

# Annexure 'C' Report On Corporate Governance

The Board of directors presents the Company's Report on Corporate Governance.

# I. Company's Philosophy on Corporate Governance

The Company believes in setting the highest standard of good and ethical corporate governance practices to enhance the long-term shareholder value and protect the interest of shareholders, customers and others.

The main objectives of Corporate Governance are:

- Maximizing long-term shareholder value in a legal and ethical manner.
- Ensuring fairness, courtesy and dignity in all transactions within and outside the Bank with customers, investors, employees, competitors, government and the general public.
- 3. Open, transparent and merit-based management.

The Company is committed to following high standards of transparency and accountability. The Company has formed required committees of the Board of Directors to monitor various aspects of the business.

#### 2. Board of Directors

## A. Composition of the Board

The Company's Board of Directors comprises of Nine Directors. There are Six Executive Directors on the Board of the Company, namely, Mr. C. N. Doshi (Chairman) Mr. R. N. Doshi (Managing Director), Mr. K. P. Aghera, (Whole-Time Director) Mr. J. P. Aghera (Whole-Time Director), Mr. Sunil B Jain (President & Director) and Mr. Amit R Shah (Wholetime Director). There are four non-executive Independent Directors namely Mr. Ramesh A. Shah, Mr. Kishor R. Doshi, Mr. Mahasukh S. Mehta and Mrs. Prabha Vaja.

#### B. Meetings

During the year under Report, there were total seventeen Board Meetings were held.

All Directors, except Mr. Sunii B Jain have attended the last Annual General Meeting held on  $10^n$  August, 2009.

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Name of Director	<b>Designation</b>	Number of Shares held in Company	Directorship in all Public Limited	Membership in Che Committee in all Cor
Mr. C. N. Doshi Mr. R. N. Doshi	Chairman Managing Director	3115000	Companies * 02	public limited PL Companies * Co Nii
Mr. K. P. Aghera Mr. J. P. Aghera	Whole-Time Director Whole-Time Director	3600400 469400	02 02	Nil
Mr. Sunil B. Jain Mr. Ramesh A. Shah	Executive Director Non-executive	412000 17000 Nii	01 01	NII
VIr. Kishor R. Doshi	& Independent Non-executive	22000	01	01
Ar. Mahasukh S. Mehta	& Independent Non-executive	5000	01	O.J.
1rs. Prabhaben Vaja	& Independent Non-executive & Independent	46000	<b>01</b> 01	<b>Ö</b> 1 01

Includes Directorship/Membership or Chairmanship of Committee in Rajoo Engineers Limited but excludes Director Membership or Chairmanship of any Committee in any Private Limited Companies/Foreign Companies. 3. Remuneration to Directors:

The Company has pald remuneration to executive directors as per table given herein under.

Name of Director	Category	Designation	Salary (Rs. per annum)	Perquisites	Options ur
Mr. C. N. Doshi Mr. R. N. Doshi Mr. K. P. Aghera Mr. J. P. Aghera Mr. Sunil B. Jain Total	Executive Executive Executive Executive Executive Executive	Chairman Managing Director Whole-Time Director Whole-Time Director Executive Director	31,10,292 24,75,922 18,44,783 18,44,783 21,62,553	(Rs. per annum) 96,290 35,519 12,136 21,223 1,65,168	the Employee St Option Scher Nil Nil Nil Nil Nil Nil Nil
The Company	does not have		1,14,38,333	3,30,336	

The Company does not have any Employee Stock Option Scheme at present. Further, The Company has not paid any so perquisites to its non-executive Directors. However, the Company has paid sitting fees to its non-executive independent.

Name of Director Mr. Ramesh A. Shah		ing fees (Rs)
Mr. Kishor R. Doshi	Non-executive & Independent	3000/-
Mr. Mahasukh S. Mehta	Non-executive & Independent Non-executive & Independent	3000/-
	t cacculive a independent	3000/-

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# a. Information placed before the Board of Directors

The Company circulates along with Notice of the Board Meeting, a detailed agenda which contains following items, as and when applicable:

- Review of annual business plans of the business, capital budgets, and updates
- b) Quarterly (including periodic) results of the Company
- c) Minutes of meeting of audit committee, remuneration committee, share holders' grievances committee etc.
- d) Information on recruitment and remuneration of senior officers just below the Board level
- e) Materially important show cause, demand, prosecution and penalty notices, if any
- f) Fatal or serious accidents or dangerous occurrences
- g) Any material significant effluent or pollution problems
- h) Any issue which involves possible public or product liability claims of a substantial nature
- i) Details of any joint venture or collaboration
- i) Transaction that involves the substantial payment of goodwill, brand equity or intellectual property
- k) Significant labour problem and their proposed solutions
- Significant development in the human resources and industrial relations fronts
- m) Sale of material nature, of investments, subsidiaries, assets, which is not in the normal course of business
- n) Quarterly details of foreign exchange exposures and the steps taken by management to limit the risks of adverse exchange rate movement
- 3) Status of compliance with all regulatory, statutory and material contractual requirements

The Board of Rajoo Engineers Limited is routinely presented with all information under the above heads whenever applicable and materially significant. These are submitted either as part of the agenda papers well in advance of the Board meetings or are tabled in the course of the Board Meetings.

# b. Materially significant related party transactions:

There have been no materially significant related party transaction, pecuniary transaction or relationships between Rajoo Engineers Limited and its directors for the year ended on 31<sup>st</sup> March, 2010 that may have a potential conflict with the interests of the Company at large.

# c. Composition of Various Committees

#### **Audit Committee**

a) Composition

Audit Committee consisted of three members namely Mr. Ramesh A, Shah, Mr. Kishor R. Doshi, and Mr. Mahasukh S. Mehta. All being Non Executive and Independent Director. Mr. Kishor R. Doshi being professionally qualified as Chartered Accountant, acted as the Chairman of the Audit Committee.

b) Terms of Reference

The Terms of reference as stipulated by the Board to the Audit Committee are, as contained in the Clause 49 of the Listing

# Agreement are as follows

- 1) Oversight of the Company's financial reporting process and the disclosure of lits financial information
- 2) Review of Company's financial and risk management policies
- 3) Review of accounting and financial policies and practices
- 4) Review of internal control and internal audit systems
- 5) Discussion with Internal Auditor and Statutory Auditors on any significant findings and follow up thereon
- 6) Reviewing the Company's financial statements and risk management policies

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# c) Meetings of the Committee

Total five meefings of the Committee were held during the year 2009-10

Name of Member	Designation 1	No. of Committee Meetings attended
IVII. KISHOFIK, DOSAL	Chairman	ΛE
Mr. Ramesh A. Shah	Member	05
Mr. Mahasukh S. Mehta	Member	05

# Shareholders' Grievance Committee

#### a) Terms of Reference

The Committee has been given responsibility to look after complaints, if any, of investors to redress the same expeditiously. The Committee also approves requests for issue of duplicate share certificates, splitting/consolidation of share certificates, transfer and transmission of shares etc.

#### b) Composition

The committee comprises of all Non-Executive Independent Directors, Mr. Ramesh A. Shah, Mr. Kishor R. Doshi, and Mr. Mahasukh S. Mehta is the Chairman of the Committee.

# 'c) Meetings of Committee

Total Six meetings of the Committee were held during the year 2009-10

Name of Member	Designation	No. of Committee Meetings attended
The state of the s	CIRCINITION	Ω4
Mr. Ramesh A. Shah Mr. Kishor Doshi **		06
MIT KISHOL DOSHI W	Member	03

<sup>\*\*</sup> w.e.f. 31st July,2008

# d) The Committee has resolved almost all complaints received during the year.

# Remuneration Committee

# a. Composition

The committee comprises of three Non-Executive Independent Directors, Mr. Ramesh A. Shah, Mr. Kishor R. Doshi, and Mr. Mahasukh S. Menta where Mr. Ramesh A. Shah is the Chairman of the Committee.

# b. Terms of Reference

The Committee determines and approves the quantum of remuneration whether by way of salary, commission, special allowances, any other perquisites to the Managing, Whole time and non-executive Directors. Generally, the Remuneration Committee considers and approves remuneration payable to executive directors subject to final confirmation by Members in the General Meeting. The Company is not paying any remuneration to any non-executive Director as on date.

Directors' Report



# c. Meetings of Committee

The Committee has held four Meetings during the year 2009-10

Name of Member	Designation	No. of Committee Meetings attended
Mr. Ramesh A. Shah	Chairman	04
Mr. Mahasukh S. Mehta	Member	04
Mr. Kishor R. Doshi	Member	04

#### Communication to Shareholders

The quarterly results of the Company are published in any two of leading newspapers of English Language and Gujarati Language.

#### **General Body Meetings**

Details of the last three annual general meetings are given below:

Financial Year	Date	Time	Venue
2008-2009	10th August, 2009	11:00 a.m.	Junagadh Road, Manavadar, District Junagadh.
2007-2008	24th September, 2008	11;00,a,m.	Junagaah Road, Manavadar, District Junagadh.
2006-2007	28th September, 2007	11:00 a.m.	Junagadh Road, Manavadar, District Junagadh.

# Shareholder information

# Registered Office

RAJOO ENGINEERS LIMITED, Junagadh Road, Manavadar 362 630, (Dist: Junagadh)

#### Plant Location

Rajoo Avenue Suvey No 210, Plot No 1, Industrial Area, Shapar-Veraval, Dist. Rajkot-360 024, Gujarat, India

#### **Annual General Meeting**

The 23<sup>rd</sup> Annual General Meeting (AGM) of the Company will be held on Friday, 20<sup>th</sup> August, 2010, at 11-00 A.M. at registered office of the Company, Junagadh Road, Manavadar 362 630 (Dist. Junagadh)

# Financial Calender (Tentative)

1. Annual General Meeting 2. Results for Quarter ending 30 <sup>th</sup> June, 2010 3. Results for Quarter ending 30 <sup>th</sup> September, 2010 4. Results for Quarter ending 31 <sup>th</sup> December, 2010 5. Results for Quarter ending 31 <sup>th</sup> March, 2011	20" August, 2010 Last week of July, 2010 Last week of October, 2010 Last week of January, 2011 Last week of May, 2011
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# Dates of Book Closure

The Company's transfer books will be closed from 11th August, 2010 to 19th August, 2010 (both days inclusive) for purpose of Annual General Meeting and for the purpose of entitlement of final dividend.

# Stock Exchange Listing

The Company's shares are presently listed on the Bombay Stock Exchange Ltd, Mumbai,
The Company has already delisted its securities from The Ahmedabad Stock Exchange Ltd., Ahmedabad and Saurashtra &
Kutch Stock Exchange Ltd., Rajkot.

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Stock Exchange	Stock Code
The Bombay Stock Exchange Ltd	522257
NSDL/CDSL Code	
ISINI NO	INE535F01016

# Stock Market Data

Monthly high and low prices of shares of the Company traded at the Stock Exchange, Mumbal are as under:

		BS	<b>E</b>		
	2008-09			2007-08	
Month	High (Rs.) L	ow (Rs.)	Month	High (Rs.)	Low (Rs.)
Apr 09	58.10	36.75	80 1qA	109.00	72.00
May 09	96.00	61.00	May 08	101.00	65.10
Jun 09	89.00	67.25	Jun 08	75.70	51.00
Jul 09	70.45	57.00	Jul 08	72.50	47.70
Aug 09	79.20	57.00	Aug 08	70.00	51.35
Sep 09	116,15	11.05 **	Sep 08	79.65	51,55
Oct 09	16.70	12.35	Oct 08	71.20	42.95
Nov 09	19.64	12.31	Nov 08	50.00	36.05
Dec 09	16.45	14.00	Dec 08	43.80	34.00
Jan 10	18.00	12,50	Jan 09	44.00	34.70
Feb 10	14.85	8.76	Feb 09	43.00	35.05
Mar 10	10.55	8.77	Mar 09	39.40	34,25

Note: \*\* The share price is after subdivision of equity share from Rs.10/- each to Re.1/- each.

# Registrar and Transfer Agents

Company has appointed Registrar and Transfer Agent, the name and address is as follow:

Link Intime India Private Limited (formerly Intime Spectrum Registry Limited) C-13, Pannalal Silk Mill compound, L.B.S. Marg Bhandup (W) Mumbai- 400 078

# Share Transfer System

The processing activities with respect to requests received for share transfer are normally completed within 15 working days from the date of request.

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	No. of Equity	No. of	Percentage to	No. of	Percentage to
	Share Held	Share	Total	shares held	Total Shares
5522,5522	(Range)	holders	Shareholders		held
	0001 - 0500	767	18.47	188824	0.55
2	0501 - 1000	2114	50.90	2089896	6,07
33	1001 - 2000	606	14.59	1161651	3.38 .
1000	2001 - 3000	151	3,64	425734	124
-74	3001 - 4000	99	2.38	388945	1,13
	4001 - 5000	60	1,44	292159	0.85
	5001 - 10000	163	3.93	1342818	3.90
* Course views	Above 10000	193	4.65	28519973	82.88
2.	3.500/04-04.	4153	100.00	34410000	100.00

#### Dematerialization of shares

The Company had signed agreements with National Securities Depository Limited (NSDL) and Central Depositary S- (India) Limited (CDSL) to offer depository services to its shareholders. As on 31<sup>st</sup> March, 2010, total 3,09,37,830 equity have been dematerialized. Out of these shares dematerialized, 2,52,74,812 equity shares and 56,63,018 equity share been dematerialized with NSDL and CDSL respectively, representing approx. 89,91% of total issued share capital Company, Members are requested to dematerialize their shares as early as possible, if not yet dematerialized, so as benefits of electronic & paperless trading of equity shares.

Shareholders seeking any information/solution of any problem of query related to shares, share transfer; dematerialist shares etc. may kindly contact the Registrar and Transfer Agent of the Company.

# Address for Correspondence:

Mr. Pravin K. Joshl Compliance Officer Rajoo Engineers Ltd Rajoo Avenue, Survey No. 210, Plot No. 1, Industrial Area, VERAVAL (SHAPAR) RAJKOT 360 024

Ph. No.: +91 2827252701/02/07 Fax No.: +912827252700

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# Declaration Regarding Compliance With Code Of Conduct {clause 49(i)(d)}

The Company has laid down and adopted "Code of Conduct" for all Board Members and core management team of the Company. The Company believes that such Code of Conduct is necessary for best Corporate Goyernance practices, and expects that all Board Members and Core management team adhere to this Code of Conduct.

It is hereby affirmed that all the Directors and Senior Management personnel have compiled with the Code of Conduct and have given a confirmation in this regard.

Date:- 31st May 2010

Place:- Veraval (Shapar), Rajkot

(C. N. DOSHI) Chairman (R. N. DOSHI) Managing Director

# Managing Director's Certificate For Financial Statements (clause 49v Of Listing Agreement)

We have reviewed financial statements and cash flow statements for the financial year 2009-2010 ended on 31<sup>st</sup> March, 2010, and 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 true and fair view of the Company's affairs and in compliance with existing accounting standards, applicable laws and regulations;
- (c) No transactions entered into by the Company during the aforesaid year, which are fraudulent, illegal or in violation of the Company's code of conduct.

Further, we accept that it is our responsibility to establish and maintain internal controls. We have evaluated the effectiveness of internal control system of the Company and have disclosed to the auditors and the Audit Committee, wherever applicable:

- (a) deficiencies in the design or operation of internal controls, if any, which came to our notice and steps have been taken/proposed to be taken to rectify these deficiencies
- (b) Significant changes in the internal control during the year
- (c) Significant changes in accounting policies during the year and that the same have been disclosed in the notes to the financial statements
- (d) Instances of significant fraud of which we became aware and the involvement therein, if any, of the management or an employee having a significant role in the Company's internal control system.

Date: 31st May 2010

Place: Veraval (Shapar), Rajkot

(C. N. DOSHI) Chairman (R. N. DOSHI) Managing Director

Directors' Report

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#### Auditors' Certificate On Corporate Governance

To, The Members of Rajoo Engineers Limited

We have examined the compliance of conditions of Corporate Governance by Rajoo Engineers Limited, for the year ended on 31° March 2010 as stipulated in clause 49 of the Listing Agreement of the said company with stock exchanges.

The compliance of conditions of Corporate Governance is the responsibility of the management. Our examination was limited to the procedures and implementation thereof, adopted by the Company for ensuring the compliance of the conditions of the 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 the management, we certify that the Company has compiled with the conditions of Corporate Governance as stipulated in Clause 49 of the above mentioned listing agreement.

We state in respect of investor grievances received during the year ended on 31<sup>st</sup> March 2010, no investor grievances are pending against the company exceeding one month as per records maintained by the Company which are presented to shareholders/investor grievance committee.

We further state that such compilance 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.

Date : 31st May, 2010

Piace: Veraval (Shapar), Rajkot

For, M. N. Manyar & Co., Chartered Accountants

[M. N. Manvar]
Proprietor
Membership No.36292

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