



# Governance & Compliance

— in accordance with Companies Act , 2013. —

**City & Industrial Development Corporation of Maharashtra Ltd.**

**CIN - U99999MH1970SGC014574**

## Foreword

Corporate governance deals with laws, procedures, practices and implicit rules that determine a Company's ability to take informed managerial decisions vis-à-vis its shareholders, creditors, customers the state and employees.

Corporate governance in various manifestation has been in existence at CIDCO, since the new regime under Companies Act, 2013.

I am glad to place on record the appreciation for Team Company Secretariat, who have felt; to bring this 'information booklet' as an epitome for reckoning 'CIDCO Governance and Compliance' put in place in accordance with Companies Act, 2013.

Sd/-

Dr. Sanjay Mukherjee, IAS

VC & MD

1	<b>CSR COMMITTEE</b>	Constituted as per Section 135 of Companies Act, 2013
	BR No.10890 dt 28.8.2013	
	Reconstituted - BR 11927 dt 16.9.2017	

S.No.	Designation	Position in the Committee
01	Chairman - CIDCO	Chairman
02	VC & MD – CIDCO	Member
03	Jt. MD- CIDCO	Member
04	Chairmanr - JNPT [Independent Director]	Member
05	Commissioner - NMMC	Member
06	Commissoner - Konkan Division	Member
07	Non-Official Director	Member
08	Non-Official Director	Member
09	Company Secretary	Convenor

2	<b>INDEPENDENT DIRECTORS</b> - On Ex-Officio Basis	Constituted as per Section 149 of the Companies Act, 2013.
	BR No. 11471 dated 6.11.2015	

01	Metropolitan Commissioner, MMRDA, Chairman, JNPT.	GR No CID/3316/50/PK19/ Navi 10 dtd 4 Nov 2016.
02		

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**AUDIT COMMITTEE**

B.R.No.11202 dated 9.9.2014 & 11303 dated 13.2.2015 and Reconstituted vide B.R.No. 11486-B dated 1.12.2015 & B.R.No. 11927 dated 16.9.2017.

Constituted as per Section 177 of the Companies Act, 2013

S.No.	Designation	Position in the Committee
01	The Chairman, Jawaharlal Nehru Port Trust.	Chairman of the Audit Committee. [on ex-officio basis].
02	The Metropolitan Commissioner, MMRDA.	Member - [on ex-officio basis].
03	The Divisional Commissioner, Konkan Division, GoM.	Member - [on ex-officio basis].
04	Chief Accounts Officer	Convener - [on ex-officio basis].
05	Chief Vigilance Officer	Invitee
06	Company Secretary	Invitee
07	Financial Advisor	Invitee
08	Statutory Auditors	Invitee
09	Internal Auditors	Invitee

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**NOMINATION & REMUNERATION COMMITTEE (NRC).**

B.R.No.11486-A dated 1.12.2015

Constituted as per Section 178 of the Companies Act, 2013

S.No.	Designation	Position in the Committee
01	Principal Secretary (UD-I), UDD, GoM.	Chairman - [on ex-officio basis]
02	Chairman, JNPT	Member - [on ex-officio basis].
03	Joint Managing Director CIDCO.	Member - [on ex-officio basis].
04	The Manager (Personnel)	Convener - [on ex-officio basis].

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**INVESTMENT COMMITTEE - FOR FD IN BANKS**

Constituted with BR No. 10798 dated 16.4.2013 and Reconstituted on Ex- Officio basis (BR No. 12050 dated 31.7.2018).

S. No.	Approved Composition (Ex- Officio basis)
01	Chief Engineer (NM)
02	Company Secretary
03	Chief Accounts Officer
04	Financial Adviser



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## Form MBP-1

### Notice of interest by director [Pursuant to Section 184 (1)]

To

The Board of Directors

City &amp; Industrial Development Corporation of Maharashtra Limited

Dear Sir(s)

I, ....., son/daughter/spouse of ....., resident of ....., being a director in the company hereby give notice of my interest or concern in the following company or companies, bodies corporate, firms or other association of individuals:-

SI No.	Names of the Companies /bodies/corporate/ firms/association of individuals	Nature of interest or concern/Change in interest or concern	Shareholding	Date on which interest or concern arose/changed

Signature:

Director Identification Number

Date

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### ANNUAL COMPLIANCE CERTIFICATE FROM THE COMPANY SECRETARY

Section 205 of the Companies Act 2013 – To report to Board about compliance with the provisions of the Companies Act and other laws applicable to CIDCO

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### SECRETARIAL AUDIT REPORT-[ MR-3] by Practising Company SECRETARY

Section 204 of the Companies Act 2013- An effective multi - pronged weapon to assure the regulator, shareholders, and other stakeholders, Banks on 'instil self regulation' regime with an objective to address 'compliance risk issue'in CIDCO.

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### VIGIL MECHANISM on WEBSITE- Section 177 of the Companies Act 2013

On- Line Grievance Redressal System is available at  
 (1)<https://cidco.maharashtra.gov.in/userlogin.aspx>,  
 (2)[http://cidco.maharashtra.gov.in/CIDCO\\_VIGILANCE\\_MODULE\\_NEW/UserLogin.aspx](http://cidco.maharashtra.gov.in/CIDCO_VIGILANCE_MODULE_NEW/UserLogin.aspx),

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### DIR-3 KYC OF DIRECTOR IDENTIFICATION NUMBER (DIN)

[A] As per Rule 12A of Companies (Appointment and Qualification of Directors) Rules, 2014 every Director need to do every Financial Year DIR-3 Web Based KYC of the DIN Number. DIR-3 Web KYC is OTP based.

<https://www.mca.gov.in/mcafoportal/vefDirKYCService.do>

[B] In case First time KYC after allotment of DIN then DIR-3 KYC to be done by filling physical E-form DIR-3 KYC [With Digital Sign of Director & Practising Company Secretary]

