

2020

**SUBJECT- BUSINESS COMMUNICATION
2ND SEMESTER (HON & GEN)
TOPIC-DRAFTING (20 MARKS)**



BY,
SURYATA
PRADHAN AND
SRIJITA DUTTA
13/04/2020

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NOTICE

Notice is a formally inviting or communicating the details of the meeting that is going to be held by the authorized persons through proper channel. It is particularly to the specific members. Individuals entitled to attend the meeting are intimated about the day, venue, subject, date, time and agenda of the meeting by means of the notice. It is a written communication without which the meeting cannot be conducted.

REQUISITES OF A VALID NOTICE:

- Must state the day, date, hour, place and time of the meeting.
- Notice must be followed by an agenda stating the nature and the points of the business to be discussed in the meeting.
- Written in clear, complete and formal language.
- Must be issued by proper authority stating the nature of meeting clearly.
- Notice must indicate the right of the members to appoint a proxy.
- Must be signed and dated by appropriate authority.

AGENDA

Agenda is the list of matters to be discussed in the meeting. It is a predetermined programme of the business to be transacted in the meeting and indicates the sequence in which the various matters are to be discussed in the meeting.

FEATURES OF AGENDA:

- ✚ The agenda must be stated in clarity the items to be discussed in the meeting.
- ✚ Routine items are placed first and then the controversial matters.
- ✚ Agenda is prepared by the secretary in consultation with the chairman or senior executives of the organisation.
- ✚ Agenda is usually served with the notice of the meeting.
- ✚ Generally, agenda is written at the bottom of the notice. Sometimes agenda is given in a separate sheet which is enclosed with the notice.

Q) NOTICE OF THE FIRST ANNUAL GENERAL MEETING OF A PUBLIC LTD. CO.
WITH USUAL AGENDA.

MNO LTD.

Registered office: 45 S.N. Banerjee Road, Kolkata-700066.

Fax: 091-033-4532-4522

Phone: 033-2520-3425

Email: mnoco@gmail.com

Date: 1st March, 2020

Reference No.: NAGM/01/20

NOTICE

In pursuance of Section 96 of the Companies Act, 2013, Notice is hereby given that the First Annual General Meeting of MNO Ltd. will be held on 15th March, 2020 at 10a.m. at the registered office of the company to transact the following business.

Presence of all the members is highly anticipated. Any members who is unable to attend the meeting physically can appoint a proxy on his behalf.

By order of the Board,
A.Mukherjee
Secretary

Agenda:

- ✓ To read out the notice convening the First Annual General Meeting.
- ✓ To elect the chairperson of the meeting.
- ✓ To adopt the common seal.
- ✓ Approval of different appointments.
- ✓ Adoption of Director's Report.
- ✓ To adopt Auditor's Report.
- ✓ Fixation of Auditor's fee.
- ✓ To declare dividend.
- ✓ To fix the date of next meeting.
- ✓ To discuss any other business with the permission of the chair.
- ✓ Vote of thanks.
- ✓ Closing of meeting.

Enclosed: Proxy Form.

QUESTION CAME ON B.COM IN THE YEAR 2019

Q) NOTICE OF THE 15TH ANNUAL GENERAL MEETING OF A PUBLIC LTD. CO.

OR

DRAFT A NOTICE INCLUDING AGENDA CONVENING THE 15TH ANNUAL GENERAL MEETING OF ALPHA COMPANY LTD., 20, B.B.D. BAG, KOLKATA-700001.

ALPHA CO. LTD.

Registered office: 20, B.B.D. BAG, Kolkata-700001.

Fax: 098-099-9876-7865

Phone: 055-7543-8732

Email: xyzco@gmail.com

Date: 1st January, 2020

Reference No.: NAGM/07/20

NOTICE

Notice is hereby given that the 15th Annual General Meeting of Alpha company Ltd. will be held on 15th January, 2020 at 10a.m. at the registered office of the company to transact the following business.

Presence of all the members is highly anticipated. Any members who is unable to attend the meeting physically can appoint a proxy on his behalf.

By order of the Board,
A. Mukherjee
Secretary.

Agenda:

- ✓ Confirmation of the minutes of the last Annual General Meeting.
- ✓ To receive and adopt the Director's report and audited accounts and balance sheet.
- ✓ Declaration of dividend.
- ✓ Election of director in place of a director retiring by rotation.
- ✓ Appointment of auditors.
- ✓ To fix the auditor's fee.
- ✓ Issue of shares.
- ✓ Any other business with the permission of the chair.
- ✓ Vote of thanks.
- ✓ Date of next meeting.

QUESTION CAME ON B.COM IN THE YEAR 2006, 2012 and 2014

Q) NOTICE OF THE FIRST BOARD MEETING OF A LIMITED COMPANY.

OR

DRAFT A NOTICE ALONG WITH THE AGENDA OF THE FIRST MEETING OF THE BOARD OF DIRECTORS OF A PUBLIC LIMITED COMPANY.

JOHN VIK & CO. LTD.
Registered office: 23/5 A.P.C. Subhas Road,
Netaji Magazine, V.B.I.P. Road,
Kolkata-700089.

Fax: 098-099-9876-7865

Phone: 055-7543-8732

Email: xyzco@gmail.com

Date: 1st January, 2020

Reference No.: NBM/07/20

To,
 Mr. Bishal Jaisy (Director),
 New Town, Rajarhat,
 Kolkata-700086

NOTICE

Dear Sir,

The first meeting of the Board of Directors of John Vik & Co. Ltd. will be held on Wednesday 15th January, 2020 at 11a.m., at the registered office of the company to transact the following business.

Your presence is anticipated.

By order of the Board,
 K. Mishra
 Secretary.

Agenda:

- ✓ Election of Chairperson of the meeting.
- ✓ Production of certificate of Incorporation by the solicitor.
- ✓ Adoption of the Memorandum of Association and the Article of Association of the company.
- ✓ Adoption of common seal.
- ✓ Appointment of the first Directors of the company.
- ✓ Appointment of Managing Director of the company.
- ✓ Election of chairperson of the Board of Directors of the company.
- ✓ Appointment of solicitor.
- ✓ Appointment of auditor.
- ✓ Appointment of bankers.
- ✓ Approval of draft prospectus.
- ✓ Fixing the quorum for the board meeting.

- ✓ Fixation of the date of the next meeting.
- ✓ Any other business with the permission of the chair.
- ✓ Vote of thanks.

QUESTION CAME ON B.COM IN THE YEAR 2017

Q) DRAFT A NOTICE OF ANY MEETING OF THE BOARD OF DIRECTORS (NOT BEING THE FIRST MEETING).

OR

DRAFT A NOTICE OF ANY BOARD MEETING OF A PUBLIC LIMITED COMPANY (NOT BEING ITS FIRST BOARD MEETING) WITH USUAL AGENDA.

FRANKROSS & CO. LTD.
Registered office: 15/5 Ballygunge Circular Road,
Kolkata-700101.

Fax: 091-033-2226-6540
 Phone: 2234-8732
 Email: frankco@gmail.com
 Date: 15th January, 2020

Reference No.: NBM/10/20

To,
 Mr. Anup Roy (Director),
 Salt Lake,
 Kolkata-7000132.

NOTICE

Dear Sir,
 Pursuant to Section 173 of the Companies Act, 2013 Notice is hereby given that the 10th meeting of the Board of Directors of the company will be held on Monday, 3rd February, 2020 at 11a.m., at the registered office of the company to transact the following agenda.

Your presence is highly foreseeing.

By order of the Board,
 M. Paul
 Secretary.

Agenda:

- ✓ Confirmation of the minutes of the last Meeting.
- ✓ Consideration of applications for transfer of shares.
- ✓ Declaration of interim dividend.
- ✓ Redemption of debentures.
- ✓ Appointment of Auditor.
- ✓ Appointment of sub-committees.
- ✓ Fixation of auditor's fees.
- ✓ Appointment of foreign Agent.
- ✓ Change of banker.
- ✓ Election of directors.

- ✓ Miscellaneous.
- ✓ Fixing the date of the next meeting.
- ✓ Vote of thanks.

QUESTION CAME ON B.COM IN THE YEAR 2008

Q) DRAFT A NOTICE ALONG WITH THE AGENDA OF THE MEETING OF A CLUB.

OR

DRAFT A NOICE OF THE ANNUAL GENERAL MEETING OF A CLUB WITH USUAL AGENDA.

**MIG SPORTING CLUB.
RAJA MANINDRA ROAD, KOLKATA-700037.**

Reference No.: NCM/07/20

Date: 15th March, 2020

NOTICE

Notice is hereby given that the Annual General Meeting of the members of the club will be held at club premises on 1st April, 2020 at 1p.m. to transact the following business.

Presence of all the members is highly expected.

By order,
K.Sinha
Secretary

Agenda:

- ✓ Confirmation of the minutes of the last Annual General Meeting.
- ✓ Consideration and adoption of the Secretary's Report.
- ✓ To consider and adopt the audited accounts of the club for 2019-2020.
- ✓ Approval of budget estimates for the year 2019-2020.
- ✓ Appointment of auditors for 2019-2020.
- ✓ Election of office bearers for 2019-2020.
- ✓ To consider the proposal for raising the annual subscription of the members from Rs.3000 to Rs. 4500.
- ✓ Invitation of proposal from members relating to silver jubilee celebration of the club.
- ✓ Consideration of the proposal of repairing the club building.
- ✓ Miscellaneous.

QUESTION CAME IN B.COM IN THE YEAR 2015

Q) DRAFT A NOTICE WITH PROPER AGENDA OF AN EXTRAORDINARY GENERAL MEETING OF X CO. Ltd.

X Co. Ltd.

Registered Office: 32/5, Raja Maharaja Road, Kolkata-700056.

Fax: 091-033-3243-3233

Phone: 2323-4534

Email: xcoltd@gmail.com

Date: 15th April, 2020

Reference No.: NEGM/05/20

NOTICE

Notice is hereby given that pursuant to Section 100 of the Companies Act, 2013, an Extraordinary General Meeting of the company will be held on Friday 3rd May, 2020, at 11a.m., at the registered office of the company, to transact the following special business.

SPECIAL BUSINESS:

Appointment of Statutory Auditors to fill the casual vacancy:

To consider, and if thought fit, to pass, with or without modification(s), the following resolution as an **Ordinary Resolution**:

“**RESOLVED THAT**” pursuant to the provisions of Section 139(8) and other applicable provisions, if any, of the Companies Act, 2013 and rules made there under as amended from time to time or any other Law for the time being in force (including any statutory modification or amendment thereto or re-enactment thereof for the time being in force), as recommended by the Board of Directors of the company, _____, Chartered Accountants (ICAI Registration no. _____), Kolkata, be and are hereby appointed as the Statutory Auditors of the Company to fill the vacancy caused by the resignation of _____, Chartered Accountants (ICAI Registration no. _____).”

“**RESOLVED FURTHER THAT** _____, Chartered Accountants (ICAI Registration No. _____), Kolkata, be and are hereby appointed as the Statutory Auditors of the Company, from this Extraordinary General Meeting and that they shall hold the office of the Statutory Auditors of the Company from the conclusion of this Extraordinary General Meeting until the conclusion of the ensuing Annual General Meeting and that they shall conduct the Statutory Audit for the period ended 31st March, 2019 on such remuneration as may be fixed by the Board of Directors of the Company in consultation with the Auditors.”

By order of the Board
Mr. A. Mukherjee
Secretary

NOTES:

- A member entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of himself and the proxy need not be a member.
- The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, sets out details relating to the Special Business to be conducted in the meeting, is annexed hereto.
- Proxies must be signed and deposited at the Registered Office of the Company not lesser than 48 hours before the meeting. A proxy form is attached herewith.
- Members/Proxies are required to bring the duly filled in Attendance Slip sent herewith for attending the meeting.
- The Notice of the Extraordinary General Meeting and instructions for e-voting, along with the Attendance Slip and Proxy Form, are being sent by electronic mode to all members whose email addresses are registered with the Company or depository participant(s) unless a member has requested for a hard copy of the same. Members whose email addresses are not registered have been sent physical copies of the said documents by the permitted mode.

Q) DRAFT A NOTICE OF THE STATUTORY MEETING OF A PUBLIC COMPANY

Raj & Sons Co.Ltd.
Registered office: 24/E, T.S. Tala Road, Kolkata-700065.

Fax:091-033-9823-4321
Phone: 3232-4532
Email: rscl@gmail.com
Date: 1st April, 2020.

Reference No.: NSM/05/20

NOTICE

Notice is hereby given that the Statutory Meeting of the Company will be held at the registered office of the company on Monday 8th April, 2020 at 3 P.M.

Presence of all members are highly anticipated.

A copy of the Statutory Report is annexed herewith.

A member entitled to attend and vote is entitled to appoint a proxy to attend and vote in case of poll only instead of himself and the proxy need to be a member of the company.

A proxy form is attached herewith.

By the order of the Board,
S. Das
Secretary

AGENDA:

- ❖ Consideration and adoption of the statutory Report.
- ❖ Inspection of the list of members.
- ❖ Discussion on any matter related to the formation of the company.

CIRCULAR

Circular refers to the written notification or information of certain facts or some general information in a precise manner to the employees, customers or other interested parties.

SITUATION THAT NEED CIRCULAR:

- Introduction of a new product/services.
- Change of address.
- Opening of a new branch or showroom.
- Seasonal discounts.
- Increase or decrease in price.
- Appointment or retirement of an members of the company.
- Dissolution or amalgamation of business.
- Change in business policies from a certain date.

REQUISITES OF DRAFTING A CIRCULAR:

- It should be attractive and in a pleasing form and in courteous language.
- It should be able to draw the attention of the large no. of interested individuals.
- Language must be simple and clear.
- Purpose of giving the circular must be clearly stated.
- It should have a personal touch to convince the target customer.

QUESTION CAME ON B.COM 2006 AND 2014.

Q) DRAFT A CIRCULAR LETTER TO YOUR CUSTOMERS INFORMING THEM THAT YOUR COMPANY HAS BEEN FORCED TO INCREASE THE PRICE OF THE PRODUCTS DUE TO RISE IN PRICES OF RAW MATERIALS, INCREASE IN LABOUR AND TRANSPORT COST AND SEEKING THEIR COOPERATION AS BEFORE.

NECESSARY GOODS
23/5 Hakim Para Road, Phase 2
Kolkata-789886

Circular No.: C/02/20

Date: 1st April, 2020

Sub: 'Increase in Price'.

Dear Customers,

We regret to inform you that due to the uncertain situation that have been arise from the Epidemic Covid-19 we are compelled to increase the price of all our product by 15% with effect from 10th April, 2020. Such a decision has to be taken because of the uncertain unavoidable situation there has been an increase in the Raw Material, Labour and Overhead leading to increase in the Cost of Production and transport charges.

Difficulties caused to all the customers in this context are regretted by us. However we assure you that the quality of the product will not be compromised it will remain same as before. As the increase in price is due to the uncontrollable factor we request and hope from the customers to cooperate and bear with us.

We expect the patronage from your end as before.

Thanking You.

Yours Sincerely,
Sumiran Das
Sales Manager

QUESTION CAME ON B.COM 2016 .

Q) DRAFT A CIRCULAR ANNOUNCING THE SHIFTING OF BUSINESS OF ABC LTD. TO A MORE CONVENIENT LOCATION.

ABC LTD.

Circular No.: C/12/20

Date: 1th March, 2020

Sub: 'Change of Address'.

Dear Customer,

We hereby announce that today onwards we would be functioning from the following Premises:

55/34 First Row Circular Road,
Kolkata-700086.

The new address has given us a prime location in Kolkata. We are sure that it will be more convenient for you to visit us now. We are looking forward for your visit at the earliest convenience.

Kindly cooperate with us by ensuring that all your correspondences are henceforth sent In the above-mentioned address.

Thanking You.

Yours Sincerely,
Sushant Kumar
Manager.

QUESTION CAME ON B.COM 2008, 2013 AND 2016 .

Q) DRAFT A CIRCULAR ADDRESSING YOUR CUSTOMERS AND DEALERS ANNOUNCING OPENING OF A SHOWROOM.

OR

DRAFT A CIRCULAR FOR OPENING OF A SHOWROOM AT RAJARHAT OF A REPUTED SHOE MANUFACTURING CONCERN.

**BATA SHOE COMPANY PRIVATE LTD.
12, Hatti Bagan, Shyambazar
Kolkata-700054.**

Circular No.: C/06/20

Date: 10th April, 2020

Sub: 'Opening of a New Showroom'.

Dear Customers,

We take great pleasure to inform you about the opening of our new showroom at 21, Bagbazaar, Shyambazar, Kolkata-700045 on 15th April, 2020 to meet the growing demand of our customer in that crowded locality of people of elegance and style. We needed it badly to cater the needs of locality along with the part of our business expansion strategy. With the opening of our new showroom we will be able to give you proper attention and service more promptly.

Mr. Asim Mondal has been appointed as the Assistant Manager and has been entrusted with responsibility to take over the charge of the showroom. We are sure that he will be able to address all your queries and cater to your requirements owing to his experience and expertise in this field of operation since long.

We eagerly look forward for your cooperation and patronage in the new showroom as before.

Thanking you.

Yours faithfully,
Susant Kumar
Sales Manager
Bata Shoe Co. Pvt. Ltd.

ADDRESS OF NEW SHOWROOM:

21, Bagbazaar, Shyambazaar,
Kolkata-700045.

Q) CIRCULAR ANNOUNCING THE ESTABLISHMENT OF A NEW PRODUCT.

BAGGIT & LUXURY CO.
145 Champasari Hat Road,
Kolkata-700076

Circular No.: C/23/20

Date: 15th January, 2020

Sub: 'Establishment of a new product'.

Dear Customers,

We take a pleasure to announce you that we are going to establish a wholesale as well as retail bag business under the name and style of 'Baggit & Luxury Co.' at the above mentioned address from 25th January, 2020.

We will have a wide variety of the product for all the segment of the customers having different taste and preferences at reasonable price. The customers who will be visiting for the first week after the opening will be getting Flat 15% discount on the product.

We expect your kind patronage and enquiries.

We eagerly look forward for your kind presence on the auspicious day of commencing Our new shop.

Thanking You.

Yours Sincerely,
Divyajit Prasad
Manager

Q) A CIRCULAR LETTER INTIMATING THE TERMINATION OF THE SERVICE OF A SALESMAN AND APPOINTMENT OF ANOTHER REPRESENTATIVE.

**MUKHERJEE & SONS LTD.
14/67 DUMDUM CANTT Road,
Kolkata-700006**

Circular No.: C/15/20

Date: 15th March, 2020

Sub: 'Termination and appointment of a representative'.

Dear Customers,

We regret to inform you that Mr. A, the authorised salesman of our company is no longer serving our company due to his personal problems with effect from 15th March, 2020.

He has no authority to transact any business matter on behalf of our company. Any customer having transaction in the name of the company with him after the above mentioned date will not be entertained.

Mr. B has been appointed as an authorised salesperson to secure order and collect bills in place of Mr. A. Company issued his identity card with his specimen signature to prove his identity.

We hope to get your kind cooperation and patronage from your end as before.

Thanking You.

Yours Sincerely,
Kabir Kumar
Mukherjee & Sons Ltd.

Q) CIRCULAR ANNOUNCING A TAKEOVER.

**DAS STORES.
55 Ballygunge Circular Road,
Kolkata-700560**

Circular No.: C/03/20

Date: 1th March, 2020.

Sub: 'Announcing a Takeover'.

Dear Sirs/Madam,

I hereby announce that today onwards I have acquired the business of Mr. Jeethalal Gada under the name Gada Electronics which was located in the above-mentioned address. I shall carry on Mr. Gada's business at the same premise under a new name i.e. 'Das Stores'. I ensure that I will try my level best to fulfil the utility of all the customer with my service.

I hope that you will extend your full cooperation and patronage as before.

Thanking You.

Yours Sincerely,
Samir Kumar
Manager.

Q) CIRCULAR ANNOUNCING CHANGE OF ADDRESS.

ROY & DUTTA STORES.

Circular No.: C/12/20

Date: 1th March, 2020.

Sub: 'Change of Address'.

Dear Customer,

We hereby announce that today onwards we would be functioning from the following Premises:

55/34 First Row Circular Road,
Kolkata-700086.

The new address has given us a prime location in Kolkata. We are sure that it will be more convenient for you to visit us now. We are looking forward for your visit at the earliest convenience.

Kindly cooperate with us by ensuring that all your correspondences are henceforth sent In the above-mentioned address.

Thanking You.

Yours Sincerely,
Sushant Kumar
Manager.

Minutes

Minutes are the formal, concise and permanent official written records of the proceedings of a meeting and the decision reached therein pertaining to the various issues discussed. It is prepared after the meeting from the notes taken during the proceedings of the meeting. It is used as documentary evidence subject to the confirmation at the next meeting and signed by the chairman.

It helps in reminding of the subject matter dealt with in the previous meeting and helps in decision making with reference to the past. It is recorded in minutes book.

The subject matter must be divided into suitable paragraphs with appropriate headings, to enable ready reference on a future date.

Minutes are of two types: 1) minutes of narration and 2) minutes of decision.

IMPORTANT MATTERS INCLUDED IN THE MINUTES:

- Name of members present in the meeting along with the name of chairman and president.
- Minutes of the last meeting.
- Signature of the President and Secretary with date.
- Resolution and decision regarding the different matters like appointment, remuneration, etc.
- Description of the proposal and the name of the proposer and the supporter.

RESOLUTION

It is the decision taken at the meeting. Adopted motion with or without amendment is called a Resolution. After adoption & recording of a resolution in the Minutes Book, it is considered as the official decision of the meeting.

PRINCIPLES OF DRAFTING RESOLUTION:

- Recorded in Minutes Book.
- Must be clear, complete and precise.
- Must be related with one subject matter at a time.
- There should be no distortion of facts and figures in the resolution.
- Should be start with 'Resolved that'.
- Main part of the resolution should state the decision arrived at, in the meeting.

- A resolution can be passed only after a motion is formally moved, discussed and voted upon by the members in the meeting.

QUESTION CAME ON B.COM IN THE YEAR 2018 AND 2013 AND 2006.

Q) DRAFT THE MINUTES OF THE FIRST BOARD MEETING OF NEW PRINT CO. LTD.

NEW PRINT CO. LTD.

Registered Office: 204, Newtown Road, Newtown, Kolkata-700157.

Minutes of the First meeting of the Board of Directors of the company held at Registered Office at 204, Newtown Road, Newtown, Kolkata-700157 on Tuesday 17th March, 2020 at 1p.m. at the registered office of the company.

Members Present:

Mr. Suresh Agarwal	Chairman
Mrs. Sunanda Roy	Director
Mr. Ramon Saha	Director
Mr. Mohit Rathi	Director
Mr. Deependra Kharkha	Secretary

- ❖ **Chairman of the meeting:** On the motion of Mr. Ramon Saha and seconded by Mr. Mohit Rathi, Mr. Suresh Agarwal was unanimously elected as the Chairman of the Board of Directors. Mr. Suresh Agarwal took the chair and presided over the meeting.
- ❖ **Adoption of certificate of Incorporation, Memorandum of Association and Articles of Association:** The secretary of the company produced before the meeting, the Memorandum of Association, Articles of Association and the Certificate of Incorporation, these documents were duly approved and adopted.
- ❖ **First Directors:** It was recorded that Mrs. Sunanda Roy, Mr. Ramon Saha and Mr. Mohit Rathi were named in the Articles of Association of the company and appointed as first directors.
- ❖ **Quorum:** It was resolved that the quorum for the Board meeting be there.
- ❖ **Appointment of Managing Director:** on the motion of Mr. Mohit Rathi, and seconded by Mrs. Sunanda Roy, it is resolved that Mr. Ramon Saha be and is hereby appointed as the Managing Director of the company subject to Government approval.
- ❖ **Appointment of Secretary:** on the motion of Mr. Ramon Saha, and seconded by Mr. Mohit Rathi, it is resolved that Mr. Deependra Kharkha is hereby appointed as the Secretary of the company with retrospective effect and his remuneration be fixed at Rs. 100,000 per month.
- ❖ **Appointment of Bankers:** Resolved that ICICI Bank, shyambazar branch is hereby appointed bankers of the company. Resolved further that the Secretary and One Director of the company to operate the bank account jointly.

- ❖ **Appointment of First Auditors:** Resolved that M/s Kejriwal & Associates, Chartered Accountants is hereby appointed as the first auditors of the company on a Renumeration of Rs. 2,00,000 per annum.
- ❖ **Adoption of Common Seal:** The Secretary produced the specimen of the company's seal and it was duly adopted.
- ❖ **Next Meeting:** The date of the next Board Meeting was fixed on 11th February, 2021.
- ❖ **Vote of thanks:** The meeting ended with the vote of thanks to the chair.

Kolkata
Date: 27th march, 2020.

Sd/-
Mr. Deependra Kharkha
Secretary

Sd/-
Mr. Suresh Agrawal
Chairman

Q) DRAFT THE MINUTES OF A BOARD MEETING (OTHER THAN THE FIRST BOARD MEETING) OF COMPANY.

XYZ LTD.

Registered Office: 22/2C Salt Lake, Sector 1, Kolkata-700059.

Minutes of the 7th Board meeting of XYZ Ltd. held on Tuesday 17th March, 2020 at 1p.m. at its registered office of the company.

Members Present:

Mr. Harish Bansal	Chairman
Mr. Dinesh Kartik	Director
Mrs. Prarika Sinha	Director
Mr. Divyajit Gupta	Director
Mr. Samal Pradhan	Director
Mr. Arpan Thapa	Secretary

- ❖ **Chairman:** Mr. Harish Bansal, Chairman of the Board took the chair.
- ❖ **Confirmation of minutes of the last meeting:** The minutes of the last Board Meeting held on 1st March, 2019, was read out by Mr. Arpan Thapa, the secretary. Thereafter, the minutes was confirmed and signed.
- ❖ **Transfer of shares:** Resolved that the transfer of equity shares nos. 250-390 by Mr. A to Mr. B be and is hereby approved on the basis of the Transfer Deed executed by the former.
- ❖ **Payment of Interim Dividend:** Resolved that an Interim Dividend of 10% be paid on paid up equity share capital.
- ❖ **Bills of Payment:** The bills produced by the Secretary were passed for payment.
- ❖ **Next Board Meeting:** The date of the next Board Meeting is fixed on 11th February, 2021.
- ❖ **Vote of thanks:** The meeting ended with a vote of thanks to the chair.

Kolkata
Date: 27th march, 2020.

Sd/-
Mr. Arpan Thapa
Secretary

Sd/-
Mr. Harish Bansal
Chairman

Q) Draft a minute of the Extraordinary General Meeting of a company.

XYZ CO. LTD.
Regd. Office: 25/3 Raja Manindra Road, Kolkata-700009.

Minutes of the proceedings of the Extraordinary General Meeting of XYZ CO. Ltd. held at 25/3 Raja Manindra Road, Kolkata-700009 on Wednesday 18th March 2020, at 10a.m.

Members Present:

Mr. Ashok kumar	Chairman
Mr. Vivek Joshi	Director
Mrs. Sushmita Roy	Director
Miss. Anamika Sen	Director
Mr. Bishal Sinha	Director
Mr. Kaushik Das	Director
Mr. Kamal Pradhan	Secretary

- ❖ **Chairman:** Mr. Ashok Kumar, Chairman of the Board took the chair.
- ❖ **Notice:** Notice convening the meeting was read by the Secretary.
- ❖ **Chairman's address:** The chairman addressed the meeting and clarified the purpose of the meeting.
- ❖ **Alteration of the name Of the company:** Resolved that the name of the company is expect to change from XYZ Co. Ltd. to ABC Co. Ltd. due to the change in the production line as declared by the chairman and the secretary is directed to communicate with the Central Government for their consent to such alteration.
 After discussion the matter was put to vote and it was carried by requisite majority. Out of 90 members including chairman 68 voted in favour 12 voted against and 10 did not give any vote.
- ❖ **Vote of thanks:** The meeting ended at 5p.m. with a vote of thanks to the chair.

Kolkata
 Date: 25th march, 2020.

Sd/-
 Mr. Kamal Pradhan
 Secretary

Sd/-
 Mr. Ashok Kumar
 Chairman

Q) Draft a minute of the 7th Board Meeting of a company.

ABC CO. LTD.
Regd. Office: 251/32 Central Avenue Road, Kolkata-700050.

Minutes of the 7th Board Meeting of ABC CO. Ltd. held at 251/32 Central Avenue Road, Kolkata-700050 on Wednesday 1st January 2020, at 10a.m.

Members Present:

Mr. Dilip Joshi	Chairman
Mr. Vivek Gidra	Director
Mrs. Deepika Roy	Director
Miss. Ankita Hatti	Director
Mr. Bikram Paul	Director
Mr. Bishal Thapa	Director
Mr. Bimal Roy	Secretary
Mr. Maichal Sharma	Auditor

- ❖ **Chairman:** Mr. Dilip Joshi, Chairman of the Board took the chair.
- ❖ **Notice of the meeting:** The Secretary read the notice convening the meeting.
- ❖ **Conformation of the Minutes of the last meeting:** The minutes of the last Board Meeting was read out by Mr. Bimal Roy, secretary which was held on 14th Feb, 2019. Thereafter, the minutes was confirmed and signed.
- ❖ **Transfer of Shares:** Resolved that the transfer of equity shares no. 250-460 by Mr. A Sinha to Mr. B Pandu and is hereby approved on the basis of the Transfer Deed executed by the former.
- ❖ **Payment of Interim Dividend:** Resolved that an Interim Dividend of 10% be paid on paid up equity share capital.
- ❖ **Bills of Payment:** The bills produced by the Secretary were passed for payment.
- ❖ **Next Board Meeting:** The date of next board meeting is fixed on 25th December, 2020 at 11a.m.
- ❖ **Miscellaneous:** No particular point was raised and discussed.
- ❖ **Vote of thanks:** The meeting ended at 5p.m. with a vote of thanks to the chair.

Kolkata
 Date: 10th January, 2020.

Sd/-
 Mr. Bimal Roy
 Secretary

Sd/-
 Mr. Dilip Joshi
 Chairman

Q) Draft the minute of the Annual General Meeting of a Cooperative Society.

TAKDAH LINGDING COOPERATIVE CREDIT SOCIETY LIMITED

Regd. Office: Takdah Road Line Bazaar, Takdah-734222.

Minutes of the 3th Annual General Meeting of the Society held at its registered office on Wednesday 1st April 2020, at 10a.m.

Members Present:

Mr. Dilip Joshi	Chairman
Mr. Vivek Gidra	Director
Mrs. Deepika Roy	Director
Miss. Ankita Hatti	Director
Mr. Bikram Paul	Director
Mr. Bishal Thapa	Director
Mr. Bimal Roy	Secretary

And 75 members whose name and signatures appear in the Attendance Book.

- ❖ **Chairman:** Mr. Dilip Joshi, Chairman of the Society took the chair and presided Over the meeting.
- ❖ **Confirmation of the Minutes:** The minutes of the last Annual General Meeting was read out by the secretary which was held on 20th Feb, 2019. Thereafter, the minutes was confirmed and signed.
- ❖ **Director's Report:** The report of the Directors was circulated among the members and the Chairman invited questions from the members. After satisfactory discussion it was 'Resolved that the Director's report for the year ended 31st March 2019be and is hereby adopted.'
- ❖ **Audited Accounts and the Auditor's Report:** The Audited accounts and the Auditor's Report were placed before the members for the financial year ended 31st March, 2019. After discussion with respect to different queries it was declared that 'Resolves that the Audited Accounts and the Audit Report for the Year ended 31 March, 2019 be and are hereby adopted.'
- ❖ **Chairman Speech:** The Chairman gave a short speech wherein he stated the Performance and prospect of the Society.
- ❖ **Apportionment of profit and dividend declaration:** On a motion moved by Mr. Bikram Paul, it was unanimously Resolved that the profits of the society for the financial year ending 31st March, 2019 be apportioned as follows:
 1. 30% of the profit be transferred to the Reserve Fund.
 2. 5% of the profit be donated to Vivek Patha Bhavan.
 3. 15% dividend be declared on the shares.
 4. 10% bonus be declared to the employees.
 5. The balance amount retained as surplus.
- ❖ **Approval of Budget:** The budget of the financial year 2020-21 was placed in the meeting

for consideration and discussion by members. Thereafter, it was 'Resolved that the budget for the financial year 2020-21 be and is hereby adopted and approved'.

- ❖ **Election of Directors:** On the motion of the chairman, it was 'Resolved unanimously that Mr. P. Singh and Mr. R. Joshi are hereby elected as directors in place of Mr. Vivek Gidra and Mr. Bishal Thapa who retire by rotation'.
- ❖ **Limit of borrowing by members:** It was 'Resolved that Rs. 5000 is hereby to be provided to each shareholder as loan up to a maximum limit of Rs. 50000.
- ❖ **Vote of thanks:** The meeting ended with a vote of thanks to the chairman.

Kolkata
Date: 10th April, 2020.

Sd/-
Mr. Bimal Roy
Secretary

Sd/-
Mr. Dilip Joshi
Chairman

QUESTION CAME ON B.COM IN THE YEAR 2016 AND 2008 .

Q) DRAFT THE MINUTES OF THE ANNUAL GENERAL MEETING OF A PUBLIC LIMITED COMPANY.

ABC CO. LTD.

Registered Office: 26/2G, Gariahat Road, Kolkata-700007.

Minutes of the 15th Annual General Meeting of the shareholders of ABC CO. Ltd. held on Tuesday 19th May, 2020 at 1p.m. at its registered office.

PRESENCE:

Mr. Rajesh Agarwal	Chairman and Managing Director
Mrs. Susmita Roy	Independent Director
Mr. Mithu Guha Mallick	Independent Director
Mr. Milan Tripathi	Independent Director
Mr. Ranbir Dey	Secretary
Mr. Karan Patel	CFO
Mr. Rajesh Jaiswal	Company Secretary
Mr. Amit Roy	Auditor (Present by Invitation)

MEMBERS PRESENT:

The meeting was attended by 535 shareholders out of whom 529 were present in person and 6 shareholders through proxy.

- ❖ **Chairman of the meeting:** Mr. Rajesh Jaiswal, the company secretary of the company informed the members that Mr. Avijit Ghosh, Chairman of the company was unable to attend the meeting owing to his prior appointments. Mr. Rajesh Agarwal the Managing Director of the company was Unanimously declared as the chairman of the meeting in his absence.
- ❖ **Notice of the Meeting:** The secretary read out the notice dated 25th February, 2020 convening Annual General Meeting.
- ❖ **Director's Report and Accounts:** With the consent of the meeting, the Directors report and accounts as circulated were taken as read and adopted.
- ❖ **Auditor's Report:** Mr. Amit Roy, the auditor of the company, read his report regarding The company's Accounts and Balance Sheet. Thereafter, the report was adopted.
- ❖ **Chairman's Address:** The chairman addressed the meeting and informed the members about the problems and prospect of the company. He invited questions from members with respect to the report and accounts and answered their queries.
- ❖ **Adoption of the Report and the Accounts:** On the motion of the Chairman, seconded by Mr. Subhash Roy it was "Resolved that the profit and loss account for the year ended 31st March, 2019 and the balance sheet as on that date, director's report, auditor's report thereon be and are hereby adopted." The resolution was unanimously accepted by show of hands.

- ❖ **Appointment of Director:** Mr. A proposed and Mr. B seconded the following resolution:
'Resolved that Mr. C who retired by rotation and being eligible, offers himself for reappointment, he is hereby appointed as director of the company'. The resolution was unanimously accepted by show of hands.
- ❖ **Appointment of Auditor:** Mr. X proposed and Mr. Y seconded the following resolution:
'Resolved that Mr. Amit Roy, is hereby appointed as auditor of the Company for the current financial year at a remuneration of Rs. 2,00,000 per annum.' The resolution was unanimously accepted by Show of hands.
- ❖ **Declaration of Dividend:** Mr. X proposed and Mr. Y seconded the following resolution:
'Resolved that pursuant to the recommendations made by the Board of Directors of the company dividend at the rate of 20% be and is hereby Declared out of current profits for the year ended 31st March, 2019 and be paid on all shares that appears on the Share Registrar of the company as on the book closure date.' 'Resolved further that dividend warrants be posted within 42 days hereof to all shareholders who are entitled to receive the payment.'
- ❖ **Special Business:** Maintenance of Register of Members and Index of Members by Registers and Transfer Agents of the company, Karvy Computershare Pvt. Ltd., 22B/E, S.N. Banerjee Road, Kolkata-700089.
 - ✚ Mr. S proposed and Mr. Q seconded the following resolution:
 - ✚ 'Resolved that pursuant to section 94 of the Companies Act, 2013, Register of Members and Index of Members be maintained by Registrars and Transfer Agents of the company, Karvy Computershare Pvt. Ltd., 22B/E, S.N. Banerjee Road, Kolkata-700089.
 - ✚ The resolution was put to vote and unanimously accepted by show of hands.
- ❖ **Vote of thanks:** The meeting ended with the vote of thanks to the chair.

Kolkata
Date: 29th May, 2020.

Sd/-
Mr. Ranbir Dey
Secretary

Sd/-
Mr. Rajesh Agrawal
Chairman

REPORTS

Report is an organised presentation of facts and figures in context to a specific business event. It is prepared by a responsible individual or a group of individuals who have been allocated with the task to thoroughly investigate certain events and present the observations in a systematic manner with or without their recommendations.

Principles of drafting a good Report:

- Subject matter must be correct, complete and unambiguous.
- Reports must contain all relevant facts and figures so that its focus is not lost.
- The content of a report must be interesting.
- It must be addressed to a particular reader or group of reader.
- A report should start by referring to the appointment, instruction, date and purpose of the report.
- Facts in a report should be logically arranged.
- Recommendations may be given at the end of the report.
- The report must bear a date and signature of the person authorised to prepare it.

Q) DRAFT A REPORT TO THE MANAGING DIRECTOR ON THE DAMAGE CAUSED BY FIRE TO THE FACTORY GODOWN.

To,
The Managing Director,
PQR Ltd.,
25/3 Maha Raja Road,
Kolkata-745987.

Date: 4th April, 2020.

Sub: Damage caused by fire to the factory godown.

Dear Sir/Madam,

As per your instruction, I have done a through study for the cause of the fire in our factory godown at 45/4 Chandni Mela Road, Kolkata-768975 around 7p.m. on 25th March, 2020 and the extend of damage suffered by us.

After the investigation it was revealed that the fire broke out because of a short circuit in the switch box and caused damage to the raw materials and the finished goods that were in the godown worth of Rs. 150000. Apart from that the factory premise is also damaged to a large extend whose valuation was not possible to calculate at present.

As soon as the fire alarm rang, the Fire Brigade was informed. It took almost 2.5hr to put the fire off and to make the situation under control. After getting the information I also rushed to the spot at around 7.35p.m and informed the matter to the local Police Station. I have also communicated with the Insurance Company in writing for speedy recovery of the Insurance Claim.

In order to avoid such an uncontrollable situation in near future I offer few recommendations which may help our organisation and the employees to handle the situation in an efficient and effective manner.

- ◆ The wirings in the organisation should be checked periodically.
- ◆ Proper fuses should be installed to avoid excess flow of current.
- ◆ More fire extinguishers should be installed.
- ◆ Staff should be trained to handle such an uncertain situation properly.

With the recommendation of certain change I believe that the unpredicted situation can be controlled to a certain extend and help our organisation to work in an more stronger manner.

Thanking you.

Yours faithfully,
Ajeyo Mukherjee.
Factory Manager.

Q) DRAFT A REPORT TO THE BOARD OF DIRECTORS ON OPENING OF A STALL IN 'SAARC' INDUSTRIAL TRADE FAIR TO BE HELD IN DELHI.

To,
The Chairman,
Board of Directors,
ITC Co. Ltd.,
23 Jam Road,
Kolkata-700012.

Date: 1st April, 2020.

Sub: Opening of stall in Industrial Trade Fair.

Dear Sir/Madam,

In accordance with your wishes, I have done a study for the anticipation of opening a stall in the 'SAARC' Industrial Trade Fair that is going to held in Delhi on 25th April, 2020.

This is the great upcoming opportunity for our organisation to increase the sales along with the promotion of our product as 'SAARC' Industrial Trade Fair will be held for the first time in India. Numerous large and small manufacturing concerns of SAARC countries is going to attend the fair for their business prospects. We expect various International business firms also to attend the Industrial Trade Fair. Henceforth our sales prospects have a wider change to get increase in a fair and it is a great opportunity for us. Along with that the entry fee for the participants is only Rs.30000 which I think we can be able to recover from our sales with a good margin of profit.

Under such a bright opportunity, I recommend you to take the decision at the earliest considering the facts.

Thanking you.

Yours faithfully,
Bikram Paul.
Secretary.

QUESTION CAME ON B.COM IN THE YEAR 2017.**Q) DRAFT AN ANNUAL REPORT OF A PUBLIC LIMITED COMPANY.****XYZ LTD.****REGISTERED OFFICE: 23/23 DUMDUM PARK, KOLKATA-768545.**

Phone No.: 033-7689-7676

Fax: 098-987-8787

Email: xyz2298@gmail.comDate: 5th April, 2020

To,
The Shareholder,
XYZ Ltd.,
23/23 Dumdum Park,
Kolkata-768545.

Sub: Annual Report

Dear Sir,

On behalf of the company I would like to Thank You all for your kind support and cooperation. The Director of your Company have the pleasure to submit the Annual Report of the company for the year ended 31st March, 2020.

- ◆ **Statement of Profit and disposal of profit:** The annexed Profit and Loss A/c of the company reveals that the company has a net profit of Rs.35,00,000 during the year 2018-2019. The disposal of profit as per recommendation of the Directors is as follows:

A) Provision for Taxation	12,00,000
B) Transfer to General Reserve	6,00,000
C) Dividend of 10% on Preference Shares of Rs. 50,00,000	5,00,000
D) Dividend of 15% on Equity Shares of Rs. 70,00,000	<u>10,50,000</u>
	<u>Rs.33,50,000</u>

The balance of Rs. 1,50,000 is to be carried forward for the next year.

- ◆ **Statement of the company affairs:** The net trading result of the company is fairly satisfactory for the year under consideration. The turnover of the company has increased by 15% and the rate of net profit has been increased by 5% in comparison to last year's turnover and net profit respectively. The company is also exploring of opening up a new branch in Rajarhat, West Bengal and it is expected to become operational during the financial year 2020-2021.
- ◆ **Material Changes:** The company has purchased a new machine costing Rs. 25,00,000 for modernisation of the manufacturing process.
- ◆ **Auditors' Report:** The Auditor's report reveals that the financial statement and books of accounts of the organisation reveal a true and fair picture of the organisation and that the company is functioning efficiently.
- ◆ **Directors:** Mr. A and Mr. B who will retire by rotation in the ensuring Annual General Meeting may be offered for re-election.

- ◆ **Auditors:** Mr. H & Co. Chartered Accountant, will retire and may be re-appointed.
- ◆ A copy of the audited Profit & Loss A/c for the year ended 31st March 2019, is attached with the Annual Report for your deliberation.

By order of the Board,
S.Mullick (Chairman).

QUESTION CAME IN B.COM IN THE YEAR 2014.

Q) DRAFT A REPORT OF AGITATION BY EMPLOYEES OF YOUR COMPANY FOR A HIGHER PUJA BONUS.

To,
The Directors,
PQR Ltd.,
22/34E Paharia Road,
Kolkata-700045.

Date: 5th April, 2020.

Sub: “Demand for higher bonus”.

Dear Sir,

As directed by you, I have investigated into the causes behind workers’ agitation for higher bonus for the year 2020. And they have made a notice that if their demands are not fulfilled than they will go for a strike.

As per the agreement entered into with the workers’ union, since May 2013 workers have been paid bonus at 10%. The existing contract has expired this year and the workers are claiming 20% bonus with effect from this year.

Looking into the performance and prospects of our organisation I request you to meet the representatives of the labour union and negotiate with them. Competitors in our line are paying bonus at 16%. Considering the necessity to curb labour unrest which may affect our sales when there is a high market demand for the product, I request you to negotiate with them and consider the possibility of raising their bonus to at least 16%. Apart from this, we must deal with the demand of the workers with a humanitarian approach, since the price index has also increased considerably.

Keeping to view the amicable work environment in our organisation and cordial relationship between the management and the workers, I am sure that the issue can be handle and settled carefully.

Thanking you.

Yours faithfully,
Bishal Paul.
Secretary.

CURRICULUM VITAE (CV)/ RESUME/ BIO-DATA WRITING

CV is a written summary of an individual which contains a detail about the Educational Qualification along with experience and personal details like name, date of birth, hobbies, etc. It gives a clear picture of an individual to an employer. A good CV is a first step of entry towards a job by an individual. It is objective in nature.

DIFFERENCE BETWEEN A CV AND A RESUME:

The difference between a CV and a Resume exist in reference to their length, what they contain and their utility. A resume is shorter in length than CV. It is a summary of one's skills, education and experience within one or two pages. While a CV is a more detailed synopsis.

Principles of Drafting CV:

- ◆ CV should be able to make the correct first impact on employers i.e. much needed to get employed.
- ◆ Brevity and clarity of information contained in a CV is necessary.
- ◆ Work experiences and trainings should be well highlighted in a CV.
- ◆ CV should focus on the skill set of an individual which increases his scope of employability.
- ◆ Arrangement of all information in the right sequence is important.
- ◆ Cover letter should be attached with CV.

SAMPLE OF A CV

CURRICULUM VITAE

SUSMITA SEN

ATTACH
PHOTO

Contact No.: 9876543210
Date of Birth: 12/04/1994
Email id: jfh@gmail.com
Residential Address: Road Mall,
Kolkata-780009.

CAREER OBJECTIVE:

Seeking a challenging position in corporate sector where I can employ all my skills to be an asset for the organisation by delivering the best of my capabilities that offers a professional growth while being resourceful, innovative and flexible. I can contribute effectively and efficiently towards the growth and development of an organisation.

EDUCATIONAL QUALIFICATION:

YEAR	EXAMINATION	BOARD/UNIVERSITY	NAME OF THE INSTITUTE	MARKS OBTAINED (PERCENTAGE)
2015	M.COM	UNIVERSITY OF CALCUTTA	UNIVERSITY OF CALCUTTA	60%
2017	B.COM	UNIVERSITY OF CALCUTTA	CITY COLLEGE OF COMMERCE	60%
2012	CBSE	CBSE	ARMY PUBLIC SCHOOL	79%
2010	MADHYAMIK PARIKSHA	CBSE	HOLY CROSS SCHOOL	80%

PROFESSIONAL QUALIFICATION:

YEAR	EXAMINATION/ DEGREE	NAME OF THE PROFESSIONAL INSTITUTE
2015	CHATERED ACCOUNTANCY	THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
2013	COMPANY SECRETARY	THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

WORK EXPERIENCE:

- ◆ Worked as an Industrial Trainee at PQR Co. Ltd.
- ◆ Completed Articleship training for C.A. from XYZ Co. Ltd.
- ◆ Completed Management training for C.S. from ABC Co. Ltd.

EXTRA-CURRICULAR ACTIVITIES:

- Trained in usage of accounting packages.
- Trained in N.C.C.
- Proficient in German language.

LEADERSHIP & POSITION OF RESPONSIBILITY:

- ✚ Class representative in college.
- ✚ Head girl in school.

ACHIEVEMENT AND AWARDS:

- ◆ Secured 2nd rank in B.com from the University of Calcutta.
- ◆ Secured 5th rank in M.com from the university of Calcutta.
- ◆ State-level lawn tennis champion.

HOBBIES:

- ❖ Reading science-fiction books.
- ❖ Playing guitar.
- ❖ Cooking.
- ❖ Listening music.
- ❖ Telling stories.

Date
Place

Name
(signature)

DRAFTING OF BUSINESS LETTERS

- 1) Offers, Quotation and orders
- 2) Confirmations, refusals and cancellation of orders
- 3) Claim, complaints and adjustments
- 4) Collection letters
- 5) Agency letters
- 6) Status enquiry letters
- 7) Recommendations and credit letters
- 8) Banking and insurance letters

OFFERS, QUOTATION AND ORDERS

- 1) Draft a business enquiry letter made by ABC Co. Ltd. regarding price of leather bags

Ans)

ABC Co. Ltd.
24/1, A. P. C. Road, Kolkata – 700006

Telephone: (033)2245-0695
Fax: (033) 2245-0697
Ref No.: 85/AB/19

Email: abc@abc.co.in
Website: <http://www.abc.com>
Date: 17th November 2019

To,
The Chief Executive Officer
Metro Fashions Ltd.
Thane Industrial Hub,
Mumbai-400032

Sub: Enquiry about leather bags

Dear Sir/Madam,

We are a retail firm who deal with leather bags. We would like to purchase your leather bag for commercial purpose. Please send us a sample and the quotation of such bags along with the terms and conditions.

Thanking you.

Yours faithfully,
Anita Ganguly
(Manager)

2) XYZ Ltd. wants to make an offer to a retailer in respect of “Clean Well” Liquid
Cleansing Soap

XYZ Ltd.
5, Brabourne Road,
Kolkata-700001

Telephone: (033)2245-0695
Fax: (033) 2245-0697
Ref No.: 85/XYZ/19

Email: xyz@xyz.co.in
Website: <http://www.xyz.com>
Date: 11th November 2019

To,
M/s Elite Stores
Darjeeling,
West Bengal

Ref: “Clean Well” liquid cleansing soap

Dear Sir/ Madam,

We take pleasure in sending a sample packet of “Clean Well” to you, which has been launched recently in the domestic market. The product is the result of a number of years of tireless efforts of our research and development staff.

We are also forwarding few copies of our leaflets that you may distribute for the purpose of advertisement. We are also enclosing a few copies of the price list and our pricing policy has been very liberal and competitive. As per the terms between us, you will be allowed one month credit and a discount of 30% on catalogue price.

We look forward to have great business relationship and hoping that this will be a successful venture for both the parties.

Thanking you.

Yours faithfully,

For- XYZ Ltd.
Arun Duggal
(Director)

Enclo:

- a) Leaflets
- b) Catalogues

3) Letter Asking for Quotation of Cloth

Khadi Fashion House
7, G. C. Avenue,
Kolkata- 700012

Telephone: (033)2245-0695

abc@abc.co.in

Fax: (033) 2245-0697

<http://www.abc.com>

Ref No.: 85/AB/20
2020

Email:

Website:

Date: 25th January

To,
Khadi Manufacturing Store
15, College Street,
Kolkata – 700014

Ref: Quotation for Cloth

Dear Sir,

We are interested in placing orders for the supply of Khaki Drill cloth. Our requirement for the same is huge, so it will be great if you could offer competitive price, as it will also lead to economies of scale in production.

We will appreciate if you could send us a few samples of the same. Waiting for an early response so that we may decide soon and then you may execute our order expeditiously.

Thanking you.

Yours faithfully,
Soumik Ghosh
(Proprietor)

4) Placing Order for 200 LED TV Sets**(2013 Gen)**

Divya Electronics Mall
4, Chandni Chowk Street,
Kolkata-700072

Telephone: (033)2245-0695
Fax: (033) 2245-0697
http://www.divyaelectronics.com
Ref No.: 85/DVM/20

Email: divyaelectronics@gmail.com
Website:

Date: 31st January 2020

To,
Sony India
11, Vastrapur Colony,
Ahmedabad -380015

Sub: Placing order for 200 LED TV Sets

Dear Sir,

With reference to your Quotation SN/55/20 dated 2nd January 2020, we take the pleasure to place the following order:

- a) 200 LED TV Sets
- b) 150 pieces of Data Cables
- c) 350 pieces of Earphones

Please treat our request as urgent, and arrange to deliver the goods as soon as possible, as the demand of the afore mentioned goods is high.

Thanking you.

Yours faithfully,
Rita Kapoor
(Partner)

CONFIRMATIONS, REFUSALS AND CANCELLATION OF ORDERS

1) Confirmation and Execution of order

Ans)

**Metro Fashion Ltd.
Thane Industrial Hub
Mumbai-400032**

Telephone: (022)2245-0695
Fax: (022) 2245-0697
<http://www.metrofashion.com>
Ref No.: 25/MFT/20

Email: metro@gmail.com
Website:

Date: 31st January 2020

To,
The Manager
YGT Co. Ltd.
24/1, Brabourne Road,
Kolkata-700001

Sub: Execution of order

Dear Sir,

Thank you for your order no. 63/YGT/20 dated 5th January, 2020 for dispatch of leather bags and purses. The consignment has been booked for dispatch via Goel Roadways, booking no. being GR2311 dated 7th January, 2020.

We enclose our invoice no. 239/20 dated 7th January, 2020 for ₹. 2,89,000/- being the net dues payable by one month.

We are sure that you would settle our dues in time and look forward in improving our business relations.

Thanking you.

Yours faithfully,

P. Singh
(Marketing Manager)

2) Offer for substitute product**Ans)**

**Rahul Pens Ltd.
32, Gariahat Road,
Kolkata-700032**

Telephone: (033)2245-0695

rahulpen@gmail.com

Fax: (033) 2245-0697<http://www.rahulpen.com>**Ref No.:** 85/RPL/20**Email:****Website:****Date:** 16th January 2020

To,
The Manager
Pentax India Ltd.
11/2, A. P. C. Road
Kolkata-700006

Sub: Offer for Substitute product

Dear Sir,

Thank you for your order no. PQ/08/20 dated 14th January, 2020 for 'Lick' brand pen set. We regret to inform you that we are running short of stock for the 'Link' brand pen sets. Hence, we are unable to deliver the said brand as of now. Instead we have another 'Agni' brand pen sets which are of similar quality. This brand has a high demand in the market, and we have ample stock for this 'Agni' brand. We will be able to supply these pens sets at a similar price offered to you for 'Link' brand pen sets.

In addition we will offer you a discount of 10%. The offer stands valid for 15days from the date of this letter.

We request you to place your order as early as possible.

Thanking you.

Yours faithfully,
For- Rahul Pens Ltd.

K. C. Ghosh
(Sales Manager)

3) Letter cancelling order due to undue delay in execution**Ans)**

B.C.M. Music Palace
22, Brabourne Road,
Kolkata- 700001

Telephone: (033)2245-0695
musicpalace@gmail.com
Fax: (033) 2245-0697
<http://www.musicpalace.com>
Ref No.: 65/BCM/20

Email:**Website:****Date: 31st January 2020**

To,
The Manager
RCX Music Ltd.
20, G. C. Avenue,
Kolkata-700012

Sub: Cancellation of order placed for purchase of instruments

Dear Sir,

With reference to our order dated 2nd January, 2020 for the supply of one dozen of Pluto's guitar and one dozen of Yamaha's keyboard, we hereby cancel the same.

The order was expected to be delivered by 20th January, 2020 but to our surprise, neither did we receive the goods nor any information from your end. Hence, we are compelled to cancel the order. This may kindly be noted.

Thanking you.

Yours faithfully,

Tapas Sen
(Proprietor)

4) Refusal of order**Ans)**

**Kashmir Carpets Ltd.
32, Sonmarg Road
Kashmir-180012**

Telephone: (180)2245-0695

kashmircarpets@gmail.com

Fax: (180) 2245-0697<http://www.kcl.com>**Ref No.:** 15/KCL/20**Email:****Website:****Date:** 31st January 2020

To,
the Manager
Draping House Industries Ltd.
12, Beniatola Street,
Kolkata- 700010

Sub: Inability to execute the order

Dear Sir,

Thank you for the order no. 622/SD/20 dated 20th January, 2020 for supply of carpets. We regret to express our inability to execute your order owing to shortage of labour supply due to extreme harsh climatic condition going on presently in our state.

We expect conditions to improve within a couple of weeks, after which things will normalize and we will be in a position to conduct normal business activities. We are retaining your order, unless otherwise we hear from you. We expect to execute your order by next month.

We regret the inconvenience caused. We promise you our cooperation and shall be glad to maintain the good –business relations.

Thanking you.

Yours faithfully,
Mohd. Ansari
(Manager)

5) Extension of time limit for execution of order**(2012 Gen)****Ans)**

**Delhi Surgical House
65, Lajpat Nagar,
New Delhi-110095**

Telephone: (011)2245-0695

dsh@gmail.com

Fax: (011) 2245-0697<http://www.dsh.com>**Ref No.:** 48/DSH/20
2020**Email:****Website:****Date:** 25th January

To,
The Manager
Virtue India Pvt. Ltd.
47, College Street,
Kolkata- 700014

Sub: Extension of time limit to execute the order

Dear Sir,

Thank you for your order no. 521/VPI/20 dated 14th January, 2020 for supply of 5 'Uno Type' X-Ray Machines and 2 'Steadfast' Ultra Sound Machines to be delivered by 2nd February, 2020.

We regret to inform you that due to cease of work created by our labourers, we are unable to carry our production work and the stock is almost exhausted. We are expecting to get things to be normal in a day or two, as the management has already intervened over the matter.

We therefore request you to extend the time limit by another two weeks i.e. 17th February, 2020, within which we will definitely be able to execute your order.

We earnestly request for your cooperation in this regard.

Thanking you.

Yours faithfully,

Pritam Roy
(Manager)

CLAIM, COMPLAINTS AND ADJUSTMENTS**1) Complaint regarding shortage in quantity****Ans)**

**K. H. Leather House Ltd.
729, Ballygunge Road
Kolkata-700026**

Telephone: (033)2245-0695
Fax: (033) 2245-0697
<http://www.leatherhouse.com>
Ref No.: 40/KHL/20

Email: leather@gmail.com
Website:

Date: 25th January 2020

To
The Manager
Genuine Leather Pvt. Ltd.
47, Brabourne Street,
Kolkata-700001

Sub: Complaint regarding shortage in quantity of goods

Dear Sir,

Thank you for executing the order no. 2438/DQ/20 dated 14th January 2020. We have received the consignment on 24th January, 2020.

However, we regret to state that there was a shortage of 50 pcs of leather bags. We have brought this matter to the notice of the Transport agent, while taking delivery of the goods.

We request you to investigate the matter and dispatch the shortfall quantity or deduct the price of those specified 100 pieces of bags from your invoice.

Thanking you.

Yours faithfully,

S. Dey
(Manager)

2) Complaint regarding supply of inferior quality of goods**(2013 Hons)****Ans)**

**Leather House Ltd.
15, Bidhan Sarani,
Kolkata-700015**

Telephone: (033)2245-0695**Fax:** (033) 2245-0697<http://www.leather.com>**Ref No.:** 28/LHL/20**Email:** leather@gmail.com**Website:****Date:** 25th January 2020

To
The Manager
Essar Leather Ltd.
47, Hazra Street
Kolkata-700020

Sub: Complaint regarding supply of inferior quality of goods

Dear Sir,

Thank you for the prompt delivery of our order no. 355/CT/20 dated 13th January 2020. We regret to inform you that the cartons containing the leather bags are not conforming to the samples as sent by you before we placed the order. It would be difficult for us to sell the bags to our customers who have high esteem for our products.

We therefore request you to let us know whether you would give us a discount of 20% or replace the same at an early possible date.

We will wait for your prompt response.

Thanking you.

Yours faithfully,

For-Leather House Ltd.
Yuvraj Singh
(Manager)

3) Letter Threatening Legal Action**Ans)**

**XYZ Ltd.
5, Brabourne Road,
Kolkata-700001**

Telephone: (033)2245-0695

xyz@gmail.com

Fax: (033) 2245-0697

http://www.xyz.com

Ref No.: 48/XYZ/20
2020**Email:****Website:****Date:** 20th January

To,
Raman Sighania
Partner
M/s Elite & Co.
Kolkata

Sub: Failure to settle the account

Dear Sir,

We have written to you thrice for the settlement of our account amounting to ₹. 200,000/- (Rupees Two Lakhs Only). But much to our regret, you have not only failed to settle the account, but you seem to have no notice of it too.

We now inform you that unless we have remittance from you within 28th January 2020, we shall be compelled to place the matter in the hands of our lawyers.

We trust that you would not compel us to take such a stringent action.

Thanking you.

Yours faithfully,
Sanjay Mukherjee
(Secretary)

4) Settlement of outstanding dues**Ans)**

**BNB Enterprise
64, R. B. Road,
Shantiniketan, Bolpur,
West Bengal-768345**

Telephone: (039)2245-0695

bnb@gmail.com

Fax: (039) 2245-0697<http://www.bnb.com>**Ref No.:** 48/BNB/20
2020**Email:****Website:****Date:** 20th January

To,
The Manager
Coderma Business House
49, P. K. Saha Lane,
Kolkata-700036

Sub: Settlement of outstanding dues

Dear Sir,

This is to bring to your kind notice that our Bill No. 105/19 dated 15th September 2019 for an amount of ₹. 72,000/- for the goods supplied, still remains pending.

It may be noted that the payment for the said was due on 20th December 2019. Moreover, in addition, a credit for three month was allowed to you. We have sent one reminder letters earlier, which failed to yield any result.

We therefore request you to clear off the dues within this month, otherwise we will be forced to withdraw business relations with you and take resort to legal advice.

We enclose herewith a copy of the bill and request you to settle the outstanding dues.

Yours faithfully,

S. Singh
(Manager)

5) Letter asking a customer to take advantage of cash discount**Ans)**

Rhythm Musicals
111, A. J. C. Bose Road,
Kolkata-700020

Telephone: (033)2245-0695
Fax: (033) 2245-0697
<http://www.rhythmmusical.com>
Ref No.: 48/BNB/20

Email: rhythm@gmail.com
Website:

Date: 20th January 2020

To,
The Manager
Musical home Centre
14, G. C. Avenue
Kolkata-700012

Sub: Timely payment of dues to avail discount

Dear Sir,
Kindly refer to our letter dated 8th January, 2020 enclosing a statement of account of ₹. 5,00,000/- (Rupees Five Lakhs Only) outstanding against you.

You are one of our esteemed customers who invariably settle this account promptly and take the advantage of cash discount to the tune of 2%, if paid within the given time.

We hereby remind you that if you settle your account by the end of this month, you will still be eligible for the 2% cash discount. We hope for a favourable response.

Thanking you.

Yours faithfully,
Ram Singh
(Proprietor)

AGENCY LETTERS**1) Letter offering agency****Ans)**

M. B. & Co.
45, Shakespeare Sarani,
Kolkata- 700016

Telephone: (033)2245-0695**Fax:** (033) 2245-0697**Ref No.:** 48/MB/20**Email:** mbco@gmail.com**Website:** <http://www.mbco.com>**Date:** 20th January 2020

To
The Manager
Orchid Associates
Kolkata- 700005

Sub: Offer for Agency

Dear Sir,

We take pleasure in offering you our agency for sale of our various products in North Kolkata. We have variety of product ranges from instant noodles, popcorns, chocolates, baby food items, etc. On acceptance, you will be our sole business agent for the entire north Kolkata region.

The terms and conditions for our agency are given below:

- a) The cost of delivery of goods from our warehouse to the Agent's warehouse will be borne by us.
- b) An ordinary commission of 20% and a del-credere commission of 5% on gross sale products are offered by us.
- c) Cost of promotion of products will be borne by us, and any cost of promotion borne by the agent will be reimbursed by us.
- d) Any damage or loss of goods at the warehouse of agent will be borne by the agent.

If the terms and conditions along with the offer acceptable, please send your acceptance letter within a period of 15 days from the date of this letter.

Thanking you.

Yours faithfully,
S. Singh
(Manager)

2) Letter requesting for Business Agency**Ans)**

**Pen House Pvt. Ltd.
15, Hill Cart Road
Siliguri- 797250**

Telephone: (038)2245-0695
Fax: (038) 2245-0697
Ref No.: 18/PHP/20

Email: penhouse@gmail.com
Website: <http://www.penhouse.com>
Date: 10th January 2020

To,
The Manager
Linc Pen Ltd.
47, Old China Bazar Street,
Kolkata-700002

Sub: Letter requesting for a business agency

Dear Sir,

Understanding from a reliable source that you are interested in appointing agency on commission basis, we take pleasure in introducing ourselves as your agent in North Bengal.

We are a reputed firm in Siliguri, dealing with agency business related to pens and other stationaries for the last 14 years. We have around 125 sales personnel, a strong network and a sound financial base. We are enclosing a copy of our bank statement.

Should you so decide to appoint us your agent in North Bengal, please send us the terms and conditions, so that we may initiate the process. Also, please mention if you require any security.

Hope to get a positive response from your end as early as possible.

Thanking you.

Yours faithfully,
S. Pandit
(Manager)

STATUS ENQUIRIES**1) Financial status enquiry by firm to a Bank****Ans)**

RIL Ltd.
85, R. N. T. Road, Chinsurah
West Bengal-713426

Telephone: (038)2245-0695

ril@gmail.com

Fax: (038) 2245-0697<http://www.ril.com>**Ref No.:** 18/RIL/20
2020**Email:****Website:****Date:** 10th January

To,
The Manager
Canara Bank
82, N. S. Road
Kolkata-700003

Sub: Status Enquiry

Dear Sir,

We have received an order of goods worth ₹. 2,75,000/- on credit from Zenith & Sons Ltd. of 32, A. P. C. Road, Kolkata-700006 who have referred the name of your much esteemed bank for reference. The firm's current account no. is CC-547632.

As this is our first transaction with them, we are keen to know about their business reputation and financial status.

We shall be grateful if you furnish us the detailed information regarding the same.

Any information provided will be strictly kept confidential.

Thanking you.

Yours faithfully,
For- RIL Ltd.
K. Das
(Manager)

2) Reply by the bank relating to status enquiry**Ans)**

**Canara Bank
82, N. S. Road,
Kolkata-700003**

Telephone: (033)2245-0695

canarabank@gmail.com

Fax: (033) 2245-0697<http://www.canarabank.com>**Ref No.:** 22/CNR/20**Email:****Website:****Date:** 15th January 2020

To,
The Manager
RIL Ltd.
82, R. N. T. Road, Chinsurah
West Bengal-713426

Sub: Reply by the bank regarding financial status enquiry

Dear Sir,

Thank you for your letter no. 18/RIL/20 dated 10th January, 2020.

In reply to your enquiry regarding credit worthiness of Zenith & Sons Ltd. of 32, A. P. C. Road, Kolkata-700006, we are pleased to inform you that the firm is maintaining steady current account with us since 1995 and they are one of our valued client.

Their business reputation as well as financial footage is very promising. The firm is very prompt and particular regarding clearing of payments. The average credit balance standing to their account is ₹. 2,25,000/-.

However, the detailed information furnished is strictly confidential and we bear no responsibility for the credit worthiness of the firm.

Thanking you.

Yours faithfully,

For- Canara Bank
R. Sharma
(Branch Manager)

RECOMMENDATION AND CREDIT LETTERS

1) Letter of Recommendation to a Businessman

Ans)

To,
Sanjay Bhosle
5, R. K. Pally,
Mumbai

Date: 22th February 2020

Ref: Letter of recommendation

Dear Sir,

We take pleasure in introducing Mr. Mahesh Kumar, the bearer of this letter, who is our business friend. He is one of the senior partners of the firm ABS Associates, who deal in textile goods. They want to make new business connections in Mumbai, and therefore, they are sending Mr. Mahesh Kumar on a tour to the city.

We will be glad if you help him with the address of reputed organizations in Mumbai and also provide your valuable advice in business matters.

We will regard every service you render to Mr. Mahesh Kumar as a personal favour.

Thanking you.

Yours faithfully,
Vinod Jain

BANKING AND INSURANCE LETTERS

1) Letter to the bank granting loan

Ans)

Kiara Cosmetics Pvt. Ltd.
76, Elgin Road
Kolkata-700020

Telephone: (033)2245-0695
kiaracosmetics@gmail.com

Fax: (033) 2245-0697
<http://www.kiara.com>

Ref No.: 24/KCL/20

Email:

Website:

Date: 15th January 2020

To,
The Manager
Axis Bank Ltd.
48, N. S. C. Road
Kolkata-700006

Sub: Request for granting loan

Dear Sir,

We are one of your valued customers, dealing in cosmetic and beauty products, with Current Account No. 652841. You are well aware of our business dealings and prompt mode of payment schedule.

In our venture to modernize our showroom which is located at the prime location of Esplanade, we need a corpus fund of ₹. 20 Lakhs. By ploughing back profits and other investments, we have made arrangements for ₹. 12 Lakhs, but our financial position is falling short to bear the full expenditure.

We therefore request you to grant us a loan of ₹. 8 Lakhs which will be repaid in 6 installments. We are ready to furnish securities, should you so require.

We hope to get a positive response at the earliest opportunity.

Thanking you.

Yours faithfully,

For- Kiara Cosmetics Pvt. Ltd.
A. Ganguly
(Proprietor)

2) Request to the bank for raising the limit for Overdraft facilities (2017 Gen)

Ans)

Neo Technologies
38, R. D. Road
Salkia, Howrah-711102

Telephone: (033)2245-0695

Fax: (033) 2245-0697

<http://www.neo.com>

Ref No.: 25/NT/20

Email: neo@gmail.com

Website:

Date: 15th January 2020

To,
The Manager
State Bank of India
Salkia Branch
44, N. S. Road
Howrah-711106

Sub: Request for increasing the overdraft limit

Dear Sir,

We are one of your valued customers having current account (No. being CC4256) since 1996. It is worth mentioning here that, we have been enjoying overdraft facilities to the tune of ₹. 1,00,000/-. We have recently got an order of ₹. 3,00,000/- from Balmer Winslet & Co. for the supply of bearings to be delivered by 20th February 2020. Unfortunately, our present working capital structure is restricting us from executing the order.

We therefore request you to kindly increase the overdraft limit from ₹. 1 Lakh to ₹. 1.5 Lakh so that, we can win over our financial shortcomings and execute the order on time.

We will be happy to furnish any securities for the said purpose, if necessary.

Hope to get a favourable response at the earliest opportunity.

Thanking you.

Yours faithfully,

For- Neo Technologies

D. Ghosh
(Manager)

3) Claim to the insurance company for loss of goods by fire

Ans)

Nivedita Industries Pvt. Ltd.
34, Strand Road
Kolkata-700001

Telephone: (033)2245-0695**Fax:** (033) 2245-0697<http://www.nivedita.com>**Ref No.:** 22/NIP/20**Email:** nivedita@gmail.com**Website:****Date:** 22nd January 2020

To,
The Divisional Manager,
Oriental Insurance Company
54/8, A. Mukherjee Road
Kolkata-700015

Sub: Claim for Loss of goods by fire

Dear Sir,

Please refer to our Policy No. 54/FG/20 dated 10th October, 2015.

Unfortunately, in a major mishap, a fire broke out in our warehouse nearby our registered office address at Strand Road at around 2.00 a.m. on 19th November, 2019 owing to a short circuit caused by electrical wiring and it has destroyed the major portion of the bulk of stock. As noticed by the Security Guard, it was immediately reported to the Fire Brigade, which arrived after one hour of reporting. North Port Police Station was also informed of the fire. The next day, a valuer was appointed who estimated the loss worth ₹. 1,75,000/-.

We therefore, request you to send your surveyor to evaluate the damage and settle the claim at the earliest.

Thanking you.

Yours faithfully

T. K. Mitra
(Manager)