

On the Letter-Head of Company

EXTRACT OF THE RESOLUTION PASSED BY BOARD OF DIRECTORS OF-----
----- IN ITS MEETING HELD ON _____, 2007:

“RESOLVED THAT Shri _____, Managing Director and / or Shri _____, Director and / or Shri _____, Company Secretary be and are hereby authorized to digitally sign the eForms under the provisions of the Companies Act, 1956 and the Rules made there under together with physical signature on the Original or Certified Copies of any returns / forms / document / resolutions / papers / annexures as required to be attached to such eForms and file / upload the eForms with the Registrar of Companies through the MCA21 web portal and arrange to pay required fee within the stipulated time as indicated in the MCA Payment Challan to comply with provisions of Companies Act, 1956.”

“FURTHER RESOLVED THAT the services of Shri S V Suryanarayana, Practising Company Secretary, Hyderabad [www.suryanarayana.com] be and are hereby engaged on payment of a fee as mutually agreed, to render the professional services to the Company such as draft minutes/ resolutions, prepare, fill, pre-certify or certify or attest returns / forms / document / resolutions / papers / annexures either physically or by appending the digital signature on such documents or eForms and any other works connected thereto including follow-up of the matters with concerned Register of Companies office.”

“FURTHER RESOLVED THAT www.editin.com [Austin Exim Private Limited], Hyderabad be and is hereby assigned on payment of advance facilitation fee as prescribed by AEPL , to undertake following works:

1. scan / convert / compress / split / merge / bundle the documents into pdf format, suitable to be attached to eForms
2. download latest eForms from MCA21 web portal & fill eForms,
3. conduct “Check Form” & “ Pre-scrutiny” of eForms both offline & online with dummy signatures to ensure uploading eForms without mistakes and mis-matches
4. assist the Company to append the Digital Signatures by using PC / Laptop, the USB tokens containing Digital Signature Certificate of the above mentioned authorized persons
5. upload or re-submit the eForms on MCA21 and generate payment challan in respect of eForm submission fee payable to Ministry of Company Affairs
6. advise the Company to make online or offline payment of fee as prescribed in the MCA Challan
7. track transactions till approval of the said eForms by concerned authority
8. park the approved eForms on www.editin.com or www.suryanarayana.com enabling Company to download for its record.

“FURTHER RESOLVED THAT a Certified copy of this resolution duly signed and dated by any of the aforesaid authorized persons be and is hereby decided to be furnished to www.editin.com [Austin Exim Private Limited], Hyderabad enabling them to attach to every eForm to be processed and filed on behalf of the Company.”

Certified True Copy

For-----

Signature:

Name:

Designation: Managing Director / Director / Company Secretary

Date: