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# **INCAP LIMITED**

# 1-58, NIDAMANUR,  
VIJAYAWADA - 521 104.  
ANDHRA PRADESH  
INDIA

Phones : 91-866-2842571, 2842479

E-mail : [vjwincap@hotmail.com](mailto:vjwincap@hotmail.com)

[www.incaplimited.in](http://www.incaplimited.in) CIN L32101AP1990PLC011311

Dated 24<sup>th</sup> May, 2025

INCAP/BSE/2025-26/296

To  
The Corporate Relations Department  
Bombay Stock Exchange,  
21<sup>st</sup> Floor, P.J.Tower,  
Dalal Street,  
Mumabi.

Dear Sir,

Sub : Submission of Annual Secretarial Compliance Report for the year ended on 31.03.2025 – Reg.

-X-X-X-

We are herewith enclosing the Annual Secretarial Compliance Report for the year ended on 31<sup>st</sup> March, 2025.

Thanking you,  
Yours faithfully,  
For INCAP LIMITED



(C.NEELIMA)  
MANAGING DIRECTOR  
DIN : 02737481



**A.N.SARMA, M.Com. LL.B., F.C.S., I.R.P.,**  
Practicing Company Secretary,  
Flat No.2D, Maruthi Heights, Road No.1,  
Banjara Hills, Hyderabad – 500034,  
Telangana.  
Phone : 9177509864; Email : ansarma@yahoo.co.in

**Date : 23/5/2025**

To

**Incap Limited,**  
# 1-58, Nidamanur,  
Vijayawada – 521104  
NTR District,  
Andhra Pradesh.

**Annual Secretarial Compliance Report for the  
Financial Year from 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025**

I have been engaged by **Incap Limited** (hereinafter referred to as 'the listed entity') bearing CIN: **L32101AP1990PLC011311** whose equity shares are listed on BSE Limited (Scrip Code: 517370), to conduct an audit in terms of Regulation 24A of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended, read with SEBI's Circular No. CIR/ICFD/CMD1/27/2019 dated 08 February, 2019 and to issue the Annual Secretarial Compliance Report thereon.

It is the responsibility of the management of the listed entity to maintain records, devise proper systems to ensure compliance with provisions of all applicable SEBI Regulations and circulars/ guidelines issued thereunder from time to time and to ensure that the systems are adequate and are operating effectively.

Our responsibility is to verify compliances by the listed entity with provisions of all applicable SEBI Regulations and circulars/ guidelines issued there under from time to time and issue a report thereon. Our audit was conducted in accordance with Guidance Note on Annual Secretarial Compliance Report issued by the Institute of Company Secretaries of India and in a manner which involved such Examinations and verifications as considered necessary and adequate for the said purpose.

The Annual Secretarial Compliance Report is enclosed.

**A.N.SARMA**  
Practicing Company Secretary,  
COP No 26617 | ACS: 4557  
UDIN: F004557G000419543





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**ANNUAL SECRETARIAL COMPLIANCE REPORT OF INCAP LIMITED  
FOR THE FINANCIAL YEAR FROM 1<sup>ST</sup> APRIL 2024 TO 31<sup>ST</sup> MARCH 2025**

I have examined:

- (a) All the documents and records made available to us and explanations provided by Incap Limited ('the listed entity');
- (b) filings/ submissions made by the listed entity to the stock exchanges;
- (c) website of the listed entity;
- (d) any other document/ filing, as may be relevant, which has been relied upon to make this certification;

for the financial year from **1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025** ('Review Period'), in respect of compliance with the provisions of:

- (a) the Securities and Exchange Board of India Act, 1992 ('SEBI Act') and the Regulations, circulars, guidelines issued there under; and
- (b) the Securities Contracts (Regulation) Act, 1956 ('SCRA'), rules made there under and the Regulations, circulars, guidelines issued there under by the Securities and Exchange Board of India ('SEBI').

The specific Regulations, whose provisions and the circulars/ guidelines issued there under, have been examined, include:

- (a) Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015;
- (b) Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 -- **Not Applicable as there was no reportable event during the financial year under review;**
- (c) Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011 -- **Not Applicable as there was no reportable event during the financial year under review;**
- (d) Securities and Exchange Board of India (Buy-back of Securities) Regulations, 2018 **Not Applicable as there was no reportable event during the financial year under review;**
- (e) Securities and Exchange Board of India (Share Based Employee Benefits and Sweat Equity) Regulations, 2021 -- **Not Applicable as there was no reportable event during the financial year under review;**
- (f) Securities and Exchange Board of India (Issue and Listing of Non-Convertible Securities) Regulations, 2021 -- **Not Applicable as there was no reportable event during the financial year under review;**



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- (g) Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015;
- (h) The Depositories Act, 1996 and the Regulations and Bye-laws framed thereunder; and circulars/ guidelines issued there under.

Based on the above examination, I hereby report that, during the review period:

- (a) The listed entity has complied with the provisions of the above Regulations and circulars/ guidelines issued thereunder.
- (b) The listed entity has taken the actions to comply with the observations made in previous reports. **NOT APPLICABLE**
- (c) I hereby report that, during the review period the compliance status of the listed entity with the requirements is as mentioned in **Annexure -- A** to the report.
- (d) I hereby confirm that, the listed entity has complied with the requirements for disclosure of Employee Benefit Scheme Documents in terms of regulation 46(2)(za) of the LODR read with the SEBI Circular for implementation of recommendations of the Expert Committee for facilitating ease of doing business for listed entities dated 31 December, 2024. **NOT APPLICABLE.**



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COP No. 26617 | ACS: 4557  
Peer Review Cert. No.:  
UDIN: F004557G000419543





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**ANNEXURE – A**

I hereby report that, during the review period, the compliance status of the listed entity is as given hereunder:

S.No.	Particulars	Compliance Status (Yes/No/NA)	Observations / Remarks by PCS
1.	<b>Secretarial Standard</b> The compliances of the listed entity are in accordance with the applicable Secretarial Standards (SS) issued by the Institute of Company Secretaries India (ICSI), as notified by the Central Government under section 118(10) of the Companies Act, 2013 and mandatorily applicable.	Yes	None
2.	<b>Adoption and timely updation of the Policies:</b> <ul style="list-style-type: none"><li>All applicable policies under SEBI Regulations are adopted with the approval of the Board of Directors of the listed entities.</li><li>All the policies are in conformity with SEBI Regulations and have been reviewed &amp; timely updated as per the regulations/circulars/guidelines issued by SEBI.</li></ul>	Yes	None
3.	<b>Maintenance and disclosures on Website:</b> <ul style="list-style-type: none"><li>The Listed entity is maintaining a functional website.</li><li>Timely dissemination of the documents / information under a separate section on the website.</li><li>Web-links provided in annual corporate governance reports under Regulation 27(2) are accurate and specific which re-directs to the relevant document(s)/ section of the website</li></ul>	Yes	None
4.	<b>Disqualification of Director:</b> None of the Directors of the Company are disqualified under Section 164 of Companies Act, 2013, as confirmed by the listed entity.	Yes	None
5.	<b>Details related to Subsidiaries of listed entities have been examined w.r.t.,</b> a) Identification of material subsidiary companies under review b) Requirements with respect to disclosure of material as well as other subsidiaries	Not Applicable	The Company did not have a subsidiary during the year under review





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6.	<b>Preservation of Documents:</b> The listed entity is preserving and maintaining records as prescribed under SEBI Regulations and disposal of records as per Policy of Preservation of Documents and Archival policy prescribed under SEBI Listing Regulations.	Yes	None
7.	<b>Performance Evaluation:</b> The listed entity has conducted performance evaluation of the Board, Independent Directors and the Committees at the start of every financial year/during the financial year as prescribed in SEBI Regulations.	Yes	None
8.	<b>Related Party Transactions:</b> a) The listed entity has obtained prior approval of Audit Committee for all Yes. None Related party transactions. b) The Listed entity has provided detailed reasons along with confirmation whether the transactions were subsequently approved/ratified/ rejected by the Audit Committee, in case no prior approval has been obtained.	Yes  Not Applicable	None  None
9.	<b>Disclosure of events or information:</b> The listed entity has provided all the required disclosure(s) under Regulation 30 read with Schedule III of SEBI Listing Regulations, 2015 within the time limits prescribed thereunder.	Yes	None
10.	<b>Prohibition of Insider Trading:</b> The listed entity is in compliance with Regulation 3(5) & 3(6) SEBI (Prohibition of Insider Trading) Regulations, 2015.	Yes	None
11.	<b>Actions taken by SEBI or Stock Exchange(s), if any:</b> No Actions taken against the Company/ its promoters/ directors/subsidiaries either by SEBI or by Stock Exchanges (including under the Standard Operating Procedures issued by SEBI through various circulars) under SEBI Regulations and circulars/ guidelines issued thereunder.	Yes	None
12.	<b>Resignation of statutory auditors from the listed entity or its material subsidiaries:</b> In case of resignation of statutory auditor from the listed entity or any of its material subsidiaries during the financial year, the listed	Not Applicable	None



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	entity and / or its material subsidiary(is) has/ have complied with paragraph 6.1 and 6.2 of section V-D of chapter V of the Master Circular on compliance with the provisions of the LODR Regulations by listed entities.		
13.	<b>Additional Non-compliances, if any:</b> No additional non-compliance observed for any SEBI regulation/ circular/guidance note etc.	Yes	None



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