# FORM NO. MGT-7

Refer the instruction kit for filing the form.

Form language

[Pursuant to sub-Section(1) of section 92 of the Companies Act, 2013 and sub-rule (1) of rule 11of the Companies (Management and Administration) Rules, 2014]



# **Annual Return**

Corporate Identification Number	er (CIN) of the company	U72200	OPN2000PTC014900	Pre-fill		
Global Location Number (GLN	) of the company					
* Permanent Account Number (	PAN) of the company	AAFCS:	3924D			
(a) Name of the company		SUMA :	SUMA SOFT PRIVATE LIMITED			
(b) Registered office address						
SUMA SHILP 93/5AERANDAWA PUNE Maharashtra 411004 India	NE					
(c) *e-mail ID of the company		anant.p	palande@sumashilp.con			
(d) *Telephone number with ST	D code	020256	02025671312			
(e) Website						
(e) Website  Date of Incorporation		17/05/	2000			
. ,	Category of the Company		Sub-category of the Co	ompany		

(vii) *Fina	ncial year Fro	om date 01/04/	2019 (	DD/MM/Y	YYY)	To date	31/03/202	0	(DD/M	M/YYYY)
(viii) *Wh	ether Annual	general meeting	ı (AGM) held	(	Yes	s ()	No			
(a) If	f yes, date of	AGM [	30/12/2020							
(b) [	Due date of A	GM [	31/12/2020							
(c) V	Vhether any e	extension for AG	M granted		•	Yes	O No			
	f yes, provide nsion	the Service Red	quest Number (SR	N) of the	applicat	tion form	filed for	Z999999	99	Pre-fill
(e) E	Extended due	date of AGM af	ter grant of extens	ion		3	31/12/2020			
II. PRIN	CIPAL BU	SINESS ACT	IVITIES OF TH	IE COM	PANY	_				
*N	lumber of bus	iness activities	2							
S.No	Main Activity group code	Description of N	Main Activity group	Busines: Activity Code	s De	scription	of Business	Activity		% of turnover of the company
1	J	Information ar	nd communication	J7		Data processing, hosting and related activities; web portal		ated	83.77	
2	J	Information ar	nd communication	J6	Cc	mputer p	rogramming related acti		ncy and	16.23
(INCI	LUDING JO	DINT VENTUI	G, SUBSIDIAR RES)		ASSO		COMPAN	IIES		
S.No	Name of t	the company	CIN / FCR	N	Holdir		diary/Assoc /enture	iate/	% of sh	ares held
1	FLATWORLD I	BILLING SERVICES	U72200PN2017PT	C172564		Subs	idiary		74	1.25
IV. SHA	RE CAPITA	AL, DEBENT	URES AND OT	HER SE	CURI	TIES O	F THE CO	OMPANY	<u> </u>	
,	RE CAPITA y share capita									
	Particula	ars	Authorised capital	Issu cap			scribed apital	Paid up	capital	
Total nur	mber of equity	/ shares	100,000	35,000		35,000		35,000		
Total am Rupees)	ount of equity	shares (in	1,000,000	350,000		350,000	)	350,000		
	of classes		<u>I</u>	1				I		

	1 A + la a i a a al	ICabilai	Subscribed capital	Paid up capital
Number of equity shares	100,000	35,000	35,000	35,000
Nominal value per share (in rupees)	10	10	10	10
Total amount of equity shares (in rupees)	1,000,000	350,000	350,000	350,000

## (b) Preference share capital

Particulars	Authorised capital	Issued capital	Subscribed capital	Paid-up capital
Total number of preference shares	0	0	0	0
Total amount of preference shares (in rupees)	0	0	0	0

Number of classes	0

	1 A + la a i a a al	IUabilai	Subscribed capital	Paid up capital
Number of preference shares				
Nominal value per share (in rupees)				
Total amount of preference shares (in rupees)	0	0		

# (c) Unclassified share capital

Particulars	Authorised Capital
Total amount of unclassified shares	0

# (d) Break-up of paid-up share capital

Class of shares	Number of shares	Total nominal amount	Total Paid-up amount	Total premium
Equity shares				
At the beginning of the year	35,000	350,000	350,000	
Increase during the year	0	0	0	0
i. Pubic Issues	0	0	0	0
ii. Rights issue	0	0	0	0
iii. Bonus issue	0	0	0	0
iv. Private Placement/ Preferential allotment	0	0	0	0
v. ESOPs	0	0	0	0

No.   O					
No.   Conversion of Debentures	vi. Sweat equity shares allotted	0	0	0	0
N. GDRs/ADRs	vii. Conversion of Preference share	0	0	0	0
X. Others, specify	viii. Conversion of Debentures	0	0	0	0
Decrease during the year	ix. GDRs/ADRs	0	0	0	0
Decrease during the year	x. Others, specify	0	0	0	
Buy-back of shares					
ii. Shares forfeited  0 0 0 0 0  iii. Reduction of share capital  0 0 0 0 0  iii. Reduction of share capital  0 0 0 0 0  iv. Others, specify  0 0 0 0 0  At the end of the year  35,000 350,000 350,000  Preference shares  At the beginning of the year  0 0 0 0  increase during the year  0 0 0 0  ii. Issues of shares  0 0 0 0  iii. Re-issue of forfeited shares  0 0 0 0  iii. Others, specify  0 0 0 0  Decrease during the year  0 0 0 0 0  iii. Redumption of shares  0 0 0 0 0  ii. Redemption of shares  0 0 0 0 0  iii. Reduction of share capital  0 0 0 0 0  iii. Reduction of share capital  0 0 0 0 0  iii. Reduction of share capital  0 0 0 0 0  iii. Reduction of share capital		0	0	0	0
0	i. Buy-back of shares	0	0	0	0
O	ii. Shares forfeited	0	0	0	0
O	iii. Reduction of share capital	0	0	0	0
At the end of the year 35,000 350,000	iv. Others, specify	0	0	0	
Preference shares					
At the beginning of the year  0 0 0 0  Increase during the year  0 0 0 0  i. Issues of shares  0 0 0 0  ii. Re-issue of forfeited shares  0 0 0 0  iii. Others, specify  0 0 0 0  Decrease during the year  0 0 0 0 0  i. Redemption of shares  0 0 0 0 0  ii. Shares forfeited  0 0 0 0 0  iii. Shares forfeited  0 0 0 0 0  iii. Reduction of share capital  0 0 0 0  iv. Others, specify  0 0 0 0	At the end of the year	35,000	350,000	350,000	
At the beginning of the year  0 0 0 0  Increase during the year  0 0 0 0  i. Issues of shares  0 0 0 0  ii. Re-issue of forfeited shares  0 0 0 0  iii. Others, specify  0 0 0 0  Decrease during the year  0 0 0 0 0  i. Redemption of shares  0 0 0 0 0  ii. Shares forfeited  0 0 0 0 0  iii. Shares forfeited  0 0 0 0 0  iii. Reduction of share capital  0 0 0 0  iv. Others, specify  0 0 0 0	Preference shares				
Increase during the year	. Toron critic straines				
1. Issues of shares	At the beginning of the year	0	0	0	
0	Increase during the year	0	0	0	0
O	i. Issues of shares	0	0	0	
O	ii. Re-issue of forfeited shares	0	0	0	
O	iii. Others, specify				
i. Redemption of shares  0 0 0 0  iii. Shares forfeited  0 0 0 0  iiii. Reduction of share capital  0 0 0 0  iv. Others, specify  0		0	0	0	
ii. Shares forfeited  0 0 0 0 0 iii. Reduction of share capital 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Decrease during the year	0	0	0	0
iii. Reduction of share capital  0 0 0 0 0 iv. Others, specify 0 0 0	i. Redemption of shares	0	0	0	0
iv. Others, specify  0 0 0 0 0	ii. Shares forfeited	0	0	0	0
0 0 0	iii. Reduction of share capital	0	0	0	0
0 0 0	iv. Others, specify				
At the end of the year 0 0		0	0	0	
	At the end of the year	0	0	0	

(ii) Details of stock split/consolidation during the year (for each class of shares)

0	
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Class of shares		(i)		(ii)			(iii)		
Before split /	Number of shares								
Consolidation	Face value per share								
After split /	Number of shares								
Consolidation	Face value per share								
(iii) Details of share of the first return at								al year (or in the	case
Nil									
[Details being prov	ided in a CD/Digital Me	dia]		0	Yes	0 1	No	<ul><li>Not Applicable</li></ul>	!
Separate sheet atta	ached for details of tran	sfers		$\circ$	Yes	0	No		
Note: In case list of trans Media may be shown.	fer exceeds 10, option f	or submi	ssion a	s a separa	te sheet	attachn	nent or s	submission in a CD/I	Digital
Date of the previous	annual general meeti	ng							
Date of registration of	of transfer (Date Mont	h Year)	26/	12/2019					
Type of transfe	r Equity Shares	1 - Ed	quity, 2	2- Prefere	ence Sh	ares,3	- Deber	ntures, 4 - Stock	
Number of Shares/ Dunits Transferred	Debentures/ 6,500			Amount Debenti			100		
Ledger Folio of Trans	sferor	6							
Transferor's Name	Naralkar		Prai	mod			Uma		
	Surname			middle	name			first name	
Ledger Folio of Tran	sferee	10							
Transferee's Name	HUF						P.A.Na	ıralkar	
	Surname			middle	name			first name	

Date of registration o	f transfer (D	ate Month Y	ear)			
Type of transfer	er 1 - Ed			, 2- Preference Shares,3	- Debentures, 4 - Stock	
Number of Shares/ D Units Transferred	ebentures/			Amount per Share/ Debenture/Unit (in Rs.)		
Ledger Folio of Trans	sferor					
Transferor's Name						
	Suri	name		middle name	first name	
Ledger Folio of Trans	sferee		·			
Transferee's Name						
	Suri	name		middle name	first name	

# (iv) \*Indebtedness including debentures (Outstanding as at the end of financial year)

Particulars	Number of units	Nominal value per unit	Total value
Non-convertible debentures	0	0	0
Partly convertible debentures	0	0	0
Fully convertible debentures	0	0	0
Secured Loans (including interest outstanding/accrued but not due for payment) excluding deposits			10,337,918
Unsecured Loans (including interest outstanding/accrued but not due for payment) excluding deposits			0
Deposit			0
Total			10,337,918

#### **Details of debentures**

Class of debentures	Outstanding as at the beginning of the year	_	Decrease during the year	Outstanding as at the end of the year
Non-convertible debentures	0	0	0	0
Partly convertible debentures	0	0	0	0
Fully convertible debentures	0	0	0	0

#### (v) Securities (other than shares and debentures)

Type of Securities		Paid up Value of each Unit	Total Paid up Value
Total			

# V. \*Turnover and net worth of the company (as defined in the Companies Act, 2013)

	_		_	_			
1	i	١	т	•	ırr	10	er

680,019,679

(ii) Net worth of the Company

355,202,662

#### VI. (a) \*SHARE HOLDING PATTERN - Promoters

S. No.	Category	Equity	Preference

		Number of shares	Percentage	Number of shares	Percentage
1.	Individual/Hindu Undivided Family				
	(i) Indian	10,500	30	0	
	(ii) Non-resident Indian (NRI)	0	0	0	
	(iii) Foreign national (other than NRI)	0	0	0	
2.	Government				
	(i) Central Government	0	0	0	
	(ii) State Government	0	0	0	
	(iii) Government companies	0	0	0	
3.	Insurance companies	0	0	0	
4.	Banks	0	0	0	
5.	Financial institutions	0	0	0	
6.	Foreign institutional investors	0	0	0	
7.	Mutual funds	0	0	0	
8.	Venture capital	0	0	0	
9.	Body corporate (not mentioned above)	0	0	0	
10.	Others	0	0	0	
	Total	10,500	30	0	0

Гotal numbeı	of shareholders	(promoters)
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# (b) \*SHARE HOLDING PATTERN - Public/Other than promoters

S. No.	Category	Equ	ity	Preference	
		Number of shares	Percentage	Number of shares	Percentage
1.	Individual/Hindu Undivided Family				
	(i) Indian	22,500	64.29	0	
	(ii) Non-resident Indian (NRI)	0	0	0	
	(iii) Foreign national (other than NRI)	0	0	0	

2.	Government				
	(i) Central Government	0	0	0	
	(ii) State Government	0	0	0	
	(iii) Government companies	0	0	0	
3.	Insurance companies	0	0	0	
4.	Banks	0	0	0	
5.	Financial institutions	0	0	0	
6.	Foreign institutional investors	0	0	0	
7.	Mutual funds	0	0	0	
8.	Venture capital	0	0	0	
9.	Body corporate (not mentioned above)	2,000	5.71	0	
10.	Others	0	0	0	
	Total	24,500	70	0	0

Total number of shareholders (other than promoters)	6
Total number of shareholders (Promoters+Public/ Other than promoters)	8

# VII. \*NUMBER OF PROMOTERS, MEMBERS, DEBENTURE HOLDERS (Details, Promoters, Members (other than promoters), Debenture holders)

Details	At the beginning of the year	At the end of the year
Promoters	2	2
Members (other than promoters)	6	6
Debenture holders	0	0

#### VIII. DETAILS OF DIRECTORS AND KEY MANAGERIAL PERSONNEL

## (A) \*Composition of Board of Directors

Category	Number of directors at the beginning of the year		Number of directors at the end of the year		Percentage of shares held by directors as at the end of year	
	Executive	Non-executive	Executive	Non-executive	Executive	Non-executive

A. Promoter	1	1	1	1	11.43	18.57
B. Non-Promoter	0	1	0	1	0	4.29
(i) Non-Independent	0	1	0	1	0	4.29
(ii) Independent	0	0	0	0	0	0
C. Nominee Directors representing	0	0	0	0	0	0
(i) Banks & FIs	0	0	0	0	0	0
(ii) Investing institutions	0	0	0	0	0	0
(iii) Government	0	0	0	0	0	0
(iv) Small share holders	0	0	0	0	0	0
(v) Others	0	0	0	0	0	0
Total	1	2	1	2	11.43	22.86

Number of Directors and Key managerial personnel (who is not director) as on the financial year end date | 3

te 3

## (B) (i) \*Details of directors and Key managerial personnel as on the closure of financial year

Name	DIN/PAN	Designation	Number of equity share(s) held	Date of cessation (after closure of financial year : If any)
Pramod Naralkar	00522071	Director	4,500	
Anuradha Naralkar	00533572	Director	6,500	
Surendra Brahme	00243095	Director	1,500	

## (ii) Particulars of change in director(s) and Key managerial personnel during the year

О

Name	beginning / during	Ichange in decignation/	Nature of change (Appointment/ Change in designation/ Cessation)

# IX. MEETINGS OF MEMBERS/CLASS OF MEMBERS/BOARD/COMMITTEES OF THE BOARD OF DIRECTORS

A. MEMBERS/CLASS /RE	EQUISITIONED/NCLT/COU	RT CONVENED	MEETINGS
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Numbe	r of	meetings	hel	d	
-------	------	----------	-----	---	--

1

Type of meeting	Date of meeting	Total Number of Members entitled to	Attendance  Number of members	
				% of total shareholding
AGM	30/09/2019	8	3	34.29

### **B. BOARD MEETINGS**

\*Number of meetings held 8

S. No.	Date of meeting	Total Number of directors associated as on the date				
		of meeting	Number of directors attended	% of attendance		
1	30/05/2019	3	3	100		
2	06/09/2019	3	3	100		
3	03/10/2019	3	3	100		
4	23/10/2019	3	3	100		
5	13/11/2019	3	3	100		
6	10/01/2020	3	3	100		
7	12/02/2020	3	3	100		
8	11/03/2020	3	3	100		

## C. COMMITTEE MEETINGS

Number of meetings held	1

S. No.	Type of meeting	Date of meeting			Attendance % of attendance
1	CSR	30/05/2019	2	2	100

## D. \*ATTENDANCE OF DIRECTORS

		Board Meetings			Committee Meetings			Whether attended AGM
S. No.	of the director		Meetings	% of		Meetings	% of attendance	held on
		entitled to attend	attended		entitled to attend	attended		30/12/2020 (Y/N/NA)
1	Pramod Naral	8	8	100	1	1	100	Yes

2	Anuradha Nar	8	8	100	0	0	0	Yes
3	Surendra Brah	8	8	100	1	1	100	Yes
X. *RE	MUNERATION	OF DIRECTO	RS AND KEY	/ MANAGE	RIAL PERSON	INEL		
	] Nil							
lumber	of Managing Direc	ctor, Whole-time	Directors and/	or Manager w	/hose remunerat	ion details to be ente	ered 0	
S. No.	Name	Design	nation Gro	oss Salary	Commission	Stock Option/ Sweat equity	Others	Total Amount
1								0
	Total							
lumber	of CEO, CFO and	Company secre	etary whose rer	nuneration de	etails to be enter	ed	0	
S. No.	Name	Design	nation Gro	oss Salary	Commission	Stock Option/ Sweat equity	Others	Total Amount
1								0
	Total							
lumber	of other directors	whose remunera	tion details to	be entered			2	
S. No.	Name	Desigr	nation Gro	oss Salary	Commission	Stock Option/ Sweat equity	Others	Total Amount
1	Pramod Nara	alkar Direc	otor 10	,750,000	0	0	0	10,750,000
2	Surendra Bra	hme Direc	ctor	0	0	0	4,581,750	4,581,750
	Total		10	,750,000	0	0	4,581,750	15,331,750
	ERS RELATED					aabla		
pro	nether the compar ovisions of the Co	mpanies Act, 20	13 during the y	ear	гтеѕрестог аррп	Cable Yes	<ul><li>No</li></ul>	
B. If I	No, give reasons/	observations						
	ompany has filec rescribed time of		charge created	l on 19.09.20	19 with the dela	ay of 29 days after th	ne	
II. PEN	ALTY AND PUNIS	SHMENT - DET	AILS THEREC	F				
A) DETA	AILS OF PENALTI	ES / PUNISHME	ENT IMPOSED	ON COMPA	NY/DIRECTORS	S/OFFICERS N	Nil	
Name o		me of the court/ cerned hority	Date of Orde	r section	of the Act and under which sed / punished	Details of penalty/ punishment	Details of appeal including present	

(B) DETAILS OF CO	MPOUNDING OF	OFFENCES N	il									
Name of the company/ directors/ officers	Name of the cour concerned Authority	t/ Date of Order	section i	f the Act and under which committed	Particulare of	Amount of compounding (in Rupees)						
XIII. Whether comp	XIII. Whether complete list of shareholders, debenture holders has been enclosed as an attachment											
Yes \( \sigma \) No												
XIV. COMPLIANCE	OF SUB-SECTIO	N (2) OF SECTION 92,	IN CASE	OF LISTE	D COMPANIES							
In case of a listed company or a company having paid up share capital of Ten Crore rupees or more or turnover of Fifty Crore rupees or												
		whole time practice cer				novor or ring crois rapose or						
Name	Ar	nant Ramchandra Palar	nde									
Ananchanura i alanue												
Whether associate	e or reliow	Associat	e   Fe	ellow								
Certificate of practice number		7031	7031									
					_							
	expressly stated t	stood on the date of the other contrary elsewhe				ectly and adequately. d with all the provisions of the						
(c) The company has not, since the date of the closure of the last financial year with reference to which the last return was submitted or in the case of a first return since the date of the incorporation of the company, issued any invitation to the public to subscribe for any												
securities of the company.  (d) Where the annual return discloses the fact that the number of members, (except in case of a one person company), of the company exceeds two hundred, the excess consists wholly of persons who under second proviso to clause (ii) of sub-section (68) of section 2 of the Act are not to be included in reckoning the number of two hundred.												
Declaration												
I am Authorised by t	he Board of Direct	ors of the company vid	e resolutio	on no	07 da	ted 07/12/2020						
(DD/MM/YYYY) to sign this form and declare that all the requirements of the Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been compiled with. I further declare that:												
<ol> <li>Whatever is stated in this form and in the attachments thereto is true, correct and complete and no information material to the subject matter of this form has been suppressed or concealed and is as per the original records maintained by the company.</li> </ol>												
2. All the required attachments have been completely and legibly attached to this form.												
Note: Attention is also drawn to the provisions of Section 447, section 448 and 449 of the Companies Act, 2013 which provide for punishment for fraud, punishment for false statement and punishment for false evidence respectively.												
To be digitally sign	ed by											
Director	IA	URENDRA (TOTAL PORT AND THE STATE OF THE STA										
DIN of the director	Q	0243095										

To be digitally signed	hy RAMCHANDR A PALANDE	with Statistical Statistical Statistics (Statistics) and S		
Company Secretary				
<ul><li>Company secretary i</li></ul>	n practice			
Membership number	8330	Certificate of p	ractice number	7031
Attachments				List of attachments
1. List of share	e holders, debenture hold	ders	Attach	SSPL - Shareholding.pdf
2. Approval letter for extension of AGM;			Attach	Extension Letter - Pune ROC.pdf MGT-8 - Suma Soft.pdf
3. Copy of MGT-8;			Attach	udin details-suma soft 28022021.pdf
4. Optional Att	achement(s), if any		Attach	
				Remove attachment
1	Modify	Check Form	Prescrutiny	Submit

This eForm has been taken on file maintained by the Registrar of Companies through electronic mode and on the basis of statement of correctness given by the company



#### OFFICE OF THE REGISTRAR OF COMPANIES MAHARASHTRA, PUNE

कंपनी रजिस्ट्रार का कार्यालय, पुणे

MINISTRY OF CORPORATE AFFAIRS / कारपोरेट कार्य मंत्रालय GOVERNMENT OF INDIA / भारत सरकार

पी.सी.एन.टी.डी.ए. रीन बिल्डिंग, स्लॉक ए. 1 ला. 2 रा माला. आकुडी रेल्वे स्टेशन के पास. आकुडी, पुणे – 411044 PCNTDA Green Building, BLOCK A. 1" के 2<sup>me</sup> Floor, Noar Akurdi Railway Station, Akurdi, Pune – 411044 Phone: 020-27651375/78 E-mail: <u>roc.pune@mea.gov.in</u>

ROC/P/Sec 96/2020/414

- 8 SEP 2020

#### Order

# Extension of time for holding of Annual General Meeting (AGM) for the financial year ended on 31.03.2020

- 1. WHEREAS Sub-section (1) of Section 96 of the Companies Act, 2013 (the Act) provides inter-alia, that every company, other than a One Person Company, shall in each year hold in addition to any other meetings, a general meeting as its annual general meeting (AGM) and shall specify the meeting as such in the notices calling it, and not more than fifteen months shall elapse between the date of one AGM of a company and that of the next;
- 2. And WHEREAS, the first proviso to sub-section (1) of Section 96 of the Act provides that in case of the first AGM, it shall be held within a period of nine months from the date of closing of the first financial year of the company and in any other case, within a period of six months, from the date of closing of the financial year;
- 3. And WHEREAS; the third proviso to Section 96(1) of the Act provides that the Registrar may, for any special reason, extend the time within which any annual general meeting, other than the first annual general meeting, shall be held, by a period not exceeding three months;
- 4. And WHEREAS, various representations have been received from the companies, Industry bodies and Professional Institutes pointing out that several companies are finding it difficult to hold their AGM for the financial year ended on 31.03.2020 due to the difficulties faced in view of the Covid-19 Pandemic;

And WHEREAS, the representation have been considered and the undersigned is of the considered opinion that due to such unprecedented special reasons, the time within which the AGM for the financial year ended on

31.03.2020 is required to be held as per provisions of sub-section (1) of Section

96 ought to be extended in terms of the third proviso to Section 96(1);

Now, therefore, in terms of power vested with the undersigned under the б.

third proviso to sub-Section (1) of Section 96 of the Act, I hereby extend the time

to hold the AGM, other than the first AGM, for the financial year ended on

31.03.2020 for companies within the jurisdiction of this office, which are unable

to hold their AGM for such period within the due date of holding the AGM by a

period of three months from the due date by which the AGM ought to have been

held in accordance with the provisions of sub-section (1) of Section 96 of the

Act, without requiring the companies to file applications for seeking such

extension by filing the prescribed Form GNL-1.

Explanation: It is hereby clarified that the extension granted under this Order

shall also cover all the pending applications filed in Form No. GNL-1 for the

extension of AGM for the financial year ended on 31.03.2020, which are yet to

be approved:

5.

Where the approval for extension of AGM upto 3 months from the due

date of the AGM shall be deemed to have been granted by the undersigned

without any further action on the part of the company.

(MANGESH Y REGISTRAR OF COMPANIES,

MAHARASHTRA, PUNE

Place: Pune

Date: 08.09.2020

# **Anant Palande**

Company Secretary

## FORM NO. MGT-8

[Pursuant to section 92(2) of the Companies Act, 2013 and rule 11(2) of Companies (Management and Administration) Rules, 2014]

#### CERTIFICATE BY A COMPANY SECRETARY IN PRACTICE

I have examined the registers, records and books and papers of Suma Soft Private Limited (CIN U72200PN2000PTC014900) (the Company) as required to be maintained under the Companies Act. 2013 (the Act) and the rules made thereunder for the financial year ended on 31st March, 2020. In my opinion and to the best of my information and according to the examinations carried out by me and explanations furnished to me by the Company, its officers and agents, i certify that:

- A. The Annual Return states the facts as at the close of the aforesaid financial year correctly and adequately.
- B. During the aforesaid financial year, the Company has complied with provisions of the Act & Rules made there under in respect of:
  - 1. Its status under the Act i.e. Private Limited Company, Limited by shares
  - 2. Maintenance of registers/records & making entries therein within the time prescribed therefor;
  - 3. Filing of forms and returns are not stated in the Annual Return, however the Company has filed the forms and returns with the Registrar of Companies, Regional Director, Central Government, the Tribunal, Court or other authorities within or beyond the prescribed time, wherever required.
  - 4. Calling, convening and holding meetings of Board of Directors and its committees and the meetings of the members of the Company on due dates as stated in the annual return in respect of which meetings, proper notices were given and the proceedings have been properly recorded in the Minute Book/registers maintained for the purpose and the same have been signed; further the Company was not required to pass any resolution by postal ballot.
  - 5. the Company was not required to close its Register of members.
  - 6. the Company has not given any advance or loan to its directors and/or persons or firms or companies referred in Section 185 of the Act during the year under review;
  - 7. Contracts and arrangements with related parties which were on arm's length basis and as specified in Section 188 of the Act;
  - 8. the transfer of 6500 equity shares during the year under review. There was no issue or allotment or transmission or buy back of securities, and there was no preference shares

# **Anant Palande**

Company Secretary

or debentures in the Company, and there was no alteration or reduction of share capital or conversion of shares/securities, hence not required to issue of security certificates in such cases.

- 9. there were no transaction necessitating the Company to keep in abeyance the rights to dividend, right shares, and bonus shares pending registration of transfer of shares;
- 10. the Company has not declared any dividend during the year under review; however, the Company was not required to transfer of unpaid/ unclaimed dividend/other amounts as applicable to the Investor Education and Protection Fund in accordance with section 125 of the Act;
- 11. Signing of audited financial statement as per the provisions of section 134 of the Act and report of directors is as per sub sections (3), (4) and (5) thereof.
- 12. There is no change in the composition of the board;
- 13. there is no such instance of the casual vacancies of the auditor and the Appointment and Reappointment of the auditors during the year under review.
- 14. there were no such instance/ transactions where the approval required to be taken from the Central Government, Tribunal, Regional Director, Registrar, Court or such other authorities under the various provisions of the Act;
- 15. the Company has not accepted any deposits in terms of Section 73 of the Companies Act, 2013
- 16. borrowings from banks and creation/ modification /satisfaction of charges in that respect, wherever applicable, except delay (of 29 days) in filing of CHG-1 for charge created on 19.09.2019 vide SRN no. R13541834.
- 17. the Company has not made any loans and investments or guarantees given or providing of securities to other bodies corporate or persons falling under the provisions of Section 186 of the Act, during the year under review;
- 18. the company has not altered the provisions of the Memorandum and Articles of Association of the Company during the year under review;

S Anant Palande

Practising Company Secretaries

FCS: 8330 C.P. No: 7031

UDIN: F008330B003750684

Place: Pune Date: 27.02.2021

# Suma Soft Private Limited

CIN No.: - U72200PN2000PTC014900

Regd. office:

'Suma Shilp', 93/5A, Erandawane,Pune 411004, Tel. No. +91(020) 25671312, 25676711

Fax No. +91(020) 25678704.

Operations:

Suma Center, 2<sup>nd</sup> Floor, Opp. Himali Society, Near Mangeshkar Hospital, Erandawane, Pune 411004. Tel. No. +91(020) 25425655.

# Share holding Pattern As on 31.03.2020

Sr. No.	Name of Shareholders	Folio No.	Shares Held	Percentage
1	Pramod Naralkar Vidya, 93/2A, Erandawane, Pune 411004	1	4000	11.43
2	Anuradha Naralkar Vidya, 93/2A, Erandawane, Pune 411004	2	6500	18.57
3	Chaitra Naralkar Vidya, 93/2A, Erandawane, Pune 411004	7	6500	18.57
4	P. A. Naralkar (HUF) Address:- Vidya, 93/2A, Erandawane, Pune 411004.	10	6500	18.57
5	Vidya Patwardhan 'Yamuna', ICS Colony, Ganeshkhind Road, Pune 411007	8	6500	18.57
6	Suma Shilp Limited 93/5A, Erandawane, Pune 411004	9	2000	5.71
7	Chandrasekaran Manivannan Flat No. A 603, Basant Bahar, Baner- Pashan Link Road, Pune 411021	3	1500	4.29
8	Surendra Brahme 1260, Parvati Prasad, Shukrawar Peth, Subhash Nagar, Pune 411002	4	1500	4.29
	Total		35000	100

#### On Behalf of the Board

SURENDRA ANANT BRAHME Digitally signed by SURENDRA ANANT BRAHME Date: 2021.02.27 18:51:30 +05'30'

Surendra Brahme
Director
DIN: 00243095

## This is revised form filed to include the UDIN Details as below

#### **UDIN DETAILS**

Name of the Company: SUMA SOFT PRIVATE LIMITED

CIN: U72200PN2000PTC014900

**Document Type: Certification of Annual Return in Form MGT-7 under Section** 

92(1) of Companies Act, 2013

UDIN No.: F008330B003891132

**Date of Signing: 28/02/2021**