

# ONLINE INFORMATION TECHNOLOGIES LIMITED

REGD. OFF.: 205, HARIBOL ROY MARKET, 2<sup>ND</sup> FLOOR, A.T.ROAD, GUWAHATI-781001

CORP. OFF.: 21/7, SAHAPUR COLONY, GROUND FLOOR, KOLKATA-700053

CIN: L74140AS1985PLC002335

Web: onlineinfotech.co.in

E-mail ID: online.information@yahoo.com

Phone No.: +91 9163513467

April 13, 2021

To,  
Head- Listing & Compliance  
Metropolitan Stock Exchange of India Limited (MSEI),  
4th Floor, Vibgyor Towers, Plot No. C 62,  
G Block, Opp. Trident Hotel,  
Bandra Kurla Complex, Bandra (E),  
Mumbai – 400 098.

**Sub: Submission of Corporate Governance Report for the year ended on March 31, 2021.**

Dear Sir/Madam,

Please find enclosed herewith the Corporate Governance Report for the year ended on March 31, 2021.

Request to update your records.

Thanking You.

Yours faithfully,

For Online Information Technologies Limited

*Swapan*



(Swapan Sarkar)  
Executive Director  
DIN: 05149442

Encl: As above

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## QUARTERLY COMPLAINT REPORT ON CORPORATE GOVERNANCE

NAME OF THE CO. **Online Information Technologies Limited** Quarter Ending on 31<sup>st</sup> March, 2021

<b>I. Disclosure on website in terms of Listing Regulations</b>		
<b>Item</b>	<b>Compliance status (Yes/No/NA)<sup>refer note below</sup></b>	
Details of business	Yes	
Terms and conditions of appointment of independent directors	Yes	
Composition of various committees of board of directors	Yes	
Code of conduct of board of directors and senior management personnel	Yes	
Details of establishment of vigil mechanism/ Whistle Blower policy	Yes	
Criteria of making payments to non-executive directors	Yes	
Policy on dealing with related party transactions	Yes	
Policy for determining 'material' subsidiaries	Yes	
Details of familiarization programs imparted to independent directors	Yes	
Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances	Yes	
email address for grievance redressal and other relevant details	Yes	
Financial results	Yes	
Shareholding pattern	Yes	
Details of agreements entered into with the media companies and/or their associates	Yes	
New name and the old name of the listed entity	N/A	
<b>II Annual Affirmations</b>		
<b>Particulars</b>	<b>Regulation Number</b>	<b>Compliance status (Yes/No/NA)<sup>refer note below</sup></b>
<i>Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'</i>	16(1)(b) & 25(6)	Yes
<i>Board composition</i>	17(1)	Yes
<i>Meeting of Board of directors</i>	17(2)	Yes
<i>Review of Compliance Reports</i>	17(3)	Yes
<i>Plans for orderly succession for appointments</i>	17(4)	Yes
<i>Code of Conduct</i>	17(5)	Yes
<i>Fees/compensation</i>	17(6)	Yes
<i>Minimum Information</i>	17(7)	Yes
<i>Compliance Certificate</i>	17(8)	Yes
<i>Risk Assessment &amp; Management</i>	17(9)	Yes
<i>Performance Evaluation of Independent Directors</i>	17(10)	Yes
<i>Composition of Audit Committee</i>	18(1)	Yes
<i>Meeting of Audit Committee</i>	18(2)	Yes
<i>Composition of nomination &amp; remuneration committee</i>	19(1) & (2)	Yes
<i>Composition of Stakeholder Relationship Committee</i>	20(1) & (2)	Yes
<i>Composition and role of risk management committee</i>	21(1),(2),(3),(4)	Yes

<i>Vigil Mechanism</i>	22	Yes
<i>Policy for related party Transaction</i>	23(1),(5),(6),(7) & (8)	Yes
<i>Prior or Omnibus approval of Audit Committee for all related party transactions</i>	23(2), (3)	Yes
<i>Approval for material related party transactions</i>	23(4)	Yes
<i>Composition of Board of Directors of unlisted material Subsidiary</i>	24(1)	Yes
<i>Other Corporate Governance requirements with respect to subsidiary of listed entity</i>	24(2),(3),(4),(5) & (6)	Yes
<i>Maximum Directorship &amp; Tenure</i>	25(1) & (2)	Yes
<i>Meeting of independent directors</i>	25(3) & (4)	Yes
<i>Familiarization of independent directors</i>	25(7)	Yes
<i>Memberships in Committees</i>	26(1)	Yes
<i>Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel</i>	26(3)	Yes
<i>Disclosure of Shareholding by Non-Executive Directors</i>	26(4)	Yes
<i>Policy with respect to Obligations of directors and senior management</i>	26(2) & 26(5)	Yes

**Note**

1 In the column "Compliance Status", compliance or non-compliance may be indicated by Yes/No/N.A.. For example, if the Board has been composed in accordance with the requirements of Listing Regulations, "Yes" may be indicated. Similarly, in case the Listed Entity has no related party transactions, the words "N.A." may be indicated.

2 If status is "No" details of non-compliance may be given here.

3 If the Listed Entity would like to provide any other information the same may be indicated here.

**III Affirmations:**

The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied.

**For Online Information Technologies Limited**

*Swapan Sarkar*



(Swapan Sarkar)  
Executive Director  
DIN : 05149442

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Metropolitan Stock Exchange of India Limited  
4th Floor, Vibgyor Towers, Plot No. C 62,  
G Block, Opp. Trident Hotel,  
Bandra Kurla Complex, Bandra (E),  
Mumbai – 400 098

**Sub: Submission of Corporate Governance Report under regulation 27(2)(a) for the quarter ended 31<sup>st</sup> March , 2021**

Dear Sir/Madam,

Please find enclosed herewith the Corporate Governance Report for the quarter ended 31<sup>st</sup> March 2021 under regulation 27(2)(a) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Request to update your records.

Thanking You.

Yours faithfully,

**For Online Information Technologies Limited**

Swapan  
Swapan Sarkar  
Executive Director  
DIN: 05149442



**Encl: As above**

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## Format to be submitted by listed entity on quarterly basis

Name of Listed Entity: **Online Information Technologies Limited** Quarter ending : **31<sup>st</sup> March, 2021**

<b>I. Composition of Board of Directors</b>								
Title (Mr. / Ms)	Name of the Director	PAN <sup>S</sup> & DIN	Category (Chairperson /Executive/Non-Executive/independent/Nominee) <sup>&amp;</sup>	Date of Appointment in the current term /cessation	Tenure*	No of Directorship in listed entities including this listed entity (Refer Regulation 25(1) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 26(1) of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 26(1) of Listing Regulations)
Mr.	Swapan Sarkar	BSCPS 6769R & 051494 42	Chairman, Managing Director, Non-Independent	21.05.2012	N.A.	6	6	--
Smt.	Kakali Ghosh	BPZPG 8544J & 07188585	Non-Executive/Independent	15.07.2015	63	6	5	5
Mr.	Sandip Kumar Singh	CRBPS 8929L& 084435 18	Non-Executive/Independent	01.05.2019	23	6	3	3
Mr.	Gunodhar Ghosh	CEOPG 8120D & 085246 22	Non-Executive/Independent	16.08.2019	20	6	4	4

<sup>S</sup>PAN number of any director would not be displayed on the website of Stock Exchange  
<sup>&</sup>Category of directors means executive/non-executive/independent/Nominee. if a director fits into more than one category write all categories separating them with hyphen  
\* to be filled only for Independent Director. Tenure would mean total period from which Independent director is serving on Board of directors of the listed entity in continuity without any cooling off period.

<b>II. Composition of Committees</b>		
Name of Committee	Name of Committee members	Category (Chairperson/Executive/Non-Executive/independent/Nominee) <sup>S</sup>

1. Audit Committee	Mr. Sandip Kumar Singh  Mr. Swapan Sarkar  Mr. Gunodhar Ghosh	Chairman / Non-Executive/ Independent  Member/ Executive/ Non- independent  Member / Non- Executive/Independent
2. Nomination & Remuneration Committee	Mr. Gunodhar Ghosh  Smt. Kakali Ghosh  Mr. Sandip Kumar Singh	Member/ Non-Executive/ Independent  Member/ Non- Executive/Independent  Chairman/ Non- Executive/Independent
3. Risk Management Committee (if applicable)	Not Applicable	Not Applicable
4. Stakeholders Relationship Committee <sup>†</sup>	Mr. Kakali Ghosh  Mr. Swapan Sarkar  Mr. Gunodhar Ghosh	Member/ Non- Executive/Independent  Member/ Executive/ Non- independent  Chairman/ Non-Executive/ Independent

<sup>&</sup>Category of directors means executive/non-executive/independent/Nominee. if a director fits into more than one category write all categories separating them with hyphen

### III. Meeting of Board of Directors

<i>Date(s) of Meeting (if any) in the previous quarter</i>	<i>Date(s) of Meeting (if any) in the relevant quarter</i>	<i>Maximum gap between any two consecutive (in number of days)</i>
12/11/2020	12/02/2021	91

### IV. Meeting of Committees

<i>Date(s) of meeting of the committee in the relevant quarter</i>	<i>Whether requirement of Quorum met (details)</i>	<i>Date(s) of meeting of the committee in the previous quarter</i>	<i>Maximum gap between any two consecutive meetings in number of days*</i>
12/02/2021	Yes	12/11/2020	91

\* This information has to be mandatorily be given for audit committee, for rest of the committees giving this information is optional

### V. Related Party Transactions

<i>Subject</i>	<i>Compliance status (Yes/No/NA)</i> <sup>refer note below</sup>
Whether prior approval of audit committee obtained	N/A
Whether shareholder approval obtained for material RPT	N/A
Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	N/A

**Note**


1 In the column "Compliance Status", compliance or non-compliance may be indicated by Yes/No/N.A.. For example, if the Board has been composed in accordance with the requirements of Listing Regulations, "Yes" may be indicated. Similarly, in case the Listed Entity has no related party transactions, the words "N.A." may be indicated.

2 If status is "No" details of non-compliance may be given here.

**VI. Affirmations**

1. The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015.
2. The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015
  - a. Audit Committee
  - b. Nomination & remuneration committee
  - c. Stakeholders relationship committee
  - d. Risk management committee (applicable to the top 100 listed entities)
3. The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.
4. The meetings of the board of directors and the above committees have been conducted in the manner as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.
5. This report and/or the report submitted in the previous quarter has been placed before Board of Directors. Any comments/observations/advice of Board of Directors may be mentioned here:

**For Online Information Technologies Limited**



**Swapan Sarkar**  
**Executive Director**  
**DIN: 05149442**

**Note:**

Information at Table I and II above need to be necessarily given in 1st quarter of each financial year. However if there is no change of information in subsequent quarter(s) of that financial year, this information may not be given by Listed entity and instead a statement "same as previous quarter" may be given.