

**SK MINERALS & ADDITIVES LIMITED**

(Formerly known as SK Minerals & Additives Private Limited)

(CIN- U24100PB2022PLC055213)

Regd. Office: Satkartar Building, Near Khalsa Petrol Pump,

G.T. Road, Khanna, Ludhiana -141401 Punjab, India

Email: mohitjindal2008@gmail.com Contact.no.:+91- 8130228881

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**NOTICE**

Notice is hereby given that 03<sup>rd</sup> Annual General Meeting of the Members of **SK MINERALS & ADDITIVES LIMITED** (Formerly known as SK Minerals & Additives Private Limited) will be held on Tuesday, 30<sup>th</sup> Day of September, 2025 at 11:00 A.M. at Shorter Notice at the registered office of the company situated at Satkartar Building, Near Khalsa Petrol Pump, G.T. Road, Ludhiana, Khanna- 141401 PB, to transact the following businesses:

**ORDINARY BUSINESS:**

1. To receive consider and adopt the Audited financial statements of the Company for the financial year ended 31st March, 2025 including the Statement of Profit & Loss Account for the financial year ended on that date together with the report of Board of Directors & Auditors thereon, and in this regard to consider and, if thought fit, to pass with or without modification(s) the following resolutions as an Ordinary Resolution(s):

“**RESOLVED THAT** the Audited Financial Statements of the Company for the financial year ended 31st March, 2025 including the Statement of Profit & Loss Account for the financial year ended on that date together with the report of Board of Directors & Auditors thereon, as circulated to the members, be and are hereby considered and adopted.”

2. To consider and if thought fit, to re-appoint Mr. Rohit Jindal (DIN: 06856831), who retires by rotation and being eligible, offers himself for re-appointment as Director of the Company.

“**RESOLVED THAT** pursuant to the provisions of Section 152 and all other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Appointment and Qualifications of Directors) Rules, 2014, as amended from time to time and pursuant to any other Regulations, as may be applicable, approval of the members be and is hereby accorded for the re-appointment of Mr. Rohit Jindal (DIN: 06856831) as Executive Director of the Company, who retires by rotation and being eligible for re-appointment be and is hereby re-appointed as Director of the Company liable to retire by rotation.”

**For and on behalf of the Board of Directors**

**SK MINERALS & ADDITIVES LIMITED**

**(Formerly known as SK Minerals & Additives Private Limited)**

For SK Minerals & Additives Limited



Director

**Mohit Jindal**  
**Managing Director**  
**DIN. 05351969**

**Date: 22.09.2025**

**Place: Ludhiana**

## NOTES:

1. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE ANNUAL GENERAL MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND, ON A POLL, TO VOTE INSTEAD OF HIMSELF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY.**
2. A person can act as proxy on behalf of members not exceeding fifty (50) and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights.
3. A member holding more than ten percent (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 proxy for any other person or shareholder.
4. The instrument(s) appointing the proxy, if any, should be delivered at the registered office of the Company at Satkartar Building, Near Khalsa Petrol Pump, G.T. Road Khanna, Ludhiana-141401 PB, not less than 48 (forty-eight) hours before the commencement of the meeting. The instrument of proxy if received in default of above shall be treated as invalid. Proxies shall not have any right to speak at the meeting. Proxy form is enclosed.
5. Corporate members intending to send their authorised representatives to attend the meeting are advised to send a duly certified copy of the Board Resolution or Power of Attorney (POA) authorizing their representatives to attend and vote at the meeting.
6. During the Period beginning 24 hours before the time fixed for the commencement of Meeting and ending with the conclusion of the Meeting, a member would be entitled to inspect the proxies lodged at any time during the business hours of the Company. All documents referred to in the Notice and accompanying explanatory statement are open for inspection at the Registered Office of the Company on all working days of the Company between 11:00 a.m. and 01:00 p.m. upto the date of the Annual General Meeting and at the venue of the Meeting for the duration of the Meeting.
7. Members having any queries relating to the Annual Report are requested to send their queries at least seven days before the date of the meeting.
8. Members are requested to notify change in address, if any, to the company at its registered Office quoting their folio number.
9. Only members carrying the attendance slips or the holders of valid proxies registered with the Company will be permitted to attend the meeting. Members attending the meeting are requested to bring their copy of annual report with them to the Annual General Meeting, as extra copies will not be supplied.

**Form 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]*

CIN	U24100PB2022PLC055213
Name of the company	SK MINERALS & ADDITIVES LIMITED
Registered office	Satkartar Building, Near Khalsa Petrol Pump, G.T. Road, Khanna Ludhiana, - 141401 PB

Name of the member(s)		
Registered address		
Email ID	Folio No. / Client ID	DP ID

I/We, being the member (s) of ..... shares of the above-named company, hereby appoint

	Name		Email ID	
	Address		Signature	

Or failing him

	Name		Email ID	
	Address		Signature	

Or failing him

	Name		Email ID	
	Address		Signature	

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the Annual General Meeting of the company, to be held on 30/09/2025 at 11:00 A.M. at shorter notice at the registered office of the company situated at Satkartar Building, Near Khalsa Petrol Pump, G.T. Road, Ludhiana, Khanna- 141401 PB and at any adjournment thereof in respect of such resolutions as are indicated below:

**Resolution No.**

- 1) Adoption of Financial Statements
- 2) Re-appointment of Mr. Rohit Jindal (DIN: 06856831) as Director Liable to Retire by Rotation

Signed this \_\_\_\_\_  
Signature of shareholder



Signature of Proxy holder (s)

**Note: This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company, not less than 48 hours before the commencement of the meeting.**

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**ATTENDANCE SLIP**

**ANNUAL GENERAL MEETING**

Date:	30/09/2025	Time:	11:00 A.M.
Place:	Ludhiana		

Folio No. / DP ID Client ID No.	
Name of First named Member/Proxy/ Authorised Representative	
Name of Joint Member(s), if any:	
No. of Shares held	

I/we certify that I/we am/are member(s)/proxy for the member(s) of the Company.

I/we hereby record my/our presence at the Annual General Meeting of the Company being held on 30/09/2025 at 11:00 A.M at the registered office of the company at shorter notice.

.....  
Signature of First holder/Proxy/Authorised Representative  
Signature of 1st Joint holder  
Signature of 2nd Joint holder

- Note(s):
1. Please sign this attendance slip and hand it over at the Attendance Verification Counter at the MEETING VENUE.
  2. Only shareholders of the Company and/or their Proxy will be allowed to attend the Meeting.
  3. A Corporate Member, if any intending to send its authorised representatives to attend the Meeting in terms of Section 113 of the Companies Act, 2013 is requested to send to the company a certified copy of the Board Resolution authorizing such representative to attend and vote on its behalf at the Meeting.

# Route Map

