



THE HI-TECH GEARS LTD.

CIN - L29130HR1986PLC081555

Corporate Office: Millennium Plaza, Tower-B, Sushant Lok-1, Sector-27, Gurugram -122009,
Haryana, INDIA Tel.: +91(124) 4715100

Gist of the Proceedings of the 34th Annual General Meeting of the Company

The 34th Annual General Meeting of The Hi-Tech Gears Limited ('the Company') was held on Saturday, December 26, 2020 at 05:00 P.M. at Plot No. 24, 25 & 26, Sector-7, IMT Manesar, Haryana -122050 along with the facility to attend the meeting through Video Conferencing ("VC") or Other Audio Visual Means ("OAVM").

- The Company Secretary welcomed all the members present at the Meeting and requested members to elect Mr. Pranav Kapuria as the Chairman of the meeting. After ascertaining the necessary quorum being present, the Company Secretary requested the Chairman to call the meeting to order. Chairman called the meeting to order.
- Company Secretary introduced the Directors and Officials present at the meeting or attending through video conferencing mode to the members and confirmed the presence of Chairman/ duly authorized member of the Audit Committee, Nomination and Remuneration Committee and Stakeholder Relationship Committee. He also briefed the reasons for non-attendance of other directors. Thereafter Company Secretary introduced the Statutory Auditors of the Company and Mrs. Akarshika Goel, partner of M/s Grover Ahuja & Associates, Practicing Company Secretaries, Scrutinizer appointed by the Board to scrutinize the e-voting process on the resolutions proposed in the notice of the meeting.
- Company Secretary informed the members that the Company had taken all requisite steps under the current circumstances to enable the members to participate through video conference and vote electronically at the AGM. The Company Secretary further informed that the Company has tied up with the National Securities Depository Limited ("NSDL") to provide the facility of Remote E-Voting, to enable the members to participate in this AGM through VC/OAVM facility and e-voting during this AGM.
- It was also informed that the Annual Report consisting of Financials, Independent Auditors Report, Management Discussions & Analysis Report, Directors Report, Notice together with all Annexures & documents were sent to all the Members through electronic mode to the members whose e-mail addresses are registered with the Company/RTA."
- The Company Secretary mentioned that there were no qualifications, observations or other remarks made by the Statutory Auditors and the Secretarial Auditor in their Audit Reports for the financial year ended on 31 March, 2020
- The members were informed that the requisite registers and documents referred to in the notice were available for inspection electronically during the meeting.
- Mr. Pranav Kapuria, Chairman of the meeting, then addressed the members and participants a message.

www.thehitechgears.com

Works I: A-589, Industrial Complex, Bhiwadi - 301 019 Rajasthan INDIA Tel. : +91(1493) 265000

Regd. Office & Works-II: Plot No. 24 - 26 Sector-7, IMT Manesar - 122 050 Gurugram, Haryana INDIA Tel.: +91 (124) 4715200

Works-III: Plot No. SP-146A, Industrial Complex, Bhiwadi - 301019 Rajasthan INDIA

Head Office: C-41/B, Kalkaji, New Delhi - 110019 INDIA

Subsidiaries: The Hi-Tech Gears Canada. Inc. 361, Speedvale Ave W. Guelph, ON N1H 1C7, CANADA

Teutech LLC. 227, Barton St. Emporium. PA 15834, USA



THE HI-TECH GEARS LTD.

CIN - L29130HR1986PLC081555

Corporate Office: Millennium Plaza, Tower-B, Sushant Lok-1, Sector-27, Gurugram -122009,
Haryana, INDIA Tel.: +91(124) 4715100

- Company Secretary informed the members that the Company had provided the members the facility to cast their votes electronically on all the resolutions set forth in the notice. Members who were present at the meeting and have not cast their votes electronically were provided an opportunity to cast their votes at the end of the meeting through ballot papers. It was further informed that there would be no voting by show of hands.
- The Chairman then asked Company Secretary to brief the members on the evoting procedure:
- The Company Secretary informed that the Company has provided remote e-voting facility to all its shareholders to cast their vote in respect of all resolutions mentioned in the notice, which had started on Wednesday, December 23, 2020 at 9:00 A.M. and ended on Friday, December 25, 2020 at 05:00 P.M. He further informed that the facility to vote at the AGM was provided to those Members who have not cast their votes through Remote E-Voting.
- Clarifications were provided to the queries raised by the members.
- The scrutinizer then locked and sealed the empty box in presence of members.
- The physical ballot process for following resolutions was provided to those members, who were present and had not participated earlier in Remote E-voting event.

Ordinary Business:

1. To receive, consider and adopt the Audited Standalone and Consolidated Financial Statements of the Company for the financial year ended March 31, 2020, together with the reports of the Directors' and Auditors' thereon- Ordinary Resolution
2. To appoint a director in place of Mr. Ramesh Chandra Jain (DIN: 00038529), who retires by rotation and being eligible, offers himself for re-appointment - Ordinary Resolution

Special Business:

3. Approval of remuneration of Cost Auditor for the financial year 2020-21 – Ordinary Resolution
- On completion of ballot voting, the ballot box was taken by the scrutinizer in his custody.
 - The members were informed that the Scrutinizer will consider the votes cast through remote e-voting and e-voting or ballot papers at the AGM and will prepare report of voting on the resolutions and submit the same to Chairman of the Company within 48 hours of conclusion of AGM.
 - The members were further informed that the results of the meeting would be declared after the receipt of the scrutinizer report within statutory period and will be intimated to the stock exchanges and be placed on the website of the Company and wherever required.
 - The members were informed that electronic voting on the platform of NSDL would continue to remain open for another 15 minutes to enable the members to cast their votes. The Company

www.thehitechgears.com

Works I: A-589, Industrial Complex, Bhiwadi - 301 019 Rajasthan INDIA Tel. : +91(1493) 265000

Regd. Office & Works-II: Plot No. 24 - 26 Sector-7, IMT Manesar - 122 050 Gurugram, Haryana INDIA Tel.: +91 (124) 4715200

Works-III: Plot No. SP-146A, Industrial Complex, Bhiwadi - 301019 Rajasthan INDIA

Head Office: C-41/B, Kalkaji, New Delhi - 110019 INDIA

Subsidiaries: The Hi-Tech Gears Canada. Inc. 361, Speedvale Ave W. Guelph, ON N1H 1C7, CANADA

Teutech LLC. 227, Barton St. Emporium. PA 15834, USA



THE HI-TECH GEARS LTD.

CIN - L29130HR1986PLC081555

Corporate Office: Millennium Plaza, Tower-B, Sushant Lok-1, Sector-27, Gurugram -122009,
Haryana, INDIA Tel.: +91(124) 4715100

Secretary then thanked all the members for participation in the meeting declared the proceedings to be closed.

- The meeting concluded at 05.38 P.M with a vote of thanks to the chair.

Kindly take the above information on your record.

Thanking You

Yours faithfully,

For The Hi-Tech Gears Limited



Naveen Jain
Company Secretary
M.No A15237

www.thehitechgears.com

Works I: A-589, Industrial Complex, Bhiwadi - 301 019 Rajasthan INDIA Tel. : +91(1493) 265000

Regd. Office & Works-II: Plot No. 24 - 26 Sector-7, IMT Manesar - 122 050 Gurugram, Haryana INDIA Tel.: +91 (124) 4715200

Works-III: Plot No. SP-146A, Industrial Complex, Bhiwadi - 301019 Rajasthan INDIA

Head Office: C-41/B, Kalkaji, New Delhi - 110019 INDIA

Subsidiaries: The Hi-Tech Gears Canada. Inc. 361, Speedvale Ave W. Guelph, ON N1H 1C7, CANADA

Teutech LLC. 227, Barton St. Emporium. PA 15834, USA