Financial Year 2016-17.

# 4.) MATERIAL CHANGES AND COMMITMENTS:

The Company has not undergone any Material Changes during the Financial Year that may affect the Financial Worth of the Company in any way. There is No Significant and Material orders passed by the Regulators, Tribunals or Courts which can have a Significant impact on the status of the Company of being a going concern and Company's Operations in future.

# 5.) INTERNAL FINANCIAL CONTROL:

Your Directors state that there are adequate Internal Controls in the Company for ensuring the Smooth working of the Operations and growth of the organization

# 6.) MANAGEMENT'S DISCUSSION AND ANALYSIS REPORT:

As the requirement under SEBI (LODR), 2015 the Management is required to prepare MDAR, for that reason it has been annexed as Annexure V forming part of this Report.

# 7.) REPORT ON CORPORAE GOVERNANCE:

Your Company has not been involved in any unethical Practices and have complied with all the Compliance related requirements. A detailed Report on Corporate Governance is required to be made by the Compliance Officer of the Company as per SEBI (LODR), 2015. The same has been annexed in the Report as Annexure VI.

# 8.) SUBSIDIARIES/JOINT VENTURE / ASSOCIATE COMPANIES:

The Company has no Subsidiary/ Joint Venture/ Associate Company and hence is not required to prepare any Consolidated Financial Statement.

# 9.) **DEPOSITS**:

The Company has not accepted any Deposits during the Financial Year 2016-17 which are required to be reported as per Chapter V and Section 73 to 76 of the Companies Act, 2013.

# 10.) DIRECTORS RESPONSIBILITY STATEMENT:

Pursuant to Section 134(5) of the Companies Act, 2013, the board of directors, to the best of their knowledge and ability, confirm that:

- a) In the preparation of the annual accounts for the year ended March 31, 2016, the applicable accounting standards read with requirements set out under Schedule III to the Act, have been followed and there are no material departures from the same;
- b) The Directors have 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 as at March 31, 2016 and of the profit of the Company for the year ended on that date;
- The Directors have taken proper and sufficient care for 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 fraud and other irregularities;
- d) The Directors have prepared the annual accounts on a 'going concern' basis;
- e) The Directors have laid down internal financial controls to be followed by the Company and that such internal financial controls are adequate and are operating effectively; and

f) The Directors have devised proper systems to ensure compliance with the provisions of all applicable laws and that such systems are adequate and operating effectively.

# 11.) EMPLOYEE STOCK OPTION:

During the year there has not been any issue of Equity shares to the Employees of the Company on differential basis. Hence, no such information is required to be filed under the provisions of Companies Act, 2013.

#### 12.) AUDITORS AND AUDITOR'S REPORT:

The present Auditors - M/s. ShahirAsgar khan and Co., Chartered Accountants, Ahmedabad who hold office up to the till the conclusion of the twenty fifth AGM to be held in the year 2017 now the Board of Directors of your Company based on the recommendation of the Audit Committee, have approved the proposal for appointment of M/s. A.A. Memon & co, Chartered Accountants, Ahmedabad (Firm Registration No. 106346W), as Statutory Auditors of the Company to hold office for a period of 5 years from the conclusion of the 25<sup>th</sup> Annual General Meeting, subject to the approval of the Members of the Company at the ensuing Annual General Meeting. The Notice of AGM contains a business to this effect for your approval. The Board of Directors wishes to place on record its appreciation of the guidance and support ably provided by M/s. Shahir Asgar khan and Co during their tenure as the Statutory Auditors of the Company.

# 13.) AUDITORS' REPORT:

The Board has appointed Shahir Asgar khan and Co., Chartered Accountants to conduct the Statutory Audit for the year 2016-17. There are no qualifications or adverse remarks in the Auditors' Report which require any clarification/ explanation. The Notes on financial statements are self-explanatory, and needs no further explanation. Further the Auditors' Report for the financial year ended, 31st March, 2017 is annexed herewith for your kind perusal and information.

# 14.) EXTRACT OF ANNUAL REPORT:

HEREWITH the Extract of Annual Return in the Specifies form i.e. Form No MGT 9 has been enclosed as the Annexure I.

# 14.) CORPORATE SOCIAL RESPONSIBILITY:

As the Net Worth, Turnover and Net Profit are below the Limits as prescribed under Section 135 of the Companies Act, 2013 and Rule 9 of the Companies (Corporate Social Responsibility Policy) Rules, 2014, hence the Company is not required to contribute in CSR.

# 15.) DIRECTORS COMPOSITION:

Underneath a table has been provided consisting of the information regarding Directors of your Company.

S. No.	Name	Designation	Executive /Non-Executive
1.	Shri. B. N. Vasa	Chairman & M.D.	Executive
2.	Shri. Hemen Vasa	Whole time Director	Executive
3.	Shri. Amit B. Vasa*	Whole time Director	Executive
4.	Shri. Priyank Vasa	Whole time Director	Executive
5.	Smt. NituKinjalkumar Shah	Additional Director	Non Executive
6.	Mr. Andrew Denny	Director	Non Executive
7.	Mr. A. Mirza	Independent Director	Non Executive
8.	Mr. N. Bangdiwala*	Independent Director	Non Executive
9.	Dr. S.L. Chopra	Independent Director	Non Executive
10.	Mr. P.J. Bhide	Independent Director	Non Executive

- \* Mr. Amit Vasa was resigned from the Director of the company with effect from 31<sup>st</sup> March 2017.
- \* Mr. N. Bangdiwala resigned from the Director of the company with effect from 10<sup>th</sup> August 2017.
- \* Smt. Nitu Kinjalkumar Shah resigned from the Director of the company with effect from 10<sup>th</sup> August 2017.

# **16.) MEETINGS OF BOARD:**

S. No.	Date of the Meeting	<b>Members Present</b>
1.	25 <sup>th</sup> May, 2016	9
<b>2.</b> 30 <sup>th</sup> July, 2016 6		6
<b>3.</b> 20 <sup>th</sup> October, 2016 5		5
<b>4.</b> 01 <sup>st</sup> December, 2016 9		9
<b>5.</b> 19 <sup>th</sup> January, 2017 9		9
6.	31 <sup>st</sup> March, 2017	6

# 17.) MEETINGS OF AUDIT COMMITTEE:

S.No.	Date of the Meeting	Members Present
1.	25 <sup>th</sup> May, 2016	9
<b>2.</b> 30 <sup>th</sup> July, 2016 6		6
<b>3.</b> 20 <sup>th</sup> October, 2016		5
<b>4.</b> 01 <sup>st</sup> December, 2016 9		9
<b>5.</b> 19 <sup>th</sup> January, 2017 9		9
6.	31 <sup>st</sup> March, 2017	6

# 18.) BOARD EVALUATION:

Pursuant to the provisions of Companies Act, 2013, the Board has carried out an Annual Performance Evaluation of its own performance, the Directors individually as well as mutually evaluated their performance along with the performance of Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee. Various aspects such as Composition, Attendance, Duties, Obligations, etc. have been evaluated under this. The performance of the Directors was assessed individually and as a Whole.

# 19.) CONSERVATION OF ENERGY AND TECHNOLOGY ABSORPTION AND FOREIGN EXCHANGE EARNINGS AND OUTGO ARE AS FOLLOWS:

The particulars as required under the provisions of section 134(3) (m) of the Companies Act, 2013 in respect of conservation of energy and technology absorption have not been furnished the nature of activities undertaken by the company during the year under review.

# **20.) REMUNERATION TO DIRECTORS:**

The remuneration paid to Executive, Non-Executive and Independent Directors are disclosed in the extract to the Annual Return in Form MGT-9. The same has been annexed as Annexure A of Board Report.

#### 21.) RISK MANAGEMNT POLICY:

Major concern to your Company is monsoon. Our customer list is still dominated by pesticide majors. A good monsoon means good business for them which translate into large orders for us. The management try to develop the Pharma Clientele which dilute the risk of monsoon.

# 22.) VIGIL MECHANISM:

Company has vigil mechanism in force to deal with instance of fraud and mismanagement, if any. The mechanism ensures that strict confidentiality is maintained whilst dealing with the concern and also

that no discrimination will be meted to any person for a genuinely raised concern. The Chairman of the Audit Committee may also e contacted by employees to report any suspected or concerned incident of fraud/ misconduct.

#### 23.) SECRETERIAL AUDIT:

The board has appointed CS Sumeet Bhalekar, Practising Company Secretary, to conduct Secretarial Audit for the financial year 2016-17. The Secretarial Audit Report for the financial year ended March 31, 2017 is annexed herewith marked as Annexure II to this Report. The Secretarial Audit Report does not contain any qualification, reservation or adverse remark.

# 24.) PARTICULARS OF LOANS GIVEN, INVESTMENT MADE, GUARANTEE GIVEN AND SECURITIESPROVIDED:

The company has not given any loan, done any investment or provided any guarantee under Section 186 of the Companies Act, 2013.

# 25.) RELATED PARTY TRANSACTION:

There is no contract or agreement entered into by the company with related parties referred to in Sub-Section (1) of Section 188 of the Companies Act, 2013.

# **26.) APPRECIATION:**

Your Director wish to express their grateful appreciation to the continued co-operation received from the Banks, Government Authorities, Customers, Vendor and Shareholders during the year under review. Your Director also wish to place on record their deep sense of appreciation for the committed service of the Executives, staff and workers of the Company

Date: 20.08.2017 For and on behalf of the Board of Directors

Place: Ahmedabad Unick Fix a Form & Printers Limited

Sd/- Sd/B.N.Vasa H.N. Vasa
Managing Director Director
(DIN: 00150585) (DIN: 00150717)

# Annexure-I FORM NO. MGT-9 EXTRACT OF ANNUAL RETURN as on the financial year ended on 31<sup>st</sup> March, 2017

[Pursuant to section 92(3) of the Companies Act, 2013 and rule 12(1) of the Companies (Management and Administration) Rules, 2014]

# I. REGISTRATION AND OTHER DETAILS:

CIN	L25200GJ1993PLC019158
Registration Date	18/03/1993
Name of the Company	UNICK FIX-A-FORM AND PRINTERSS LTD
Category/Sub-Category of the Company	Company limited by share/Indian Non Government Company
Address of the Registered Office and Contact details	Block No. 472, Tajpur Road, Changodar, Tal. Sanand, Dist. Ahmedabad. Gujrat 382213 Phone 91 99789 31303/04/05 Email: info@unickfix-a-form.com
Whether listed company	Yes
Name, Address and Contact details of Registrar and Transfer Agent, if any.	Big shares Services Pvt Ltd. A-802, Samudra Complex Off C G Road Navrangpura Near Girish Cold Drinks Ahmedabad 380009 P: +91 079 40392570   M: +91 09879653604

# II. PRINCIPAL BUSINESS ACTIVITIES OF THE COMPANY

All the business activities contributing 10 % or more of the total turnover of the company shall be stated:-

S.No.	Name and Description of main products / service	NIC Code of the Product/ Service	% to Total turnover of the Company
1.	Paper Based Printed Materials/Labels	3219700	100%

# III. PARTICULARS OF HOLDING, SUBSIDIARY AND ASSOCIATE COMPANIES

Name and Address of the Company	CIN/GLN	Holding/ Subsidiary/ Associate	% of shares held	Applicable section
N.A.	N.A.	N.A.	N.A.	N.A.

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

# (i) CATEGORY-WISE SHAREHOLDING

		hares held of the year		ginning	N	No. of Shar	res held a year 201		d
Category of Shareholders	Demat	Physical	Total	% of Total Shares	Demat	Physical	Total	% of Total Shares	% Change during the Year
A. Promoters									
(1) Indian									
a) Individual/ HUF	1953390	1810	1955200	35.65	1953390	1810	1955200	35.65	0.00%
b) Central Govt.	0	0	0	0	0	0	0	0	0
c) State Govt.	0	0	0	0	0	0	0	0	0
e) Bank/FI	0	0	0	0	0	0	0	0	0
f) Any other	0	0	0	0	0	0	0	0	0
(i) Trust	0	0	0	0	0	0	0	0	0
Sub-Total (A) (1)	1953390	1810	1955200	35.65	1953390	1810	1955200	35.65	
(2) Foreign									
a) NRIs – Individuals	0	0	0	0	0	0	0	0	0
b) Other- Individuals	0	0	0	0	0	0	0	0	0
c) Bodies Corporate	0	0	0	0	0	0	0	0	0
d) Banks/FI	0	0	0	0	0	0	0	0	0
f) Any other	0	0	0	0	0	0	0	0	0
Sub-Total (A) (2)	0	0	0	0	0	0	0	0	0
Total shareholding of Promoters (A)= (A)(1)+(A)(2)	1953390	1810	1955200	35.65	1953390	1810	1955200	35.65	0

B.Public Sharehol	lding								
(1) Institution									
a) Mutual Fund/UTI	0	0	0	0	0	0	0	0	0
b) Banks/FI	0	0	0	0	0	0	0	0	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 Fund	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)	0	0	0	0	0	0	0	0	0

(2) Non-									
Institutions									
a) Body Corporate									
i) Indian	2500	1973300	1975800	36.02	3500	1973700	1977200	36.05	0.03
ii) Overseas	0	0	0	0	0	0	0	0	0
b) Individuals									
i) individual	261550	759200	1020750	18.61	260550	758800	1019350	18.58	(0.03)
shareholders									
holding nominal									
share capital									
upto 1 lakh									
ii) individual	199650	328100	527750	9.62	199650	328100	527750	9.62	0.00
shareholders									
holding nominal									
share capital in									
excess of 1 lakh									
c) Others (Specify)									
i) Trust	0	0	0	0	0	0	0	0	0.00
ii) Non-Resident	0	5500	5500	0.10	0	5500	5500	0.10	0.00
Indians									
iii) Clearing	0	0	0	0	0	0	0	0	0.00
Members									
iv) Hindu	0	0	0	0	0	0	0	0	0.00
Undivided									
Families	0	0	0	0	0	0	0	0	0.00
v) Foreign	U	0	U	0	0	0	0	0	0.00
Corporate Bodies									
Sub-Total (B) (2)	463700	3066100	3529800	64.35	463700	3066100	3529800	64.35	0.00
Total Public	463700	3066100	3529800	64.35	463700	3066100	3529800	64.35	0.00
Shareholding	403700	3000100	3323000	04.55	403700	3000100	3323000	04.55	0.00
(B) = (B)(1) + (B)(2)									
	0	0	0	0	0	0	0	0	0.00
TOTAL (A) + (B)	0	0	0	0	0	0	0	0	0.00
C. Shares held by Custodian for	U	U	J	U	U	U	U	U	0.00
GDRs & ADRs									
GRAND TOTAL	2417090	3067910	5485000	100.00	2417090	3067910	5485000	100.00	0.00
(A) + (B) + (C)		2007020	2.25000		,	2007010	2.23000		2.50
1-7 · 1-7 · 1-7									

# ii. Shareholding of Promoters

	Sharehol	ding at the of the Yea		Sharehole	% change		
Shareholders Name	No. of Shares	% of total shares of the Company	% of Shares pledged/ encumbered to total shares	No. of Shares	% of total shares of the Company	pledged/ encumbered	in share- holding during the year
Vasa Bhupen N.	10	0.00	0	10	0.00	0	0
Vasa Bhupen	200	0.00	0	200	0.00	0	0
Vasa Hemen	200	0.00	0	200	0.00	0	0
ThakkarMeena	200	0.00	0	200	0.00	0	0
Patel Mukesh	200	0.00	0	200	0.00	0	0
Patel Mukeshbhai A.	200	0.00	0	200	0.00	0	0
ThakerParul N.	200	0.00	0	200	0.00	0	0
KathjuRituraj	200	0.00	0	200	0.00	0	0
Vasa Sarla	400	0.01	0	400	0.01	0	0
SarlaNavnit Vasa	885648	16.15	0	885648	16.15	0	0
HemenNavnit Vasa	300510	5.48	0	300510	5.48	0	0
BhupenNavnitlal Vasa	472540	8.62	0	472540	8.62	0	0
KaminiBhupen Vasa	148840	2.71	0	148840	2.71	0	0
Nicky Hemen Vasa	145852	2.66	0	145852	2.66	0	0
TOTAL	1955200	35.65	0	1955200	35.65	0	0

# iii) CHANGE IN PROMOTERS' SHAREHOLDING (PLEASE SPECIFY, IF THERE IS NO CHANGE) There is no change in Promoters' Shareholding

SI No.			Increase/ (Decrease) in Shareholding	Sharel during	ulative holding the year	Increase/ (Decrease)in Shareholding
	No. of Shares at the beginning (01.04.2016)/ end of the year (31.03.2017)	% of total Shares of the Company at the beginning (01.04.2016)/ end of the year (31.03.2017)		No of % of Shares total shares of the Company		
1	1955200	35.65	No change during the year	1955200	35.65	No change during the year

# iv) SHAREHOLDING PATTERN OF TOP TEN SHAREHOLDERS (OTHER THAN DIRECTORS, PROMOTERS AND HOLDERS OF GDRS AND ADRS).

		Shareholdin beginning of	•	Shareholding at the end of the Year		
S.No.	For each of the Top Shareholders	No. of Shares	% of Total shares of the Company	No. of Shares	% of Total shares of the Company	
1.	Fix A Form International Ltd.	1970400	35.9234	1970400	35.9234	
2.	Sushilaben Nailesh Shah	98400	1.794	98400	1.794	
3.	Jay Mansukhlal Kotak	44250	0.8067	44250	0.8067	
4.	Amrutlal Jamnadas Kotak	38500	0.7019	38500	0.7019	
5.	Atul Moradia	25000	0.4558	25000	0.4558	
6.	Daxa Moradia	24600	0.4485	24600	0.4485	
7.	Safi Shilpa	24600	0.4485	24600	0.4485	
8.	Shah Mukesh N.	24600	0.4485	24600	0.4485	
9.	Shah Manoj C.	24600	0.4485	24600	0.4485	
10.	Shah Lalit C.	24600	0.4485	24600	0.4485	

# v) SHAREHOLDING OF DIRECTORS AND KEY MANAGERIAL PERSONNEL

		olding at the g of the Year	Shareholding at the end of the Year		
For each of the Directors*	No. of Shares	% of Total shares of the Company	No. of Shares	% of Total shares of the Company	
At the beginning of the year	1955200	35.65	1955200	35.65	
Date wise increase/decrease in Promoters Shareholders during the year specifying the reasons for increase / decrease (e.g. allotment/ transfer/ bonus/sweat equity etc.	No change during the year	No change during the year	No change during the year	No change during the year	
At the end of the year	1955200	35.65	1955200	35.65	

# V. INDEBTEDNESS

Indebtedness of the company including interest outstanding / accrued but not due for payment

	Secured loans	Unsecured	Deposits	Total
	excluding deposits	loans		Indebtedness
Indebtedness at the beginning of				
the financial year				
i).Principal Amount	85151544	6890400	-	92041944
ii).Interest due but not paid	-	-	-	-
iii). Interest accrued but not due	1568480	-	-	1568480
Total (i +ii+iii)	86720024	6890400	-	93610424
Change in indebtedness during				
the financial year				
Addition	9946753	-	-	-
Reduction	17577986	-	-	-
Net change	-7631273	-	-	-7631273
Indebtedness at the end of the	79088791	-	-	79088791
financial year				
i).Principal Amount				
ii).Interest due but not paid				
iii).Interest accrued but not due				
Total (i +ii+iii)	79088791	-	-	79088791

# VI. REMUNERATION OF DIRECTORS AND KEY MANAGERIAL PERSONNEL

A. Remuneration to Managing Director/ Whole Time Director.

S.	Particulars of	BHUPEN	HEMAN	PRIYANK	AMIT	TOTAL
No.	Remuneration	NAVNIT	NAVNIT	HEMEN	BHUPEN	
		VASA	VASA	VASA	VASA	
	Gross Salary	17,40,000	17,40,000	14,40,000	14,40,000	63,60,000
1	(a) Salary as per		-	-	-	-
	provisions contained in					
	section 17 (1) of the					
	Income Tax Act, 1961					
	(b) Value of perquisites		-	-	-	-
	under section 17(2)					
	Income Tax Act, 1961					
	(c) Profit in lieu of salary	-	-	-	-	-
	under section 17(3)					
	Income Tax Act, 1961					
2	Stock options	-	-	-	-	-
3	Sweat Equity	-	-	-	-	-
4	Commission	-	-	-	-	-
	- as % of profit					
	- Others, specify					
5	Others - please specify	13,934	14,935	13,346	-	42215
	TOTAL	17,53,934	17,54,935	14,53,346	14,40,000	64,01,975

# B. Remuneration to Independent Directors: N.A.

Description	PURUSHOTTAM JAGANNATH BHIDE	SHANTILAL CHOPRA	ANDREW HAIG DENNY	NISHIT BANGDIWALA	TOTAL
Fees for attending Board/ Committee Meetings	5,000	10,000	-	10,000	25,000
- Commission	-	-	-	-	-
- Others, please specify	-	-	2,26,085	-	2,26,085
TOTAL	5,000	10,000	2,26,085	10,000	2,51,085

# C. Remuneration to Key Managerial other than MD/WTD

S. No.	Particulars of Remuneration	Mr. Mukesh Patel CFO	Total Amount (In Rs.)
	Gross Salary	9,46,300	9,46,300
1	(a) Salary as per provisions contained in section 17 (1) of the Income Tax Act, 1961	-	-
	(b) Value of perquisites under section 17(2) Income Tax Act, 1961	-	-
	(c) Profit in lieu of salary under section 17(3) Income Tax Act, 1961	-	-
2	Stock options	-	-
3	Sweat Equity	-	-
4	Commission	-	-
	- as % of profit	-	-
	- Others, specify	-	-
5	Others - please specify	-	-
	TOTAL	9,46,300	9,46,300

# VII PENALTIES / PUNISHMENT/ COMPOUNDING OF OFFENCES:

ТҮРЕ	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	N.A.	N.A.	N.A.	N.A.	N.A.
Punishment	N.A.	N.A.	N.A.	N.A.	N.A.
Compounding	N.A.	N.A.	N.A.	N.A.	N.A.
B. DIRECTOR					
Penalty	N.A.	N.A.	N.A.	N.A.	N.A.
Punishment	N.A.	N.A.	N.A.	N.A.	N.A.
Compounding	N.A.	N.A.	N.A.	N.A.	N.A.
C.OTHERS OFFICERS IN DEFAULT					
Penalty	N.A.	N.A.	N.A.	N.A.	N.A.
Punishment	N.A.	N.A.	N.A.	N.A.	N.A.
Compounding	N.A.	N.A.	N.A.	N.A.	N.A.

# FORM NO. MR-3 SECRETARIAL AUDIT REPORT

[Pursuant to Section 204(1) of the Companies Act, 2013 and Rule 9 of the Companies (Appointment and Remuneration of Personnel) Rules, 2014]

To,
The Members
UNICK FIX-A-FORM AND PRINTERSS LIMITED
Block No. 472, Tajpur Road,
Changodar, Tal. Sanand, Dist. Ahmedabad (GJ.) 382213

# FOR THE FINANCIAL YEAR ENDED 31<sup>ST</sup> MARCH, 2017

We have conducted the Secretarial Audit of the compliance of applicable statutory provisions and the adherence to good corporate practices by UNICK FIX-A-FORM AND PRINTERSS LIMITED (CIN: L25200GJ1993PLC019158) (hereinafter called "the Company"). Secretarial Audit was conducted in a manner that provided us a reasonable basis for evaluating the corporate conducts / statutory compliances and expressing our opinion thereon.

Based on our verification of the 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, we hereby report that in our opinion, the Company has, during the audit period covering the financial year ended on 31<sup>st</sup> March, 2017 complied with the statutory provisions listed hereunder and also that the Company has proper Board-processes and compliance mechanism in place to the extent, in the manner and subject to the reporting made hereinafter:

We 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, 2017 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 Regulation made there under 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.
  - 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 and Exchange Board of India (Issue and Listing of Debt Securities) Regulations, 2008.
- f) 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.
- g) The Securities and Exchange Board of India (Delisting of Equity Shares) Regulations, 2009. (Not applicable to the Company during the Audit Period)
- h) Securities and Exchange Board of India (Buy Back of Securities) Regulations, 2009.(Not applicable to the Company during the Audit Period)
- (vi) The following other laws as specifically applicable in the view of the Management.
  - a) Factories Act, 1948
  - b) Negotiable Instruments Act, 1881
  - c) Works Contract Rules, 2007
  - d) Industrial Disputes Act, 1947
  - e) Employees' State Insurance Act, 1948
  - f) Employees Provident Fund and Miscellaneous Provisions Act, 1952
  - g) Environment Protection Act, 1986
  - h) Water (Prevention and Control of Pollution) Act, 1981
  - i) Air (Prevention and Control of Pollution) Act, 1974
  - j) Hazardous Waste (Management and Handling) Rules, 1989
  - k) Payment of Wages Act, 1936 and other applicable labour laws
  - I) The Water (Prevention and Control of Pollution) Act, 1974
  - m)Other laws as applicable to the Company other than taxation laws

We have also examined compliance of the applicable Clauses of the Listing Agreements entered into by the Company with the Ahmadabad Stock Exchange Limited.

We have relied on the certificates obtained by the Company from the Management Committee/Function heads and based on the report received, there has been due compliance of all laws, orders, regulations and other legal requirements of the central, state and other Government and Legal Authorities concerning the business and affairs of the company. However, please note for the Audit Period:

- (i) SEBI (Employee Stock Option Scheme and Employee Stock Purchase Scheme) Guidelines, 1999 are not applicable, as there being no schemes of the Company under the said Guidelines.
- (ii) SEBI (Issue and Listing of Debt Securities) Regulations, 2008 are not applicable, as company has not issued any Debt Securities.
- (iii) SEBI (Delisting of Equity Shares) Regulations, 2009 are not applicable, as there being no instances of delisting of Equity Shares.
- (iv) SEBI (Registrars to an Issue and Share Transfer Agents) Regulations, 1993 regarding the companies act and dealing with client are not applicable as the Company is not registered as Registrar to Issue and Share Transfer Agent during the financial year under review.
- (v) SEBI (Buyback of Securities) Regulations, 1998 are not applicable, as there being no instances of buy-back of shares.
- (vi) The Secretarial Standards under the Companies Act 2013 was applicable during the reporting period and, the same was considered in the Audit.

25<sup>th</sup> ANNUAL REPORT

UNICK FIX-A-FORM & PRINTERS LTD

# We further report that:

The Board of Directors of the Company is duly constituted with proper balance of Executive Directors, Non-Executive Directors and Independent Directors. There were no changes in the composition of the Board of Directors during the period under review.

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.

Majority decision is carried through and recorded in the minutes.

We further report that there is scope to improve the systems and processes in the company and operations of the company to monitor and ensure compliance with applicable laws, rules, regulations and guidelines and as informed, the Company has responded to notices for demands, claims, penalties etc. levied by various statutory/regulatory authorities and initiated actions for corrective measures, wherever necessary.

For Sumeet Bhalekar & Co. Company Secretaries

**Sumeet Bhalekar** 

(Proprietor) ACS No : 41894 C P No : 15605

Place: Indore Date: 20/08/2017

# ANNEXURE III TO BOARD'S REPORT POLICY ON REMUNERATION OF DIRECTORS, KEY MANAGERIAL PERSONNEL AND OTHER EMPLOYEES

#### 1. INTRODUCTION:

Unick Fix-a-form & Printers Limited ("the Company") recognizes the importance of attracting, retaining and motivating personnel of high caliber and talent for the purpose of ensuring efficiency and high standard in the conduct of its affairs and achievement of its goals besides securing the confidence of the shareholders in the sound management of the Company.

Section 178 of the Companies Act, 2013 require the Nomination and Remuneration Committee of the Board of Directors of every listed entity, among other classes of companies, to

- formulate the criteria for determining qualifications, positive attributes and independence of a director and recommend to the Board a policy, relating to the remuneration for the Directors, key managerial personnel and other employees.
- identify persons who are qualified to become Directors and who may be appointed in senior management in accordance with the criteria laid down, recommend to the Board their appointment and removal
  - carry out evaluation of every director's performance
  - formulate the criteria for evaluation of Independent Directors and the Board

Accordingly, in adherence to the above said requirements and in line with the Company philosophy towards nurturing its human resources, the Nomination and Remuneration Committee of the Board of Directors of Unick Fix a Form & Printers Limited herein below recommends to the Board of Directors for its adoption the Nomination and Remuneration Policy for the Directors, key managerial personnel and other employees of the Company as set out below:

#### 2. **DEFINITIONS**:

"Act" means the Companies Act, 2013 and Rules framed there under, as amended from time to time.

"Board" means Board of Directors of the Company.

"Company" means "Unick Fix a Form & Printers Limited."

"Directors" means Directors of the Company.

"Independent Director" means a director referred to in Section 149 (6) of the Companies Act, 2013.

"Key Managerial Personnel" means as may be defined in the Companies Act, 2013.

As per section 2(51) "key managerial personnel", in relation to a Company, means —

- i. the Chief Executive Officer or the Managing Director or the Manager;
- ii. the Company Secretary;
- iii. the Whole-time Director;
- iv. the Chief Financial Officer; and
- v. such other officer as may be prescribed;

"Nomination and Remuneration Committee" shall mean a Committee of Board of Directors of the Company, constituted in accordance with the provisions of Section 178 of the Companies Act, 2013 and the Listing Agreement.

"Policy or This Policy" means "Policy for Remuneration of Directors, Key Managerial Personnel and Senior Employee".

"Remuneration" means any money or its equivalent given or passed to any person for services rendered by him and includes perquisites as defined under the Income-tax Act, 1961.

"Senior Management" mean personnel of the Company who are members of its core management team excluding Board of Directors. This would include all members of management one level below the executive Directors, including all the functional heads.

"Other employees" mean all the employees other than the Directors, KMPs and the Senior Management Personnel.

#### 3. REMUNERATION TO THE DIRECTORS:

The Company strives to provide fair compensation to Directors, taking into consideration industry benchmarks, Company's performance vis-à-vis the industry, responsibilities shouldered, performance/ track record, macroeconomic review on remuneration packages of heads of other organizations.

The remuneration payable to the Directors of the Company shall at all times be determined, in accordance with the provisions of Companies Act, 2013.

#### 4. APPOINTMENT AND REMUNERATION OF MANAGING DIRECTOR AND WHOLE TIME- DIRECTOR:

The terms and conditions of appointment and remuneration payable to a Managing Director and/or Whole-time Director(s) shall be recommended by the Nomination and Remuneration Committee to the Board for its approval which shall be subject to approval by shareholders at the next general meeting of the Company and by the Central Government in case such appointment is at variance to the conditions specified in Schedule V to the Companies Act, 2013. Approval of the Central Government is not necessary if the appointment is made in accordance with the conditions specified in Schedule V to the Act. In terms of the provisions of Companies Act, 2013, the Company may appoint a person as its Managing Director or Whole-time Director for a term not exceeding 3 (years) at a time. The executive Directors may be paid remuneration either by way of a monthly payment or at a specified percentage of the net profits of the Company or partly by one way and partly by the other. The break-up of the pay scale, performance bonus and quantum of perquisites including, employer's contribution to P.F, pension scheme, medical expenses, club fees etc. shall be decided and approved by the Board on the recommendation of the Committee and shall be within the overall remuneration approved by the shareholders and Central Government, wherever required. While recommending the remuneration payable to a Managing/ Whole-time Director, the Nomination and Remuneration Committee shall, inter alia, have regard to the following matters:

- Financial and operating performance of the Company
- Relationship between remuneration and performance
- Industry/ sector trends for the remuneration paid to executive director

Annual Increments to the Managing/ Whole Time Director(s) shall be within the slabs approved by the Shareholders. Increments shall be decided by the Nomination and Remuneration Committee at times it desires to do so but preferably on an annual basis.

#### 5. INSURANCE PREMIUM AS PART OF REMUNERATION:

Where any insurance is taken by a Company on behalf of its Managing Director, Whole-time Director, Manager, Chief Executive Officer, Chief Financial Officer or Company Secretary for indemnifying any of them against any liability in respect of any negligence, default, misfeasance, breach of duty or breach of trust for which they may be guilty in relation to the Company, the premium paid on such insurance shall not be treated as part of the remuneration payable to any such personnel. However, if such person is proved to be guilty, the premium paid on such insurance shall be treated as part of the remuneration.

#### 6. REMUNERATION TO INDEPENDENT DIRECTORS:

Independent Directors may receive remuneration by way of

- Commission as approved by the Shareholders of the Company
- Independent Directors shall not be entitled to any stock options.

Based on the recommendation of the Nomination and Remuneration Committee, the Board may decide the sitting fee payable to Independent Directors, but the amount of such sitting fees shall not exceed the maximum permissible under the Companies Act, 2013.

# 7. REMUNERATION TO DIRECTORS IN OTHER CAPACITY:

The remuneration payable to the Directors including Managing Director or Whole-time Director or Manager shall be inclusive of the remuneration payable for the services rendered by him/her in any other capacity except the following:-

- a) The services rendered are of a professional nature; and
- b) In the opinion of the Nomination and Remuneration Committee, the director possesses the requisite qualification for the practice of the profession.

#### 8. EVALUATION OF THE DIRECTORS:

As members of the Board, the performance of the individual Directors as well as the performance of the entire Board and its Committees is required to be formally evaluated annually. Section 178 (2) of the Companies Act, 2013 also mandates the Nomination and Remuneration Committee to carry out evaluation of every director's performance. In developing the methodology to be used for evaluation on the basis of best standards and methods meeting international parameters, the Board / Committee may take the advice of an independent professional consultant.

# 9. NOMINATION AND REMUNERATION OF THE KEY MANAGERIAL PERSONNEL (OTHER THAN MANAGING/ WHOLE-TIME DIRECTORS), KEY-EXECUTIVES AND SENIOR MANAGEMENT:

The executive management of a Company is responsible for the day to day management of the Company. The Companies Act, 2013 has used the term "Key Managerial Personnel" to define the executive management. The KMPs is the point of first contact between the Company and its stakeholders. While the Board of Directors is responsible for providing the oversight, it is the Key Managerial Personnel and the Senior Management who are responsible for not just laying down the strategies as well as its implementation. The Companies Act, 2013 has for the first time recognized the concept of Key Managerial Personnel. Among the KMPs, the remuneration of the CEO or the Managing Director and the Whole-time Director(s), shall be governed by the Section on Remuneration of the Directors of this Policy dealing with "Remuneration of Managing Director and Whole-time- Director". Apart from the Directors, the remuneration of all the other KMPs such as the Chief Financial Officer, Company Secretary or any other officer that may be prescribed under the statute from time to time; and "Senior Management" of the Company defined in the SEBI (LODR, Regulations, 2015 shall be determined by the Key Managerial Personnel/s of the Company in consultation with the Managing Director and/ or the Whole-time Director Finance. The remuneration determined for all the above said senior personnel shall be in line with the Company's philosophy to provide fair compensation to key - executive officers based on their performance and contribution to the Company and to provide incentives that attract and retain key executives, instill a long-term commitment to the Company, and develop a pride and sense of Company ownership, all in a manner consistent with shareholder interests. The break-up of the pay scale and quantum of perquisites including, employer's contribution to P.F, pension scheme medical expenses etc. shall be decided by the Company's Key Managerial Personnel/s. Decisions on Annual Increments of the Senior Personnel shall be decided by the Human Resources Department in consultation with the Managing Director and/ or the Whole-time Director Finance of the Company.

#### 10. REMUNERATION OF OTHER EMPLOYEES:

Apart from the Directors, KMPs and Senior Management, the remuneration for rest of the employees is determined on the basis of the role and position of the individual employee including professional experience, responsibility, job complexity and local market conditions. The Company considers it essential to incentivize the workforce to ensure adequate and reasonable compensation to the staff. The Key Managerial Personnel/s shall ensure that the level of remuneration motivates and rewards high performers who perform according to set expectations for the individual in question. The various remuneration components, basic salary, allowances, perquisites etc. may be combined to ensure an appropriate and balanced remuneration package.

The annual increments to the remuneration paid to the employees shall be determined based on the annual appraisal carried out by the HODs of various departments. Decisions on Annual Increments shall be made on the basis of this annual appraisal.

# 11. REVIEW AND AMENDMENT:

Any or all the provisions of this Policy would be subject to the revision/ amendment in the Companies Act, 2013, related rules and regulations, guidelines and the Listing Agreement on the subject as may be notified from time to time. Any such amendment shall automatically have the effect of amending this Policy without the need of any approval by the Nomination and Remuneration Committee and/ or the Board of Directors.

# ANNEXURE IV

# Form No. AOC-2

(As per "the Act" and rule made thereunder)

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

#### 1. DETAILS OF CONTRACTS OR ARRANGEMENTS OR TRANSACTIONS NOT AT ARM'S LENGTH BASIS

- (a) Name(s) of the related party and nature of relationship -NA
- (b) Nature of contracts/arrangements/transactions -NA
- (c) Duration of the contracts / arrangements/transactions-NA
- (d) Salient terms of the contracts or arrangements or transactions including the value, if any: -NA
- (e) Date(s) of approval by the Board, if any: -NA
- (f) Amount paid as advances, if any: -NA

# 2. DETAILS OF MATERIAL CONTRACTS OR ARRANGEMENT OR TRANSACTIONS AT ARM'S LENGTH BASIS

- (a) Name(s) of the related party and nature of relationship
- (b) Nature of contracts/arrangements/transactions:

Sr.no	Name of Related Parties	Nature of Relationship	Nature of Transaction	l
1	NA	NA	NA	l

- (c) Salient terms of the contracts or arrangements or transactions including the value, if any
  Terms of the contract conform to the prevailing market rates and all the care has been taken to
  ensure reasonability of prices as compared to the prevailing rates in the market better quality
  products and timely supplies.
- (d) Justification for entering into such contracts or arrangements or transactions
  It is ensured that the contract with the Contracting party is advantageous to the Company and its shareholders. The Company intends to ensure following aspects by dealing with contracting parties:
- (e) Date(s) of approval by the Board: all the quarterly meetings held during the FY 2015-16.
- (f) Amount paid as advances, if any: NIL
- (g) Date on which the special resolution was passed in general meeting as required under first proviso to section 188: N.A.
- 3. THE DETAILS OF ALL RELATED PARTY TRANSACTIONS AS PER ACCOUNTING STANDARD 18 HAVE BEEN DISCLOSED IN NOTES TO ACCOUNTS OF FINANCIAL STATEMENT.

Date: 20.08.2017 By order of the Board of Directors
Place: Ahmedabad For UNICK FIX-A-FORM & PRINTERS LTD

Sd/-BHUPEN NAVNIT VASA (Managing Director) (DIN 00150585)

#### MANAGEMENT DISCUSSION AND ANALYSIS REPORT

# A. <u>Economic Overview</u>:

The growth rate during the Financial Year 2016-17 was 7.1%. The overall view of the economy is improving due to various Government reforms, Favorable external factors, improved investor sentiments, agricultural policy, public investment, services sector and Demonetization.

India's real GDP growth will remain between 6.75% and 7.5% in the 2017-2018 financial year, the government said in its Economic Survey, an annual document that deciphers the state of the economy.

# B. Printing Industry in India:

# "Printing industry had been witnessing a healthy growth in the past five years"

Printing – Packaging industry in India is growing; people are taking keen interest in this key industry now. There are more than 36 printing institutes some of these giving even post-graduate education.

Every year more than 3500 new printing engineering graduates joins this industry, while still much more get on the spot training in the print shops. Printing especially Packaging printing is now one of the fastest growing sectors in India. It is said that since 1989 the growth of the Printing coupled with Packaging Printing industry is over 14%.

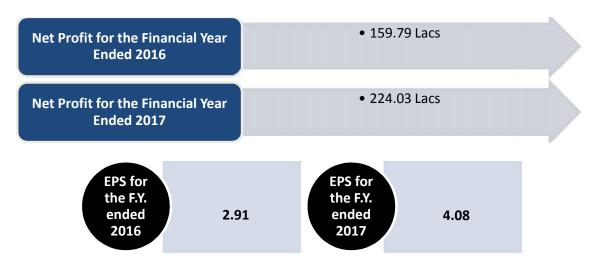
# C. <u>Human Capital</u>:

The most important asset of our company isn't something we can put our hands on. It isn't equipment or the physical plant, and it isn't data, technology, or intellectual property. The most valuable part of our company is the people—the human capital—and any plans to move our business forward have to start there. Without the availability of employees and labour no industry can work. Hence for that purpose the company keeps in mind the welfare of all the Employees and Labours. Company maintains smooth relations with whole of the workforce and incentives are provided to them from time to time.

#### D. Segment Growth Drivers:

Availability of Labour, Raw Material and Capital. A strong customer base is must for all the segments and hence required in this industry also. Keeping updates of all the available and updated technological changes.

# E. Review of Company's Business and Financials:



# F. Opportunities:

India has averted the effects of the global slump and continues to grow. More and more multinational companies are now targeting India as the hub for manufacturing and exporting. This provides good opportunities to component manufacturers and service providers for accelerated growth. Project expansion is in progress demanding many companies

# G. <u>Challenges for Printing industry</u>:

Maintaining existing customer base, servicing them with the goal of retaining their business is imperative. Also, the importance of the retention of expert employees cannot be ignored. Building & communicating will always be the most valuable investment organization makes to delivering sustainable growth. The pressure of senior managers to deliver will intensify significantly in future with fierce competition.

# H. <u>Internal Control Mechanism</u>:

The Company has in place a Systematized setup for the purpose of Internal Control. The company has an authorized person for the purpose of management of internal control of the Organization. There are neither any Loop in the internal control of company nor is there any Activity carried which results in any interruption in the smooth functioning of the operations.

# I. Changes in the Nature of Business:

There has not been any change in the Nature of business being carried by the Company. The Company is still working hard for being a leader in the Printing industry in all over the India. There has not been any change in the operations of the company except in case of up gradation of the Technology.

#### REPORT ON CORPORATE GOVERNANCE

As provided in the Schedule V of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and as per some of the international practices followed all over the world making of Corporate Governance is one of that. The Report consists of various steps taken by the Company for the purpose of fulfilling Corporate Governance compliances. Below are the details:-

#### 1. INTRODUCTON:

'Corporate governance is concerned with ways of bringing the interests of investors and manager into line and ensuring that firms are run for the benefit of investors'. Corporate governance includes 'the structures, processes, cultures and systems that engender the successful operation of organizations'

"Corporate governance deals with laws, procedures, practices and implicit rules that determine a company's ability to take informed managerial decisions vis-à-vis its Claimants—in particular, its shareholders, creditors, customers, the State and employees. There is global consensus about the objective of 'good corporate governance i.e. maximizing long-term shareholder value."

# 2. COMPANY'S PHILOSOPHY:

Company plans to have its presence in various locations all over India. For the purpose of making its existence, the company along with its Workforce and the Technology is working at its optimum level for the purpose of providing convincing results to all its stakeholders are and bringing itself upto that stage where its Human Capital gets feel of belongingness and self-esteem.

# 3. BOARD OF DIRECTORS:

The Board of the Company is assigned the ultimate responsibility for the Management of general and specific functions of the Company and also for overseeing the performance of the company as a whole. They are the ones who are entrusted with numerous powers for the purpose of Management of the Affairs of the Company. Articles of the Company give various implied powers to them and remaining powers are given to them by the Members, by way of passing of resolution in the General Meeting.

# • COMPOSITION OF THE BOARD:

As the Company is required to maintain optimum combination in the Board. The Board of your Company consists of Executive, Non-Executive and Independent Directors to the optimum level required as per the provisions of various Legislations applicable. The Structure of the Board of the Company is wholly in compliance with the laws applicable, as it consists of: Executive, Non-Executive and Independent Directors. The maximum tenure of Independent Directors are within the limits mentioned under the provisions of the Companies Act, 2013 ("Act") and the Independent Directors confirm that they meet the criteria Mentioned under Section 149(6) of the Act.

Name	Designation	No. of Board Meetings held	No. of Board Meetings attended	Attendance at the last AGM	No. of Directorships in other Companies
Bhupen Vasa	Managing Director	6	6	Yes	0
Hemen Vasa	Whole time Director	6	6	Yes	0
Purushottam Jagannath Bhide	Director	6	6	Yes	
Shantilal Dhingarmal Chopra	Director	6	6	Yes	1
Akhtar Mirza	Director	6	6	Yes	0
Andrew Haig Denny	Director	6	6	Yes	0
Nishit Bhupendrakumar Bangdiwala	Director	6	6	Yes	0
Priyank Hemen Vasa	Director	6	6	Yes	0
Nitu Kinjalkumar Shah	Director	6	6	Yes	0

#### NUMBER OF BOARD MEETINGS

The Company has complied with all the provisions of the Companies Act,2013 and Rules made thereunder regarding the conduction of Board Meetings. The company has conducted all the Meetings of the Board within the time interval specified under the Act and Rules for the purpose of discussing and deciding the Company's policy and strategy. The Annual Pre-scheduled tentative calendar for the Board and Committee Meetings is circulated to all the Directors. During the financial Year 2016-17 following below mentioned are the details of the Board Meetings held:-

S. NO.	DATE OF THE BOARD MEETING
1.	25 <sup>th</sup> May, 2016
2.	30 <sup>th</sup> July, 2016
3.	20 <sup>th</sup> October, 2016
4.	01 <sup>st</sup> December, 2016
5.	19 <sup>th</sup> January, 2017
6.	31 <sup>st</sup> March, 2017

#### SEPARATE MEETINGS OF INDEPENDENT DIRECTOR

At least one Separate Meeting of the Independent Directors is required to be conducted by and among them as per the provisions of Regulation 25(2) of SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015 without the attendance of Non- Independent Directors for the Following reasons:-

- (a) Reviewing the performance of non-independent directors and the Board as a whole;
- **(b)** Reviewing the performance of Chairperson of the company, And considering the views of executive and non-executive directors;
- (c) Assessing the quality, quantity and timeliness of the flow of information between the company management and Board that is necessary for the Board to effectively and reasonably perform their dues.

#### FAMILARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

As per the requirements laid under SEBI (LODR), Regulation, 2015 the Company is required to conduct a familiarization programme for Independent Directors familiarizing them with their roles, rights, responsibilities in the Company, Nature of industry in which they operate, Business model of the Company. Also the company is required to post such details on its website and your company has complied with all such requirements.

# • COMMITTEES OF THE BOARD

The Board has been authorized by the provisions of the law regarding the delegation of the work to the Committees formed by an authentic Board Resolution for ensuring that the best practices are being carried in the organization. The Board supervises the operations being carried out by the committees so formed and is also responsible for actions performed by them. The minutes of the Meetings of such committees are placed before the Board for review. The Board of the company has formed following committees:-

# A. AUDIT COMMITTEE :-

Pursuant to the provisions laid under Regulation 18 of SEBI (LODR) Regulation, 2015 the Company is required to constitute an Audit Committee which shall oversee the operations regarding Finance, Audit, Internal control, etc. Hence, the same has been formed by the Company. It acts as a link between Management, Statutory and Internal Auditors and the Board. It recommends the appointment or re-appointment of statutory and internal auditors.

# (i) Composition of audit Committee :-

The composition of the committee is as per the limits laid under Section 177 of the Companies Act, 2013. Also the Members of the committee possess relevant experience in the field of Finance.

Sr. No.	Name of the Director	Category	Designation
1.	Purushottam Jagannath Bhide	Independent	Chairman
		Director	
2.	Shantilal Dhingarmal Chopra	Independent	Non-Executive
		Director	Director
3.	Akhtar Mirza	Independent	Non-Executive
		Director	Director
4.	Nishit Bhupendrakumar Bangdiwala	Independent	Non-Executive
		Director	Director
5.	Mukesh Ramanbhai Patel	CFO	CFO
6.	M/S Shahir Asgar Khan & Co.	Invitee	

# (ii) Meeting of Audit Committee :-

During the Financial Year 2016-17 Audit Committee Meetings have been conducted. Below are the details regarding all the Meetings held:-

Sr. No.	Name of the Director	No. of Meetings held	No. of Meetings attended
1.	Purushottam Jagannath Bhide	5	5
2.	Shantilal Dhingarmal Chopra	5	5
3.	Akhtar Mirza	5	5
4.	Nishit Bhupendrakumar Bangdiwala	5	5

# (iii) Powers of Audit Committee :-

It includes the following:

- (1) Investigating any activity falling within the terms of its Appointment.
- (2) Seeking information from any employee.
- (3) Obtaining outside legal or other advice.
- (4) Securing attendance of outsider with relevant expertise, if it considers necessary.
- (5) Any other matter as may be required by SBI (LODR) Regulation, 2015 or companies Act, 2013 and rules made thereunder or any other Legislation applicable.

#### **B. NOMINATION AND REMUNERATION COMMITTEE:**

Pursuant to the provisions of Regulation 19 of SEBI (LODR) Regulations, 2015 a Company is required to constitute Nomination and Remuneration Committee and the same has been formed by your company. Following are the details of the Meetings held:-

Sr. No.	Name of the Director	No. of Meetings held	No. of Meetings attended
1.	Purushottam Jagannath Bhide	1	1
2.	Shantilal Dhingarmal Chopra	1	1
3.	Akhtar Mirza	1	1
4.	Nishit Bhupendrakumar Bangdiwala	1	1

# C. STAKEHOLDER RELATIONSHIP COMMITTEE:

As stated under Regulation 20 of SEBI (LODR) Regulation, 2015 the Company is required to constitute a Stakeholders Relationship Committee for the purpose of redressing investor grievances and hence the same has been formed by the Company.

#### • STAKEHOLDERS MEETINGS

The last three Annual General Meetings were held at the Time and Venue mentioned below:-

YEAR	AGM NO.	DATE	TIME	VENUE
				472, Tajpur Road Changodar
2015-16	24	29/09/2016	5:00	Dist. Ahmedabad- 382213
				472, Tajpur Road Changodar
2014-15	23	27/08/2015	5:00	Dist. Ahmedabad- 382213
				472, Tajpur Road Changodar
2013-14	22	28/08/2014	5:00	Dist. Ahmedabad- 382213

#### OTHER DISCLOSURES:-

- There are no materially significant transactions with its promoters, the directors or the senior management personnel, their subsidiaries or relatives etc. that may have potential conflict with the interests of the Company. The disclosures in respect of Related Party Transactions have been provided in the notes to accounts. All contracts with the related parties entered into during the year are in normal course of business.
- 2. Neither were any penalties imposed, nor was any strictures passed by Stock Exchange or SEBI or Any Statutory Authority on any capital market related matters during the last three years.
- 3. The Company believes in conducting its behavior in an ethical manner which constitutes and results in highest standards of professionalism, honesty, integrity and ethical behavior. Towards this end the Company has framed a Whistle Blower Mechanism.
- 4. The company has complied with the requirements of SEBI (LODR) Regulation, 2015.

- 5. The Company doesn't have any subsidiary Company.
- 6. All the transactions entered into with the Related Parties during the financial year are in the ordinary course of business and are at Arm's Length Price. And hence doesn't attract any relevant provision.
- 7. The website of the company has been made keeping in view various legislations applicable.

#### INFORMATION FOR SHAREHOLDERS :-

r, Tal. Sanand,
2213

#### DEMATERIALIZATION AND LIQUIDITY :-

The shares of the company are being traded on the stock exchange under the depository system of National Securities Depository Ltd. (NSDL) and Central Depository Services (India) Ltd. (CDSL)

#### OUTSTANDING ADRs/GDRs/WARRANTS OR ANY CONVERTIBLE INSTRUMENTS:-

The company had not issued any ADR/GDR/Warrants or any convertible instruments till that date i.e. 31<sup>st</sup> March, 2017.

#### • ADDRESS FOR CORRESPONDENCE :-

### 1.) Share Transfer Agent:

Name : Bigshare Services Private Limited

Address : A-802, Samudra Complex, off C G Road, Navrangpura, Near Girish Cold Drinks

Ahmedabad 380009, India

Contact No : +91-079-40024135

#### 2.) M/S Unick Fix-A-Form & Printers Ltd.

Address : 472, Tajpur Road, Ahmedabad - Rajkot Highway, Changodar, Ahmedabad, Gujarat

382213

Contact No : +91-99789 31303

# • AUDITOR'S CERTIFICATE ON CORPORATE GOVERNANCE

The Company has obtained a certificate from its Statutory Auditor M/S ShahirAsgarkhan& Co. (Chartered Accountants) that confirms that the company has complied with Corporate Governance as stipulated under Regulation 34 (3) of SEBI (LODR) Regulation, 2015.

#### DECLARATION REGARDING AFFIRMATION OF CODE OF ETHICS:-

In confirmation with the Regulation 34(3) of SEBI (LODR) Regulation, 2015 the Company has obtained written confirmation from the Directors that the company has complied with the Code of conduct applicable to the Company by the pursue of any Legislation.

Date: 20.08.2017 For and on behalf of Board of directors
Place: Ahmedabad Unick Fix-A-Form & Printers Ltd.

#### **COMPLIANCE CERTIFICATE**

{Under Regulation 34(3) and Schedule V (E) of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015}

To,
The Members
UNICK FIX-A-FORM AND PRINTERS LTD
(CINL25200GJ1993PLC019158)

We have examined the compliance of conditions of corporate governance by Unick Fix-A-Form And Printers Ltd, for the year ended March 31,2017, as stipulated in Regulation 34 (3) read with Schedule V of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015.

The compliance of conditions of corporate governance is the responsibility of the management. Our examination was limited to a review of procedures and implementation thereof, by the company for ensuring the compliance of the conditions of corporate governance. It is neither an audit nor an expression of opinion on the financial statements of the company.

In our opinion and to the best of our information and according to the explanations given to us and the representations made by the Directors and Management, we certify that the company has complied with conditions of corporate governance as stipulated in the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015.

We state that such compliance is neither an assurance as to the future viability of the Company nor the efficiency or effectiveness with which the management has conducted the affairs of the Company.

For Shahir Asgar khan & Co.
Chartered Accountants

Place: Ahmedabad Date: 29.05.2017

Shahir Asgar khan (Membership No. 032347)

# CFO Certification under Regulation 17(8) and Part B of Schedule II of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015

We the undersigned, in our respective capacities as Chief Financial Officer of Unick Fix-A-Form And Printers Ltd to the best of our knowledge and belief certify that:

- 1. We have reviewed financial statements and the cash flow statement for the year and that to the best of our knowledge and belief:
  - (a) These statements do not contain any materially untrue statement or omit any material fact or contain statements that might be misleading;
  - (b) These statements together present a true and fair view of the listed entity's affairs and are in compliance with existing accounting standards, applicable laws and regulations.
- 2. There are, to the best of our knowledge and belief, no transactions entered into by the listed entity during the year which are fraudulent, illegal or violative of the listed entity's code of conduct.
- 3. We accept responsibility for establishing and maintaining internal controls for financial reporting and that we have evaluated the effectiveness of internal control systems of the listed entity pertaining to financial reporting and we have disclosed to the auditors and the audit committee, deficiencies in the design or operation of such internal controls, if any, of which we are aware and the steps we have taken or propose to take to rectify these deficiencies.
- 4. We have indicated to the auditors and the Audit committee:-
  - (a) Significant changes in internal control over financial reporting during the year;
  - (b) Significant changes in accounting policies during the year and that the same have been disclosed in the notes to the financial statements; and
  - (c) Instances of significant fraud of which we have become aware and the involvement therein, if any, of the management or an employee having a significant role in the listed entity's internal control system over financial reporting.

Yours sincerely,

Date: 29.05.2017

Place: Ahmedabad Mr. Mukesh Ramanbhai Patel

(CE

(CFO)

#### **INDEPENDENT AUDITOR'S REPORT**

TO THE MEMBERS OF UNICK FIX-A-FORM & PRINTERS LTD.

#### **Report on the Financial Statements**

We have audited the accompanying financial statements of UNICK FIX-A-FORM & PRINTERS LTD. ("the Company") which comprise the Balance Sheet as at 31st March,2017, the Statement of Profit and Loss, the Cash Flow Statement for the year then ended and a summary of the 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 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 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 frauds and other irregularities, selection and application of appropriate accounting policies, making judgments and estimates that are reasonable and prudent and design implementation and maintenance of adequate internal financial controls, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the 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 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 the disclosures in the financial statements. The procedures selected depend on the auditor's judgments, including assessment of the risks of material misstatements of the financial statements whether due to fraud or error. In making those risk assessments, the auditor considers internal financial control relevant to the Company's preparation of the financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on whether the Company has in place an adequate internal financial controls system over financial reporting and the operating effectiveness of such controls. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of the accounting estimates made by the Company's Directors as well as evaluating the overall presentation of the financial statements. We believe that 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 aforesaid financial statements give the information required by the Act in the manner so required and give a true and fair view in conformity with accounting principle generally accepted in India, of the state of affairs of the Company as at 31st, March, 2017 and its profit and its cash flow for the year ended on that date.

# **Report on Other Legal and Regulatory Requirements**

- 1. As required by the Companies (Auditor's Report) Order, 2016 ("the Order") issued by the Central Government of India in terms of sub-section (11) of section 143 of the Act, we give in the Annexure a statement on the matters specified in paragraphs 3 and 4 of the Order.
- 2. 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 purposes 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, the Statement of Profit and Loss and the Cash Flow Statement dealt with by this report are in agreements with the books of account.
  - (d) In our opinion the aforesaid financial statements comply with the Accounting Standards specified under Section 133 of the Act, read with Rule 7 of the Companies (Accounts) Rules 2014.
  - (e) On the basis of the written representation received from the directors as at 31st March, 2017 taken on record by the Board, no Director is disqualified as on 31st March 2017 from being appointed as a Director in terms of Section 164(2) of the Act.
  - (f) With respect to the other matters to be included in the Auditor's Report in accordance with Rule 11 of the Companies (Accounts) Rules 2014, in our opinion and to the best of our information and according to the explanations given to us:
    - i. The Company has disclosed that there are no any litigations against the Company which may impact its financial statements.
    - ii. The Company did not have any long-term contracts including derivative contracts for which there were any material foreseeable losses;
    - iii. There was no any amount required to be transferred to the Investor Education and Protection Fund by the Company.
    - iv. The company has provided requisite disclosure in the financial statement dealing in Specifies bank Notes during the period from 8<sup>th</sup> Nov. 2016 to 31<sup>st</sup> Dec. 2016 Based on audit procedures and relying on the management representation we report that the disclosures are in accordance with Books of accounts maintained by the company as produced by the management. Refer Item No. 10 in Notes forming part of Accounts

Place: Ahmedabad For, SHAHIR ASGAR KHAN & Co.

Chartered Accountants Date: 29th May, 2017 F.R.No.:109844W (SA Pathan)

> Proprietor Membership No. 32347

# ANNEXURE "A" TO THE INDEPENDENT AUDITOR'S REPORT

Referred to in paragraph 1 under heading "Report on other legal and regulatory requirements" of our report of even date,

- (i) (a) The Company has maintained proper records showing full particulars, including quantitative details and situation of fixed assets.
  - (b) All the fixed assets were physically verified by the management during the year. We are informed that no material discrepancies were noticed on such verification.
  - (c) The title deeds of the immovable properties have been found in the name of the company.
- (ii) The stocks of the inventories have been physically verified during the year by management. In our opinion, the frequency of verification is reasonable. The Company is maintaining proper records and no discrepancy was noticed on verification between the physical inventory and the book records.
- (iii) The Company has not granted any loans, secured or unsecured to Companies, firms and LLPs or to other parties covered in the register maintained under Section 189 of the Act. Consequently, requirement of clauses (iii,a), (iii,b) and (iii,c) of paragraph 3 of the order are not applicable.
- VII. As regard loans & advances and investments the provisions of section 185 and 186 of the Companies Act, 2013 have been complied with. The Company has not given any guarantee or security on behalf of any party.
- VIII. In our opinion and according to the information and explanations given to us, the Company has not accepted any deposits within the meaning of Sections 73 to 76 or any other relevant provisions of the Act and the Rules framed thereunder.
  - IX. The Central Government has not specified any rules for maintenance of cost records for the items of goods manufactured by the company.
    - (vii) (a) The Company is regular in depositing with appropriate authorities undisputed statutory dues including Provident Fund, employees state insurance, Income Tax, Sales Tax, Service tax, Duty of Customs, Duty of Excise, Value Added Tax, Cess and any other statutory dues applicable to it. According to the information and explanations given to us, no Undisputed amounts payable in respect of outstanding statutory dues were in arrears as at March 31, 2017 for a period of more than six months from the date they became payable.
      - (b) There are no any amounts under dispute which are required to be deposited by 31st March, 2017.
  - X. According to the information and explanations given to us, the Company has not defaulted in repayment of dues to the Banks, Financial Institutions and Government.
- XI. To the best of our knowledge, belief and information and explanations given to us the Company has not applied the moneys of initial public offer, private placement and term loans for the purposes other than those for which they were raised/obtained.

25<sup>th</sup> ANNUAL REPORT

- (x) To the best of our knowledge and belief and according to information and explanations given to us, no fraud by the Company or any fraud on the Company by its officers or employees has been noticed or reported during the year.
- (xi) The managerial remuneration has been paid/provided in accordance with the requisite approvals mandated by the provisions of section 197 read with schedule V to the Companies Act
- (xii) As the Company is not a Nidhi Company, the paragraph (xii) is not applicable to the company.
- (xiii) As per our belief and information and explanations provided to us, all transactions with the related parties are in compliance with sections 177 and 188 of Companies Act, 2013 where applicable and the details have been disclosed in the Financial Statements etc. as required by the applicable accounting standards.
- (xiv) The Company has not made any preferential allotment or private placement of shares or fully or partly convertible debentures during the year under review.
- (xv) As informed to us and as per information and explanations given to us, the Company has not entered in to any non cash transactions with directors or persons connected with them as per provisions of section 192 of the Companies Act, 2013
- (xvii) In our opinion the company is not required to be registered under section 45IA of the RBI Act, 1934.

Place: Ahmedabad For, SHAHIR ASGARKHAN & Co.

Date: 29th May, 2017.

Chartered Accountants
F.R.No.:109844W

(SA Pathan) Proprietor

Membership No. 32347

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

# Report on the financial Control 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 Unick Fix-A-Form & Printers Ltd.("the Company") as of March 31,2017 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 ('ICAI'). 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 the 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 as 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 Control over Financial Reporting (the "Guidance Note") and the standards on Auditing, issued by 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 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 control 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 authorizations 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 control 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 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 31,2017, 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 institute of Chartered Accountants of India.

Place : Ahmedabad For, SHAHIR ASGARKHAN & Co.

Chartered Accountants F.R.No.:109844W (SA Pathan)

Proprietor

Membership No. 32347

Date: 29th May, 2017.

# **BALANCE SHEET AS AT 31<sup>ST</sup> MARCH – 2017**

Particulars	Note	As At 31st March,	As At 31st March,
No.		2017	2016
I EQUITY AND LIABILITIES		RUPEES	RUPEES
4.5		. 100	. 100
1. Share holders Funds ::			
(a) Share Capitals	1	54850000	54850000
(b) Reserves & Surplus	2	95884742	73482091
2. Non-Current Liabilities			
(a) Long-Term Borrowings	3	9046895	8455390
(b) Deferred Tax Liabilities (Net)	4	21664000	21425000
3. Current Liabilities			
(a) Short-Term Borrowings	5	58207301	59117002
(b) Trade Payables		33917824	36970356
(c) Other Current Liabilities	6	11834595	26038032
(d) Short-Term Provisions	7	<u>24264066</u>	<u>26989590</u>
TOTAL		309669423	307327461
II. ASSETS			
Non-Current Assets			
1. (a) Fixed Assets			
(i) Tangible Assets	8	157879237	165101324
(b) Non-Current Investments	9	619000	475000
( c ) Long-Term Loans and advances	10	1994955	2594955
2. Current Assets			
(a) Inventories	11	25182200	32581034
(b) Trade receivables	12	86674767	73891666
( c ) Cash and cash equivalents	13	12125266	13340665
(d) Short - term loans and advances	14	24014984	18825760
(e) Other current assets	15	<u>1179014</u>	<u>517057</u>
TOTAL		309669423	307327461
The Notes form integral part of these financial statements			

As per our Audit Report of even date

FOR AND ON BEHALF OF THE BOARD OF DIRECTORS

For, SHAHIR ASGARKHAN & Co. Chartered Accountants

FRN.: 109844W

(S. A. PATHAN)

B. N. VASA

H. N. VASA

A. PANDEY

M. R. PATEL

Proprietor

Chairman & Wholetime

Co.Secretary

CFO

Managing Director

DIN 00150585

DIN 00150717

PLACE : AHMEDABAD
DATE : 29th May 2017
DATE : 29th May 2017

# STATEMENT OF PROFIT AND LOSS FOR THE YEAR ENDED ON 31ST MARCH-2017

Particulars	Note No.	As At 31st March,	As At 31st March,
Falticulais	Note No.	2017	2016
		DUDEEC	RUPEES
		RUPEES	RUPEES
I. Revenue from operations	16	278488219	254379934
II. Other Income	17	<u>3056676</u>	<u>2347210</u>
III. Total Revenue (I+II)		281544895	256727144
IV. Expenses:			
Cost of materials consumed	18	126399896	126746566
Manufacturing and Operating Costs	19	30577507	27774726
Changes in inventories of finished			
goods work-in-progress and Stock-in-Trade	20	5282641	-1626341
Employee benefits expense	21	28057787	23849050
Finance Costs	22	10749228	12119511
Depreciation and amortization expense		17352332	17595129
Other expenses	23	<u>28242775</u>	<u>26612325</u>
Total expenses		246662166	233070966
V. Profit before exceptional and		34882729	23656178
extraordinary items and tax (III-IV)			
VI. Exceptional items		<u>o</u>	<u>0</u>
VII. Profit before extraordinary items and tax (V-	-		
VI)		34882729	23656178
VIII. Extraordinary items		<u>0</u>	<u>0</u>
IX. Profit before tax (VII-VIII)		34882729	23656178
X. Tax expense:			
Current Year		11051000	
Earlier Years		1190078	7937000
Deferred tax		239000	-260000
XI. Profit (Loss) for the period from			
continuing operations (VII-VIII)		<u>22402651</u>	<u>15979178</u>
XII. Earnings per equity share of Rs. 10 each :			
(1) Basic		4.08	2.91
(2) Diluted		4.08	2.91
Weighted average number of shares outstanding	g	<u>5485000</u>	<u>5485000</u>
The notes form an integral part of these financia	al statements		

As per our Audit Report of even date

For And On Behalf Of The Board Of Directors

For, SHAHIR ASGARKHAN & Co.

**Chartered Accountants** 

FRN.: 109844W

(S. A. PATHAN)
B. N. VASA
Chairman & Wholetime Co. Secretary
M. R. PATEL
Wholetime Co. Secretary
Managing Director
DIN 00150585
DIN 00150717

PLACE : AHMEDABAD
DATE : 29th May 2017
PLACE : AHMEDABAD
DATE : 29th May 2017

Particulars	As At 31st	March, 2017		As At 31st N	Varch, 2016	
NOTE NO. 1 : Share Capital Authorised Share Capital : 60,00,000 Equity Shares of Rs. 10 each TOTAL RS.			6,00,00,000 6,00,00,000			6,00,00,000 6,00,00,000
Issued, Subscribed & Paid up: 54,85,000 Equity Shares of Rs. 10 each fully paid up. (The Company has Only one class of shares referred to as equity shares having nominal value of Rs. 10/ The holders are entitled to one vote per share)			<u>0,00,00,000</u>			<u> </u>
TOTAL RS.			<u>54850000</u> <u>54850000</u>			<u>54850000</u> <u>54850000</u>
List of Shareholders holding more than 5%						
Equity Shares Name No of Shares Held						
Fix-a-Form Int Ltd 19,70,400						
Sarla N Vasa 8,85,648						
Bhupen N Vasa 3,83,240						
Hemen N Vasa 3,00,510						
NOTE NO. 2 RESERVES & SURPLUS :						
(a) Capital Reserve						
Balance as per last account		13958			13958	
(b) Security Premium Reserve						
Balance as per last account		3940800			3940800	
(c) General Reserve						
Balance as per last account		205000			205000	
(d) Profit & Loss						
Op. Balance	69322333			53343155		
Add:- Profit during the Year	<u>22402651</u>	91724984		<u>15979178</u>	69322333	
TOTAL			95884742			73482091

Particulars	As At 31st Marc	th, 2017	As At 31st Mard	h, 2016
NOTE NO. 3 Long Term Borrowings (a) Term Loans (i)From Banks (Secured by Factory Land Building & Plant and Machinery, Further secured by personal guarantee of M.D. and Whole	5799461		7176741	
Time Directors)  (ii) Deferred Payment Liability  (Against Hypo of Motor Cars)	3247434		1278649	
TOTAL		9046895		<u>8455390</u>
NOTE NO. 4 Deferred Tax Liability Op. Balance Add;- Addition during the year TOTAL	21425000 <u>239000</u>	<u>21664000</u>	21685000 - <u>260000</u>	<u>21425000</u>
NOTE NO. 5 Short Term Borrowings Cash Credit from Bank (Against Hypothecation of Stocks and Debtors)	58207301		59117002	
TOTAL		<u>58207301</u>		<u>59117002</u>

Particulars	As	s At 31st Mar	ch, 2017	А	s At 31st Mar	ch, 2016
NOTE NO. 6 Other Current Liabilities Current Maturities of Long Term Debts. (a) Term Loans (i)From Banks (Secured by Factory Land Building & Plant and Machinery, further secured by personal guarantee of M.D. and Whole Time Directors)		6948302			12780372	
(ii) Loan against Bank F.D.		4139773			4100000	
(Secured against F.D. of Bank) (b) Deferred Payment Liability (Against Hypo of Motor Cars)		746520			698780	
(c) Foreign Curency ECB Loan (Repayable in 12 equal Installments Each of 8000 GBP in F.Y. 2017-2018		0			6890400	
Interest Accrued but not due TOTAL		<u>0</u>	<u>11834595</u>		<u>1568480</u>	<u>26038032</u>
NOTE.NO. 7 Short Term Provisions						
(a) Provision for Employees benefits (b) Others		11928510			9679241	
Sundry Payables Provision for Taxation (Net)  TOTAL	6198872 6136684	<u>12335556</u>	<u>24264066</u>	7403733 9906616	<u>17310349</u>	<u>26989590</u>

ON	NOTE NO. 8 FIXED ASSETS										
			GROSS BI	BLOCK			DEPRE	DEPRECIATION		NET B	NET BLOCK
SR NO	ASSETS	AS ON 1.4.2016	ADDITION DURING THE YEAR	DEDUCTION DURING THE YEAR	AS ON 31.3.2017	PROVIDED UP TO 1.4.2016	PROVIDED FOR 31.3-2017	DEDUCTION DURING THE YEAR	PROVIDED UP TO 31.3.2017	AS ON 31.3.2017	AS ON 31.3.2016
1	LAND & LAND DEVELOPMENT	1004752	0	0	1004752	0	0	0	0	1004752	1004752
7	BUILDING	22511738	0	0	22511738	6489031	628949	0	7117980	15393758	16022707
3	PLANT & MACHINERY	172134179	939240	455120	172618299	69629051	10917901	0	80546952	92071347	102505128
4	ELECTRIC INSTALLATION	5501055	203438	0	5704493	2055455	634807	0	2690262	3014231	3445600
2	FURNITURE & FIXTURES	4444769	38627	0	4483396	2810415	375643	0	3186058	1297338	1634354
9	AIR COOLERS	41500	0	0	41500	39889	0	0	39889	1611	1611
7	AIR CONDITIONERS	3928370	31800	0	3960170	1233223	257677	0	1490900	2469270	2695147
∞	REFRIGERATORS	19125	0	0	19125	19125	0	0	19125	0	0
6	VEHICLES	9170357	4701429	5093251	8778535	6161605	1104530	2323686	4942449	3836086	3008752
10	OFFICE EQUIPMENTS	636371	0	0	636371	577091	0	0	577091	59280	59280
11	COMPUTERS	1669314	170500	0	1839814	1543288	142433	0	1685721	154093	126026
12	ELECTRIC MOTORS	205036	0	0	205036	50833	13828	0	64661	140375	154203
13	FAX MACHINE	30969	0	0	30969	29036	0	0	29036	1933	1933
14	BLOCKS & POSITIVES	44412737	7269896	0	51682633	9983212	3276564	0	13259776	38422857	34429525
15	WATER COOLER	226145	0	0	226145	213839	0	0	213839	12306	12306
	TOTAL	265936417	13354930	5548371	273742976	100835093	17352332	2323686	115863739	157879237	165101324
	PRE. YEAR'S BALANCES	257421641	8514776	0	265936417	83239964	17595129	0	100835093	165101324	!

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Particulars	As At 31st	March, 2017		As At 31st M	arch, 2016	
NOTE NO. 9 Investments: (At						
Cost)						
6190 Shares of The Cosmos Co-Op Bank Ltd of						
Rs.100 each (Unquoted)			619000			475000
NOTE NO. 10 Long Term Loans and Advances						
Security Deposits (Unsecured considered good)			<u>1994955</u>			<u>2594955</u>
NOTE NO. 11 Inventories						
(a) Raw Materials (At Cost)		10313171			12429364	
(b) Work in Progress (At Cost)		7473120			14951999	
(c) Finished Goods (At Cost or realisable value whichever is less)		7395909			5199671	
TOTAL			<u>25182200</u>			<u>32581034</u>
NOTE NO. 12 Trade Receivables						
(unsecured considered good)						
(i) Over Six months		2754205			3974335	
(ii) Others		83920562			69917331	
TOTAL			<u>86674767</u>			<u>73891666</u>
NOTE NO. 13 Cash and Cash Equivalents						
(a) Balance With Banks		877636			2613067	
(b) Cash on Hand (c) Fixed Deposit with Bank		74989			522399	
(Lodged with Bank as security)		11172641			10205199	
TOTAL		111/2041	12125266		10200199	<u>13340665</u>
NOTE NO. 14 Short Term Loans and Advances						
Loans and advances (Unsecured						
considered good)			<u>24014984</u>			<u>18825760</u>
NOTE NO. 15 Other Current Assets						
(i) Pre paid Insurance		461850			434310	
(ii) Cenvat Credit Receivables		<u>717164</u>			<u>82747</u>	
TOTAL			<u>1179014</u>			<u>517057</u>

Particulars	As At 31st N	/arch, 2017		As At 31st M	1arch, 2016	
NOTE NO. 16 Revenue From						
Operations						
(a) Sale of Products		278488219			254379934	
(b) Other Operating Revenues		<u>0</u>			<u>0</u>	
TOTAL			<u>278488219</u>			<u>254379934</u>
NOTE NO. 17 Other Income						
(a) Interest Income		655915			938298	
(b) Dividend		18000			10000	
(c) Other non-operating Income		2382761			1398912	
TOTAL			<u>3056676</u>			<u>2347210</u>
NOTE NO. 18 Cost of Materials Consumed						
Raw Materials (Paper & Ink)						
Opening Stock		12429364			23267747	
Add: Purchases		124283703			<u>115908183</u>	
		136713067			139175930	
Less: Closing Stock		<u>10313171</u>			<u>12429364</u>	
TOTAL			126399896			<u>126746566</u>
NOTE NO. 19 Manufacturing & Operating Costs						
Consumption of Stores & Spares.		8529595			6992046	
Power & Fuel		5945842			6563661	
Repairs to Building		798584			289141	
Repairs to Machinery		1429227			1687627	
Production & Mfg Exps		5446655			5036630	
Art Work Expenses		0			95529	
Printing & Labour Charges		20786			821601	
Clearing & Forwarding Charges		644833			213874	
Custom duty		261060			212932	
Packing Material Consumed		3652091			3021213	
Royalty		3848834			2840472	
TOTAL			<u>30577507</u>			<u>27774726</u>

Particulars	As At 31st Ma	arch, 2017		As At 31st N	/arch, 2016	
NOTE NO. 20 Increase (decrease) in Stock						
Opening Stock						
Finished Goods	5199671			4376656		
Work-in-process	14951999			14148673		
		20151670			18525329	
Closing Stock						
Finished Goods	7395909			5199671		
Work-in-process	7473120			14951999		
		14869029			<u>20151670</u>	
NET INCREASE		11000020	5282641		20101010	-1626341
NOTE.NO. 21 Employees Benefits Exps.						
(a) Salaries and Wages		23946616			21359877	
(b) Cont. to Provident and		00-10-0			0000404	
Other Funds		3851073			2263464	
(c) Staff Welfare Expenses		<u>260098</u>	00057707		<u>225709</u>	000 40050
TOTAL			<u>28057787</u>			<u>23849050</u>
NOTE. NO. 22 Finance Costs						
(a) Interest Expense		10749228			12119511	
(b) Other Borrowing Costs		10749228 0			0	
TOTAL		<u> </u>	10749228		<u> </u>	12119511
IVIAL			10170220			12113011

Particulars	As At 31st Man	ch, 2017		As At 31st N	Varch, 2016	
NOTE.NO. 23 Other Expenses						
Rent		1723700			1697000	
Insurance		997401			947084	
Rates & Taxes		10800			19140	
Freight & Transport		4471824			5490794	
Other Repairs & Maintenance		1091509			801229	
Directors sitting fees		35000			30000	
Directors Remuneration		6480000			6360000	
Office Exps.		1520521			964941	
Post & Telegraph		935432			844506	
Stationary & Printing		313707			364882	
Security Exps.		450000			451158	
Telephone Exps.		653975			563767	
Conveyance Exps.		748842			748375	
Legal Fees		13431			143716	
Professional Fees		778782			1059424	
Sales Promotion Exps		694174			429121	
Travelling Exps.		1508084			1177540	
Motor Vehide Exps.		1986162			1847834	
Positive Charges		484555			535474	
Electric Exps.		347148			351300	
Dies & Tools		626476			927297	
Misc Exps		1363157			663243	
Loss on Sale of Assets (Net)		809595			0	
Payments to Auditors		198500			194500	
TOTAL			28242775			26612325

#### SIGNIFICANT ACCOUNTING POLICIES:

#### METHOD OF ACCOUNTING

The financial statements are prepared under the historical cost convention on accrual basis.

#### 2. FIXED ASSETS:

Fixed Assets are stated at cost net of cenvat, less accumulated depreciation. All cost, including financing cost till commencement of assets put to use, net charges on foreign exchange contracts and adjustment arising from exchange rate variations attributable to the fixed assets are capitalised.

#### 3. DEPRECIATION:

- (a) Depreciation is charged on the fixed assets purchased in F.Y. 2016-17 on the rates adopted as prescribed in Schedule II of Companies Act, 2013.
- (b) Depreciation on the fixed assets purchased upto F. Y. 2014-15 has been provided on residual value of the assets on the basis of life of assets as prescribed in Schedule II of Companies Act, 2013.

#### 4. INVENTORIES:

- (a) Raw materials and packing goods are valued at lower of cost or net realisable value.
- (b) Stock in process is valued at lower of cost or net realisable value.
- (c) Finished stock is valued at lower of cost or realisable value.

# 5. RETIREMENT BENEFITS:

The Company has a scheme of provident fund. The gratuity is provided on the basis of acturial valuation liability. Company provides for leave encashment on accrued basis:

#### 6. TRANSACTION IN FOREIGN EXCHANGE:

Expenses and Income in foreign currencies are recorded at the exchange rates prevailing on the date of the transactions. Company has exercised the option of capitalising foreign exchange difference on outstanding loans incurred by the Company for purchase of fixed assets as per AS 11 pursuant to MCA notification.

# 7. PROVISION FOR TAXATION:

Provision for taxation is computed as per "total income" returnable under the Income Tax Act. 1961 after taking into account deductions and exemptions.

#### NOTES FORMING PART OF ACCOUNTS:

- 1. Figures of the previous year have been regrouped wherever necessary for comparison purposes.
- Balance of loans & advances, sundry debtors, creditors and unsecured loans are subject to confirmation.
- 3. The amount due to small scale Industrial undertakings is furnished under the relevant head, on the basis of information available with the company regarding the status of small scale industry of the suppliers. There is no amount exceeding Rs. 1 lac. outstanding to such suppliers which is due for more than 30 days.

4.	Provision and/or payment to Auditors:	Current Yr.	Pre. Yr.
		Rs.	Rs.
	Audit Fees	100000/-	80000/-
	Tax Audit Fees	10000/-	10000/-
	Certification Reimbursement etc.	88500/-	104500/-

- 5. Managerial remuneration to Directors have been paid on monthly basis and hence Computation of profit in accordance with section 197 & 198 of the Companies Act, 2013 has not been given.
- 6. Traveling Exp. include Rs.1129991/- as Director's Traveling to attend Board meetings. (Pr. Yr. 924062/-)
- 7. Contingent Liabilities: Nil (Pr. Yr. Nil).
- 8. The Company has only one business segment Printing.
- 9. There is no loss on account of Impairment of Assets.
- 10. Details of Specified Bank Notes (SBN) held and transacted during period 08/11/2016 to 30/12/2016 as provided in the Table below.

	SBNs	Other denomination notes	Total
Closing cash in hand as on 08-11-2016		4775	4775
(+) Permitted receipts		270000	270000
(-) Permitted Payments		164413	164413
(-) Amount deposited in Banks		-	-
Closing cash in hand as on 30-12-2016		110362	110362

1	<ol> <li>Related Party Transactions a</li> </ol>	as per the Accounting	Standard - 18 on Relate	ed Parties Disclosure a	
Sr. No.	Name of the Party	Description of Relationship	Nature of Transaction	Amount of Transaction Rs.	Amount O/s on B/s Date Debit / Credit Rs.
1	Shri B. N. Vasa	Whole time Director	Remuneration Reimbursement	17,40,000	-
			of expenses	13934	-
2	Shri H. N. Vasa	Whole time Director	Remuneration Reimbursement	17,40,000	-
			of expenses	14935	-
3	Shri A. B. Vasa	Whole time Director	Remuneration	1440000	-
4	Shri P. H. Vasa	Whole time Director	Remuneration Reimbursement	1440000	-
			of expenses	13346	-
5	Shri P. J. Bhide	Director	Sitting Fees	5000	
6	Shri A. Mirza	Director	Sitting Fees	-	-
7 8	Dr. S. L. Chopra Shri Andrew Haig Denny	Director Director	Sitting Fees Reimbursement of	10,000	-
			Traveling Exp.	2,26,085	
9	Shri Nishit Bangdiwala	Director	Sitting Fees	10000	
10	Smt. Sarla N. Vasa	Relative of Key Management Personnel	Salary	2,53,500	
11	Smt. Jigisha Patel	Relative of Key	Prof. Fees	48,000	-
	-	Management Personnel	Conveyance	9,000	-
12	Ms. Ruhi H. Vasa	Relative of Key Management Personnel	Salary	4,52,600	-
1	3 Earning per Share as per AS 2	20.		For the year ended on 31-03-17 31	I-03-16
	(a) Basic Earning per Share (b) Diluted Earning per Share				2.91 2.91

14 (a) In accordance with Accounting Standard 22, which has been made applicable w. e. f. 1-04-01 Accounting for Taxes on Income (As 22) issued by the Institute of Chartered Accountants of India, the company has provided deferred tax of Rs. 2.39 Lacs during the year. (Previous year Rs. -2.60 lacs) on the basis of normal rate of depreciation as per IT rules allowable on addition to plant and machinery during the year.

(b) The break up of net deferred tax liability as on 31st March 2017. (Rs. in Lacs)

	For the year ended	For year ended
	31-03-17	31-03-16
Timing difference on account of book and tax		
depreciation and allied adjustments	2.39	-2.60

CASH FLOW STATEMENT I	FOR THE YEAR END		•	-	- \
Indirect Method		2016 - 2017 (R	S.) 2	015 - 2016 (R	S.)
A CASH FLOW FROM OPER  Net Profit before tax and extr			348.83		236.56
Net Fluit before tax and extr	aorumary items		340.03		230.30
Depreciation		173.52		175.95	
Interest		107.49		121.20	
Increase in provision		(12.82)		<u>83.55</u>	
			<u> 268.19</u>		<u>380.70</u>
Operating profit before working	ng capital changes		617.02		617.26
Adjustment for:					
Receivables		(127.83)		(112.74)	
Loans & Advances		(52.51)		(61.30)	
Inventories		73.99		92.12	
Current Liabilities		<u>(58.26)</u>		(36.74)	
			<u>(164.61)</u>		<u>(118.66)</u>
Cash generation from operat	ion		452.41		498.60
Interest paid		(107.49)		(121.20)	
Tax paid		<u>(124.80)</u>		<u>(76.77)</u>	
			(232.29)		<u>(197.97)</u>
Net cash flow from operating			220.12		300.63
B CASH FLOW FROM INVES	STING ACTIVITIES:				
Addition in Fixed Assets (Net	<del>:</del> )	(101.30)		(85.15)	
Realisation of investments		(1.44)		(3.75)	
Increase in share capital		-		-	
			(102.74)		(88.90)
Net cash out flow in investing	activities		117.38		211.73
C CASH FLOW FROM FINAN			111100		210
Dividend paid		_		_	
Increase in financial liabilities	3	(129.53)		(169.33)	
Increase in Misc. expenditure		-		-	
·					
			<u>(129.53)</u>		(169.33)
Net cash out flow/in flow in fir	•		(12.15)		42.40
Net increase in cash and cas	•		(12.15)		42.40
Cash & cash equivalent at st	•		133.40		91.00
Cash & cash equivalent at do	ose of year		121.25		133.40
As per our Audit Report of even da	ate	FOR AND ON BE	HALF OF THE B	OARD OF DIRE	ECTORS
For, SHAHIR ASGARKHAN & Co					
Chartered Accountants					
FRN.: 109844W (S. A. PATHAN)	B. N. VASA	H. N. VASA	A. PANDEY	M. R. P	ATFI
Proprietor	Chairman &	Wholetime	Co. Secretary	CFO	\
M. No.: 032347	Managing Director DIN 00150585	Director DIN 00150717	,		
PLACE: AHMEDABAD DATE: 29th May 2017	DII VOO 1000000	Di1400100/1/		_	AHMEDABAD 9th May 2017

# **Unick Fix-A-Form and Printers Limited**

CIN: L25200GJ1993PLC019158

Regd Off: 472, Tajpur Road, Ahmedabad - Rajkot Highway, Changodhar, Ahmedabad, Gujarat 382213

Website: <a href="http://www.unickfix-a-form.com/">http://www.unickfix-a-form.com/</a>; Email: info@unickfix-a-form.com/

# **ATTENDANCE SLIP**

*DP ID									Regd. Folio No.
*Client ID									No of Shares held
								•	
Name of Sha	reho	lder							
Address									
Address									
	Septe	mbe	er, 2	)17 <sup>°</sup> a	t 05:0	00 p.r	n. at		nnual General Meeting of the Company held on , Tajpur Road, Ahmedabad - Rajkot Highway
Name of Mer	nber	/ Re	pres	entat	ive / I	Proxy	:		
Signature of	Mem	ber ,	/ Rep	reser	ntativ	e / Pro	оху	:_	<del>-</del>
* Applicable fo	or inv	estor	s hol	ding sl	hares	in elec	tronic	form	1

Note: Please fill up this attendance slip and hand it over at the entrance of the meeting hall. Members are requested to bring their copy of the Annual Report to the meeting.

# Form No. MGT-11 PROXY FORM

[Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies (Management and Administration), Rules, 2014]

*DP ID		Regd. Folio No.		
*Client ID		No of Shares held		
Name of Shareholder				
Address				
/We, being the member(s	) ofshar	res of Unick Fix-A-Fori	m Limited,	, hereby appo
l)of				
2)of				
3)of	having e-mail Id	Signature _		, or failing
as my/our proxy to attend General Meeting of the Co Road, Ahmedabad - Raj adjournment thereof in re	ompany held on Friday, 2 ikot Highway, Changodh	9 <sup>th</sup> September, 2017 nar, Ahmedabad, G	at 05:00 p	.m. at <b>472, T</b>
General Meeting of the Control of th	ompany held on Friday, 2 <b>ikot Highway, Changodh</b> spect of resolutions as are	9 <sup>th</sup> September, 2017 nar, Ahmedabad, G	at 05:00 p	.m. at <b>472, T</b>
General Meeting of the Control Road, Ahmedabad - Rajedjournment thereof in respectively.  Resolutions  L. Adoption of Financial St	ompany held on Friday, 29 ikot Highway, Changodh spect of resolutions as are tratements	9 <sup>th</sup> September, 2017 nar, Ahmedabad, G	at 05:00 p <b>ujarat 38</b> :	o.m. at <b>472, T</b> <b>2213</b> and a
General Meeting of the Control Road, Ahmedabad - Rajections  Resolutions  L. Adoption of Financial Stop.  Appointment of Director	ompany held on Friday, 2 <b>ikot Highway, Changodh</b> spect of resolutions as are tatements	9 <sup>th</sup> September, 2017 nar, Ahmedabad, G	at 05:00 p <b>ujarat 38</b> :	o.m. at <b>472, T</b> <b>2213</b> and a
General Meeting of the Control of Financial States of the Control of Con	ompany held on Friday, 29  ikot Highway, Changodh spect of resolutions as are satements	9 <sup>th</sup> September, 2017 nar, Ahmedabad, G	at 05:00 p <b>ujarat 38</b> :	o.m. at <b>472, T</b> <b>2213</b> and a
General Meeting of the Corona Road, Ahmedabad - Rajedjournment thereof in reseasolutions  1. Adoption of Financial States 2. Appointment of Directors 3. Appointment of Auditors 4. Regularisation of Directors	ompany held on Friday, 29 (kot Highway, Changodh spect of resolutions as are latements	9 <sup>th</sup> September, 2017 : nar, Ahmedabad, Gi e indicated below:-	at 05:00 p <b>ujarat 38</b> :	o.m. at <b>472, T</b> <b>2213</b> and a
General Meeting of the Control of Financial States of the Control of Con	ompany held on Friday, 29 (kot Highway, Changodh spect of resolutions as are latements	9 <sup>th</sup> September, 2017 : nar, Ahmedabad, Gi e indicated below:-	at 05:00 p <b>ujarat 38</b> :	o.m. at <b>472, T</b> <b>2213</b> and a
General Meeting of the Control of the Control of the Control of Principle of the Control of Principle of the Control of Principle of Pr	ompany held on Friday, 29  ikot Highway, Changodh spect of resolutions as are eatements or nuneration of Managing d	9 <sup>th</sup> September, 2017 and and Ahmedabad, Graindicated below:-	at 05:00 p <b>ujarat 38</b> :	o.m. at <b>472, T</b> <b>2213</b> and a
General Meeting of the Control of the Control of the Control of Principle of the Control of Principle of the Control of Principle of Pr	ompany held on Friday, 29 (kot Highway, Changodh spect of resolutions as are latements	9 <sup>th</sup> September, 2017 and and Ahmedabad, Graindicated below:-	at 05:00 p <b>ujarat 38</b> :	o.m. at <b>472, T</b> <b>2213</b> and a
General Meeting of the Control of the Control of the Control of Principle of the Control of Principle of the Control of Principle of Pr	ompany held on Friday, 29  ikot Highway, Changodh spect of resolutions as are eatements or nuneration of Managing d	9 <sup>th</sup> September, 2017 and and Ahmedabad, Graindicated below:-	at 05:00 p <b>ujarat 38</b> :	Against
General Meeting of the Control of the Control of the Control of Principle of the Control of Principle of the Control of Principle of Pr	ompany held on Friday, 29  ikot Highway, Changodh spect of resolutions as are eatements or nuneration of Managing d	9 <sup>th</sup> September, 2017 and and Ahmedabad, Grant indicated below:-	at 05:00 p <b>ujarat 38</b> :	Affix
General Meeting of the Control of the Control of the Control of Principle of the Control of Principle of the Control of Principle of Pr	ikot Highway, Changodh spect of resolutions as are ratements or nuneration of Managing d	9 <sup>th</sup> September, 2017 and and Ahmedabad, Grant indicated below:-	at 05:00 p <b>ujarat 38</b> :	Affix Revenue
General Meeting of the Control of the Control of the Control of Principle of the Control of Principle of the Control of Principle of Pr	ikot Highway, Changodh spect of resolutions as are ratements or nuneration of Managing d	9 <sup>th</sup> September, 2017 and Ahmedabad, Grant and Endicated below:- irector	at 05:00 p ujarat 38.  For	Affix Revenue

#### NOTE:

- The proxy form duly completed and signed should be deposited at the Registered Office of the Company not less than 48 hours before the time fixed for holding the meeting.
- A Proxy need not to be member of the Company.
- A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than 10% of the total share capital of the Company carrying voting rights. A member holding more

than 10% of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.

- This is only optional. Please put a 'X' in the appropriate column against the resolutions indicated in the Box. If you leave the 'For' or 'Against' column blank against any or all the resolutions, your Proxy will be entitled to vote in the manner as he/she thinks appropriate.
- Appointing a proxy does not prevent a member from attending the meeting in person if he so wishes.
- In the case of joint holders, the signature of any one holder will be sufficient, but names of all the joint holders should be stated.
- For the Resolutions, Explanatory Statement and Notes, please refer to the Notice of 25<sup>th</sup> Annual General Meeting.
- Please complete all details including detail of member(s) in above box before submission.

