



CIN NO: L24304MH2016PLC286140

Certified Company : An ISO 9001 : 2015 - An ISO 14001 : 2015 - AN BS OHSAS 45001 : 2018

MCON RASAYAN INDIA LTD.
Trusted Partner In Construction Chemicals



(SERIAL NO. MCON- ACM -04/2024-25)

Date: 10.03.2025

To,
The Members-Audit Committee,
Mcon Rasayan India Limited
Invitees

Dear Sir/Madam,

Sub: Notice and agenda of 04th Audit Committee to be held on Tuesday, 18th March 2025 for the FY 2024-25

Notice is hereby given that the 04th Audit Committee Meeting for the financial year 2024-25 of the Members of the Audit Committee of the Company shall be held on Tuesday, 18th March 2025 at 10.00 a.m. at the Registered Office of the Company at 101/A, 1st Floor, Maxheal House, Plot-169, CTS-104 Bangur Nagar, Goregaon West, Near Ayyappa Temple, Mumbai MH 400090 to consider the following business:

1. To take note of the Chairman of the Meeting.
2. To grant leave of absence to absent Member, if any and to confirm the quorum of the Meeting.
3. To take a note of the minutes of the meeting of the Audit Committee of the Board of Directors of the Company held on November 13, 2024.
4. To review and discuss on minimization of the expenses.
5. To review and take note of the compliance with respect to PIT regulations, 2015
6. To consider and transact any other businesses, if any, which may be placed before the Board with the permission of the Chairman.

You are requested to attend the meeting.

For Mcon Rasayan India Limited,

Aesha Karan Shah
Company Secretary & Compliance Officer
Mem. No.: A62487

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Corporate Office: Gala No 6 Bardanwala Estate, Nr Dutt Mandir Bandiwali Hill Road, Jogeshwari West, Mumbai, Maharashtra - 400102

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{NOTE PURSUANT TO CLAUSE 1.3.8 OF THE SECRETARIAL STANDARD (SS-1)}

AGENDA ITEM NO. 1:

CHAIRMAN OF THE MEETING

Mr. Dilip Mangilal Jain shall be appointed as the Chairman of the Meeting.

AGENDA ITEM NO. 2:

TO GRANT LEAVE OF ABSENCE TO ABSENT MEMBER, IF ANY AND TO CONFIRM THE QUORUM OF THE MEETING

The request/s for granting of leave of absence (if any) that may be received by the Company from the members of the committee who may be unable to attend the meeting, shall be placed before the members for consideration and approval. After ascertaining the quorum, the proceedings of the meeting shall start.

AGENDA ITEM NO. 3:

TO TAKE NOTE OF MINUTES OF PREVIOUS COMMITTEE MEETING

The Chairman of the Committee will confirm the Minutes of Previous Audit Committee Meeting. The minutes of previous Committee meeting is attached herewith.

The Committee shall be requested take the same on records.

AGENDA ITEM NO. 4:

TO REVIEW AND DISCUSS ON MINIMIZATION OF THE EXPENSES.

The committee plays a critical role in overseeing the organization's **financial discipline, cost management strategies, and operational efficiencies** to ensure sustainable growth and regulatory compliance.

During this meeting, the Audit Committee shall discuss:

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1. Current Expense Overview

- Presentation of current financial statements
- Breakdown of major expense categories
- Analysis of trends and any significant increases in costs

2. Expense Minimization Strategies

- Presentation of potential cost-saving initiatives
- Review of operational expenses (e.g., staff, office supplies, utilities, travel)
- Discussion on outsourcing vs. in-house operations for cost savings
- Review of recent technological investments and their cost-saving impact

3. Identifying Redundant or Unnecessary Expenditures

- Discussion on non-essential expenditures
- Proposal to review subscription services, contracts, and maintenance agreements
- Review of department-specific budgets to identify opportunities for trimming

4. Improving Operational Efficiency

- Presentation of strategies to streamline internal processes and reduce wastage
- Automation or digital transformation opportunities to reduce manual labor and increase efficiency
- Potential re-negotiation of contracts with suppliers and service providers

5. Cost-Benefit Analysis of Proposed Initiatives

- Evaluation of proposed cost-cutting initiatives
- Short-term and long-term financial impact
- Identification of potential risks associated with cost minimization

6. Feedback and Open Discussion

- Open floor for committee members to provide feedback on proposed strategies
- Discussion on employee engagement in cost-saving initiatives
- Recommendations from auditors on best practices for financial prudence

7. Action Plan and Next Steps

- Review and finalize decisions on the identified cost-saving strategies
- Assign responsibilities for implementation of action points
- Set timelines for reviewing the progress of expense minimization efforts

8. Closing Remarks

- Summary of meeting outcomes
- Confirmation of the next meeting date (if applicable)
- Adjournment

AGENDA ITEM NO. 5:

TO REVIEW AND TAKE NOTE OF THE COMPLIANCE WITH RESPECT TO PIT REGULATIONS, 2015

As per **Regulation 9A(4) of the SEBI (Prohibition of Insider Trading) Regulations, 2015**, the **Audit Committee** is required to **review compliance with these regulations at least once**

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in a financial year and verify that the internal control systems for prevention of insider trading are adequate and effective.

During this meeting, the Audit Committee shall:

- 1. Evaluate the implementation of internal controls** established to prevent insider trading.
- 2. Review compliance reports** related to:
 - Identification of **designated persons** with access to UPSI.
 - Measures taken to **maintain the confidentiality of UPSI**.
 - **Restriction and monitoring of communication** involving UPSI.
 - **Lists and confidentiality acknowledgments** for individuals with access to UPSI.
 - Compliance with the **whistle-blower policy** regarding insider trading concerns.
 - Investigation of **any reported or suspected leaks of UPSI** and their outcomes.
- 3. Access the effectiveness** of internal processes and recommend necessary improvements to the Board.

The Committee shall present its findings to the Board for final review and approval.

AGENDA ITEM NO. 6:

TO CONSIDER AND TRANSACT ANY OTHER BUSINESS, IF ANY, WHICH MAY BE PLACED BEFORE THE COMMITTEE WITH THE PERMISSION OF THE CHAIRMAN

For, MCON Rasayan India Limited,



Aesha Karan Shah
Company Secretary & Compliance Officer
Mem. No.: A62487