

MINUTE BOOK

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MINUTES OF THE FOURTH MEETING OF MANAGING COMMITTEE OF ACTION ALLIANCE FOR RECYCLING BEVERAGE CARTONS "AARC" HELD ON FRIDAY, MARCH 29, 2019 AT 10:00 AM AT REGISTERED OFFICE OF THE SOCIETY I.E. A-73, MALVIYA NAGAR, NEW DELHI - 110017

Time: 10:00 AM to 11:10 AM

MEMBERS PRESENT:

NAME	ORGANISATION
Mr. Ashutosh Manohar represented through Mr. Jaideep Gokhale	Tetra Pak India Private Limited
Cdr. Amitabha Ray –Chairman of the Meeting (through audio visual mode)	Schreiber Dynamix Dairies Private Limited
Mr. Rajneesh Vasudeva (through audio visual mode)	Parag Milk Foods Limited
Mr. Sudhakar (through audio visual mode)	Dabur India Limited

SPECIAL INVITEES:

NAME	ORGANISATION
Dr. Praveen Aggarwal	CEO of AARC
Mr. Rajat Kumar and Mr. Manik Bagai	AARC
Mr. Sharad Sharma	Tetra Pak India Private Limited
Mr. Priyank Arya and Mr. Byas Anand (through audio visual mode)	Dabur India Limited
Mr. Krutin Chaturvedi (through audio visual mode)	Halewood Laboratories Private Limited
Mr. Mayank Agarwal and Ms. Shilpi Singla	KrayMan Consultants LLP

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1. QUORUM AND LEAVE OF ABSENCE:

In absence of Mr. Ashutosh Manohar, Cdr. Amitabha Ray was elected as Chairman of the Meeting. He welcomed the Members of Managing Committee and ascertained the quorum of the meeting.

Mr. Sanjeev Ganesh, an authorised representative of United Spirits Limited and Mr. Suresh Kumar BM an authorised representative of Karnataka Milk Federation, informed their inability to attend the meeting due to their pre-occupation and leave of absence was granted to them.

2. TO REVIEW & CONFIRM MINUTES OF THE PREVIOUS MANAGING COMMITTEE MEETING HELD ON 30.10.2018

Signed minutes of the previous meeting held on 30.10.2018 were placed for perusal and the same were read and confirmed.

3. TO CONSIDER AND APPROVE THE APPOINTMENT OF STATUTORY AUDITOR M/S AJAY K. SUD & ASSOCIATES

The Committee Member informed the Managing Committee that it is proposed to appoint M/s Ajay K. Sud & Associates as Statutory Auditor for AARC.

Accordingly, the following resolution was passed:

*RESOLVED THAT M/s Ajay K. Sud & Associates, Chartered Accountants, be and is hereby appointed as Statutory Auditors of the Society to hold office and audit the accounts for Financial Year 2018-19 and 2019-20, as per terms of the proposal received from them.

RESOLVED FURTHER THAT Mr. Praveen Aggarwal, CEO of the Society be and is hereby authorized to do and perform all such acts, including execution of any and all documents required for above.

RESOLVED FURTHER THAT a copy of the above resolution certified as true copy by Mr. Praveen Aggarwal, CEO of the Society may be forwarded to the concerned authorities and be requested to act thereon.*

4. TO CONSIDER AND APPROVE CHARTER OF AUTHORISATION

The Committee Member informed the Members of Managing Committee that the Charter of Authorisation divided in three categories Administrative expenses, Capital expenses and Project expenses is required to be approved. In this connection, draft Charter of Authorisation was placed before the member for their approval.

Accordingly, the following resolution was passed:

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"RESOLVED THAT Charter of Authorisation be and is hereby approved by Members of the Managing Committee.

RESOLVED FURTHER THAT the designated Members of AARC be and are hereby authorized to do and perform any and all such acts, including execution of any and all documents required for above.

RESOLVED FURTHER THAT a copy of the above resolution certified as true copy by Mr. Praveen Aggarwal, CEO of the Society may be forwarded to the concerned authorities and be requested to act thereon."

5. TO CONSIDER AND APPROVE COCA-COLA INDIA PRIVATE LIMITED REQUEST FOR BECOMING A MANAGING COMMITTEE MEMBER

The Committee Member informed the Managing Committee that they have received request from Coca-Cola India Private Limited regarding their intention to become Member in the Managing Committee.

Accordingly, the following resolution was passed:

"RESOLVED THAT Members of the Managing Committee hereby accepts the request received from Coca-Cola India to become a Member of the Managing Committee.

RESOLVED FURTHER THAT the designated Members of AARC are, hereby authorized to do and perform any and all such acts, including execution of any and all documents required for above.

RESOLVED FURTHER THAT a copy of the above resolution certified as true copy by Mr. Praveen Aggarwal, CEO of the Society may be forwarded to the concerned authorities and be requested to act thereon."

6. TO CONSIDER REQUEST FROM SIG COMBIBLOC FOR MEMBERSHIP

The Committee Member informed the Managing Committee that they have received request from SIG Combibloc on October 5, 2018 regarding their intention to become an Associate Member of the Society.

Accordingly, the following resolution was passed:

"RESOLVED THAT Members of the Managing Committee hereby accepts the request received from SIG Combibloc on October 5, 2018 to become Associate Member of the Society.

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RESOLVED FURTHER THAT the designated Members of AARC be and are hereby authorized to do and perform any and all such acts, including execution of any and all documents required for above.

RESOLVED FURTHER THAT a copy of the above resolution certified as true copy by any designated member of AARC may be forwarded to the concerned authorities and they be requested to act thereon."

7. TO CONSIDER AND APPROVE THE CODE OF CONDUCT AND HR POLICY MANUAL

The Committee Member informed the Managing Committee that the Code of Conduct and HR Policy Manual of the Society have been framed and need Members' approval as per Rule and Regulation 10 of Bye-laws. In this connection, draft of Code of Conduct and HR Policy Manual were placed before Members for their approval.

However, the Members suggested that they need more time to review these documents and requested to take this matter in the next meeting.

Chairman of the Meeting accepted the Members' request and agreed to take this agenda item again for the next Managing Committee meeting.

8. TO UPDATE ON THE ACTIVITIES TAKEN BY AARC IN TAMIL NADU, MAHARASHTRA, KERALA AND PONDICHERRY

The Committee Member informed that the Members of Managing Committee are required to be updated on various activities which have been undertaken by AARC in the state of Tamil Nadu, Maharashtra, Kerala and Pondicherry.

Mr. Praveen Aggarwal, CEO of AARC apprised the committee that AARC represented in the States of Maharashtra, Odisha, Tamil Nadu, Kerala and Puducherry. It took active participation and held many engaging sessions with the Government of Maharashtra, Tamil Nadu and Kerala to educate the State Government bodies about the value chain of the used beverage cartons.

AARC, through representations and presentations, was successful in explaining to the Government stakeholders that banning of beverage cartons and integrated straws may not be the right solution. Additionally, AARC was able to reiterate its commitment to fulfil Extended Producers Responsibility (EPR) and ensure that AARC members adhere to proper waste management practices.

AARC even assisted the Tamil Nadu Government to devise robust framework for integrated waste management in the State. This engagement led as a feedback to Ministry of Environment, Forest and

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Climate Change (MoEFCC) and Central Pollution Control Board (CPCB) to Develop National EPR framework.

9. TO UPDATE ON THE ENERGY AND RESOURCES INSTITUTE 'TERI' SURVEY

The Committee Member informed that the Members of Managing Committee are required to be updated on study conducted by AARC on collection and recycling of used cartons through TERI.

Members were apprised about the on-going survey by TERI. This survey is commissioned by Tetra Pak in every three years to explore the collection & recycling practices of UBC in different cities. This year 23 cities in south Asia are selected for the survey and the results are expected by May 2019. This time AARC took active participation on study conducted on collection and recycling of used cartons through TERI.

10. TO UPDATE ON PROPOSED NATIONAL EPR FRAMEWORK AND AARC'S RECOMMENDATIONS

The Committee Member informed that the Members of Managing Committee are required to be updated that AARC will share their recommendation to Government Authority for National EPR Framework.

The Members were apprised that AARC studied 8/9 prevailing models (proposed by regulatory bodies like MoEFCC, CPCB as well as models proposed by states like Tamil Nadu and Maharashtra). The team of AARC travelled to Ranchi and Chandigarh to take active participation in the discussion and create awareness regarding environment protection. AARC also participated in discussions with Confederation of Indian Industry (CII).

Mr. Praveen Aggarwal informed the Members of Managing Committee that they have drafted recommendations which will be circulated to Members for their feedback. It will be finalized basis on feedback received from Members and then will be shared with MoEFCC & CPCB.

11. TO CONSIDER THE PROGRESS OF FORMATION OF REGIONAL TASK FORCES

The Committee Member informed that the Members of Managing Committee that Regional Task Force has been formed on different cities
AARC shared the progress of regional Task Forces in North, Central and South India.

For the North Task Force AARC requested Dabur and Coca-Cola to become members and to take the active participation.

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For the South Task Force AARC requested United Spirits, Cavin Kare and Karnataka Milk Federation to become members and to take the active participation.

Members of the Managing Committee agreed and requested Members to take active participation.
Members suggested we are doing policy advocacy only and shall start the initiative of setting up of projects on collection and recycling.

12. TO UPDATE ON THE APPLICATION SUBMITTED UNDER SECTION 12A & SECTION 80G OF THE INCOME-TAX ACT, 1961

The Committee Member informed the Members of Managing Committee that the Society is in process to register itself under Section 12A & Section 80G of the Income-tax Act, 1961 for availing the benefit against the donation received.

13. TO DISCUSS THE PRO-RATED MEMBERSHIP FEES FOR THE MEMBERS JOINING DURING THE YEAR

The Committee Member informed that the pro-rated membership fee is required to be decided for the Members who are joining the Society during the year.

It was discussed that members joining after October 1 will pay half of the annual fee for that Financial Year. Members of the Managing Committee after having discussion on the same agreed on half yearly annual fee for the Members joining post October 1.

14. OTHER ITEMS

- **Applicability and impact of Goods & Service Tax on membership fees**

The members were apprised that AARC obtained its GSTIN (Goods & Service Tax Identification Number) in December 2018 and it is advisable to levy GST on the Membership and Annual fee.

It was decided that financial credit notes for earlier invoices, along with the fresh GST invoices will be shared with the members.

- **Launching of Website**

Members were apprised that Website for AARC (www.aarc.org.in) has been launched and it is live now. Members are requested to share their feedback on same.

- **Appointment of Rajat Kumar and Ashwani Sharma as volunteers**

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Members were apprised that Rajat Kumar and Ashwani Sharma have been associated with AARC and have been appointed as volunteers to ensure that they can act on behalf of AARC.

15. ANY OTHER ITEM WITH PERMISSION OF THE CHAIR

Committee Members informed the Managing Committee there are few matters not mentioned in Agenda items which needs to be discussed in the meeting.

1. Calling of Special General Meeting

Mr. Praveen Aggarwal, CEO of AARC informed the Members of Managing Committee that it is required to conduct a meeting of Members of Society to update about the performance of AARC.

He suggested that Meeting shall be conducted in first half of May 2019 and asked Member's suggestion as per their availability.

Members agreed for conducting meeting of Members of Society in the month of May 2019. But the final date for General Meeting will be decided as per the availability of all the Members.

16. VOTE OF THANKS

There being no other business to transact, the meeting concluded with a vote of thanks to the Chair.



Date:

Place:

Chairman

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