

# SWATI PODDAR

To,  
The Board of Directors  
**J.G.Chemicals Limited**  
Adventz Infinity @ 5,  
15<sup>th</sup> Floor, Unit 1511, Plot 5  
Block BN, Sector – V, Salt Lake Electronics Complex,  
Bidhan Nagar CK Market  
North 24 Parganas , Salt Lake  
West Bengal 700 091, India

And

**Centrum Capital Limited**  
Level 9, Centrum House, CST Road  
Vidyanagari Marg, Kalina, Santacruz (East)  
Mumbai – 400 098  
Maharashtra, India.

**Emkay Global Financial Services Limited**  
7<sup>th</sup> Floor, The Ruby, Senapati Bapat Marg  
Dadar - West  
Mumbai - 400 028  
Maharashtra, India.

**Keynote Financial Services Limited**  
The Ruby, 9th Floor, Senapati Bapat Marg  
Dadar (West)  
Mumbai - 400 028  
Maharashtra, India.

**Re: Proposed initial public offering of equity shares of face value of ₹ 10/- each (Equity Shares) by J.G.Chemicals Limited (Company) comprising a fresh issue of Equity Shares and an offer for sale of Equity Shares by Selling Shareholders (Offer).**

Dear Sir(s),

1. I, Swati Poddar, am the Company Secretary & Compliance Officer, a key managerial personnel<sup>1</sup> and senior management<sup>2</sup> of the Company, as defined under the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018, as amended and confirm that the following information with respect to me is true, adequate and not misleading and without omission of any matter that is likely to mislead. I consent to be named as a 'Key Managerial Personnel and Senior Management' of the Company and to the inclusion of the information contained in this

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<sup>1</sup> The term 'key managerial personnel' means the key managerial personnel as defined in sub-section (51) of section 2 of the Companies Act, 2013.

<sup>2</sup> The term 'senior management' means the officers and personnel of the issuer who are members of its core management team, excluding the Board of Directors, and shall also comprise all the members of the management one level below the Chief Executive Officer or Managing Director or Whole Time Director or Manager (including Chief Executive Officer and Manager, in case they are not part of the Board of Directors) and shall specifically include the functional heads, by whatever name called and the Company Secretary and the Chief Financial Officer.

**Residence Address: 97/99/1/4, Sri Arvind Road, Salkia A.C. Market, Bandhaghat  
Haora (Municipal Corporation), Salkia, Howrah, West Bengal 711 106  
Phone: 9007543411, +91 33 44150100  
Email: corporate@jgchem.com**

# SWATI PODDAR

Management' of the Company and to the inclusion of the information contained in this certificate (in part or full) in the Red Herring Prospectus (**RHP**) and in the prospectus (**Prospectus**) which the Company intends to file with the Registrar of Companies, Kolkata at West Bengal (**RoC**) and submit to the Securities and Exchange Board of India (**SEBI**), the BSE Limited (**BSE**) and the National Stock Exchange of India Limited (the **NSE**, and together with the BSE, the **Stock Exchanges**) and in any other Offer related documents.

## Profile

<b>Name (in full)</b>	Ms. Swati Poddar
<b>Father's Name (In full)</b>	Mr. Girdhari Lal Poddar
<b>Age</b>	34 Years
<b>Address</b>	97/99/1/4, Sri Arvind Road, Salkia A.C. Market, Bandhaghat Haora (Municipal Corporation), Salkia, Howrah, West Bengal 711 106
<b>Email id</b>	corporate@jgchem.com
<b>Contact Number</b>	+91 33 4415 0100
<b>Mobile No.</b>	+91 983106355
<b>Income Tax PAN No.</b>	DAZPP2577K
<b>Aadhar No.</b>	8704 4498 3499
<b>Occupation</b>	Service
<b>Date of Birth</b>	26.01.1990
<b>Nationality</b>	Indian
<b>Qualification and Work Experience</b>	I am the Company Secretary and Compliance Officer of the Company. I hold a bachelors' degree in commerce from University of Calcutta. I am an associate member of the Institute of Company Secretaries of India. I have over five years of experience in the secretarial compliance. Prior to joining J G Chemicals Limited, I was associated with Finecrete Eco – Blocks Private Limited, Hind Syntex Limited and Celica Developers private Limited. I have been associated with J.G.Chemicals since June 2022.

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# SWATI PODDAR

<b>Designation</b>	Company Secretary & Compliance Officer
<b>Details of Service Contract</b>	Appointed as Assistant Manager – Compliance as per letter dated 12 <sup>th</sup> April, 2022, Subsequently promoted as “Company Secretary & Deputy Manager – Compliance vide letter of appointment dated 25.05.2022
<b>Retirement Benefit</b>	Gratuity as per “The Payment of Gratuity Act, 1972”
<b>Relationship with other Key Managerial Personnel or persons forming part of Senior Management of the Company</b>	NIL
<b>No. of companies in which I am already a Director and out of such companies the names of the companies in which I am a Managing Director, Chief Executive Officer, Whole time Director, Secretary, Chief Financial Officer, and Manager</b>	NIL

2. I am a permanent employee on the rolls of the Company.

## **Interest of KMP, and or Senior Management**

3. Neither I nor any of my relatives (as defined under the Companies Act, 2013), hold any Equity Shares, warrants, or any other convertible instrument in the Company.
4. I do not hold any employee stock options in the Company.
5. I confirm that no equity share of the company is held by me.
6. Except to the extent of remuneration of ₹ 0.46 Million, ₹ 0.58 million and ₹ NIL and normal reimbursement of any traveling and other incidental expenses, I have not received a compensation during the period ended 31<sup>st</sup> December 2023, Fiscal 2023 and in the Fiscal 2022, respectively (including compensation received in all capacities, coverage under bonus / profit sharing plan, contingent or deferred compensation accrued during the period ended 31<sup>st</sup> December 2023, Fiscal 2023 and Fiscal 2022 respectively) and no benefits in kind were granted to me on an individual basis by the Company for services in all capacities to the Company. There is no contingent or

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# ***SWATI PODDAR***

deferred compensation accrued during the period ended 31<sup>st</sup> December 2023, Fiscal 2023 and Fiscal 2022, including any compensation payable at a later date.

7. I have no interest in the Company other than to the extent of the remuneration or benefits to which I am entitled to in accordance with the terms of my appointment and reimbursement of expenses incurred by me during the ordinary course of business.
8. I confirm that no amount or benefit, other than the compensation as disclosed above, has been paid or given to me within the 2 preceding years or intended to be paid or given to me.
9. I have not entered into any contracts or arrangement with the Company relating to my appointment and remuneration or providing for benefits upon termination of employment/retirement.
10. I am not party to any bonus or profit-sharing plan of the Company.
11. There is no arrangement or understanding with major shareholders, customers, suppliers or others, pursuant to which I was selected as key managerial personnel and as a member of the senior management of the Company.
12. I have not entered into any agreement either on my own or on behalf of any other person, with any shareholder or any other third party with regard to compensation or profit sharing in connection with dealings in the securities of the Company.
13. I confirm that there is no excessive dependence on me by the Company for the project for which the funds are being raised through the Offer.
14. Set out below are (i) the portfolios/departments that I oversee/head and (ii) the role(s) that I perform, in the Company or on the project for which the Offer is being made.

**Portfolios / Departments that I Oversee / Head:** The Secretarial Department

**Role(s) that I perform:** As the Company Secretary & Compliance Officer.

Brief Role: I am heading the Secretarial Department of the Company and also working in the capacity of Compliance Officer of the Company and handling Secretarial & Compliance matter related to Companies Act & SEBI (LODR), Investor Grievance to ensure 100% Compliances. I am not directly or indirectly (including through my relatives, as defined under the Companies Act, 2013) interested in any contract, agreement or arrangement entered into by the Company, and no payments have been made in respect of these contracts, agreements or arrangements or are proposed to be made.

15. I am not directly or indirectly (including through my relatives, as defined under the Companies Act, 2013) interested in any contract, agreement or arrangement entered into by the Company, and no payments have been made in respect of these contracts, agreements or arrangements or are proposed to be made.
16. I confirm that I will not receive any portion of the proceeds of the Offer and there are no material existing or anticipated transactions in relation to utilisation of the Offer proceeds or project cost entered into or to be entered into by me.

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# ***SWATI PODDAR***

17. I am not related to any other key managerial personnel or member of senior management or director of the Company.
18. No incentive, whether direct or indirect, in any manner, whether in cash or kind or services or otherwise, has been provided or will be provided by me to any person for making an application for equity shares in the Offer, except for fees or commission for services rendered in relation to the Offer.
19. I have not been a director, promoter, member or person in control of any entity that has been identified as a shell company identified by the Ministry of Corporate Affairs through its letter to the Securities Exchange Board of India dated June 9, 2017 (bearing reference 03/73/2017-CL-II) and subsequently published by the Securities Exchange Board of India through its letter dated August 7, 2017, bearing no. SEBI /HO/ISD/OW/P/2017/18183.
20. I have not been identified as a wilful defaulter by any bank or financial institution or consortium thereof, in accordance with the guidelines on wilful defaulters issued by the Reserve Bank of India. I am neither on the board nor associated in any manner with any company which has been identified as the vanishing company.
21. I am not interested in the appointment of any person(s) acting as the underwriter, registrar, legal counsel or BRLMs to the Offer or any such intermediary appointed in connection with the Offer.
22. I am familiar and undertake to comply with the regulations on publicity, marketing and research restrictions given in any publicity guidelines circulated by the legal counsel in relation to the Offer and the SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2018, as amended and other applicable law.
23. I confirm that I will immediately communicate any changes in writing to the above information to the Company and the BRLMs until the Equity Shares commence trading on the Stock Exchanges. In the absence of any such communication from me, the above information should be considered as updated information until the Equity Shares commence trading on the Stock Exchanges pursuant to the Offer.
24. This certificate is for information and for inclusion (in part or full) in the RHP and in the Prospectus in relation to the Offer or any other Offer-related material (together, the **Offer Documents**), and may be relied upon by the Company, the BRLMs and the legal counsel to the Offer. I hereby consent to the submission of this certificate as may be necessary to the SEBI, the RoC, the Stock Exchanges and any other regulatory authority and/or for the records to be maintained by the BRLMs and in accordance with applicable law.
25. I hereby consent to this certificate being disclosed by the BRLMs, if required (i) by reason of any law, regulation or order of a court or by any governmental or competent regulatory authority, or (ii) in seeking to establish a defence in connection with, or to avoid, any actual, potential or threatened legal, arbitral or regulatory proceeding or investigation.

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# ***SWATI PODDAR***

26. All capitalized terms used herein but not specifically defined shall have the same meaning as ascribed to them in the Offer Documents.

Yours faithfully,

*Swati Poddar*

Name: **Swati Poddar**

Date: 26.02.2024

**Encl:**

**Annexure I:** Copy of Board resolution for appointment of relevant key managerial personnel / member of senior management;

**Annexure II:** Copy of Form DIR-12 (if applicable); and

**Annexure III:** Copy of PAN Card and Aadhar Card.

**Cc:**

**BRLM Counsel**

**Bharucha & Partners**

13<sup>th</sup> Floor, Free Press House,  
Free Press Journal Marg,  
Nariman Point,  
Mumbai – 400 021  
Maharashtra, India.

**Company Counsel**

**Link Legal**

Aiwan-e-Ghalib Complex,  
Mata Sundri Lane,  
New Delhi – 110 002

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# ***SWATI PODDAR***

**Annexure I**

**Copy of Board resolution for Appointment**

**Residence Address: 97/99/1/4, Sri Arvind Road, Salkia A.C. Market, Bandhaghat  
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# ***SWATI PODDAR***

**Annexure II**

**Form DIR 12 for appointment in J. G. Chemicals Limited and its Challan**

**Residence Address: 97/99/1/4, Sri Arvind Road, Salkia A.C. Market, Bandhaghat  
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Email: corporate@jgchem.com**



# ***SWATI PODDAR***

**Annexure III**

**Copy of PAN Card and Aadhar Card**

**Residence Address: 97/99/1/4, Sri Arvind Road, Salkia A.C. Market, Bandhaghat  
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Phone: 9007543411, +91 33 44150100  
Email: corporate@jgchem.com**

# JG CHEMICALS

Date: 25<sup>th</sup> May 2022

Dear Ms. Swati Poddar

**Subject: Appointment Letter**

With reference to your application and subsequent interviews with us, we have pleasure in offering you an appointment on the following terms and conditions: -

1. **Designation:** You are being appointed as **Company Secretary & Deputy Manager - Compliance.**
2. **Salary and Grade:** You will be paid an annual salary as mentioned in the annexure to this letter of appointment and the discussions you have had with the Management. You shall treat this information as strictly confidential and you shall not disclose the same to anybody else who is part of this organization.
3. **Placement of Work:** You will be placed at Kolkata. However, your services are transferable to any of its associate or sister concern or its subsidiary at any place in India or abroad at any time at the sole discretion of the management.
4. **Reporting to Duty:** You will be reporting to the Director/ Senior Officers or anybody nominated by the Company.
5. **Office Timings:** Office starts from 9.45am with a grace period of 15 minutes ending at 10.00am.
6. **Attendance:** Staff attending office within the above time frame is treated as present for the day. If you attend office after 10.00am, you will be considered late. Three days of late coming in a month will be considered as absent for 1 day.
7. **Hours of Work:** Unless otherwise directed you will work the normal business hours of the Company (Monday to Saturday). However, you will, in addition (without additional remuneration) work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively.
8. **LTA, PF and Gratuity:** In all matters, not specifically covered by this letter, such as Provident Fund Gratuity, Leave facilities, etc. you will be governed by the Company's Rules & Regulations applicable from time to time to employees of your rank/ category.
9. **Secrecy:** (i) All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment. (ii) During the course of employment with the Company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about products / activities, know-how, methods or refinements and business plans and business secrets and other information concerning the products / business of the Company, hereinafter called "Secrets". You will be liable for prosecution for damages under law for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 5 years period during which you cannot join in any other Company who is in direct competition with ours or associated with us by any means.
10. **Effective date of Appointment:** You are required to join work by **1<sup>st</sup> June 2022** as per Board Resolution passed effective 25<sup>th</sup> May 2022. In case you do not report for work by this date, this offer will stand automatically withdrawn, unless extended by the management.
11. **Probation:** You will be on probation for a period of six months from the date of joining work. This period of probation can, however, be extended as the Company may deem fit in its sole discretion. If the management is not satisfied with your work and conduct, your services shall be liable to termination without notice at any time during or on completion of the probationary period. During the probationary period, it is mandatory to give a notice of 3 months should you decide to resign from your role. On completion of the probation period, your services shall stand confirmed in the permanent role of the Company. The Company will not provide any attestation etc. for any purpose prior to completion of the probation period.

## J. G. Chemicals Pvt. Ltd.

(AN ISO 9001, 14001 & 45001 CERTIFIED COMPANY)

34A, Mercalle Street, 3rd Floor, Kolkata - 700 013, India, Phone : +91 33 40140100, Fax : +91 33 40140199

Email : info@jgchem.com, Web : www.jgchem.com

Mfg. of : "LUXMI" BRAND ZINC OXIDE

CIN: U24100WB2001PTC093380

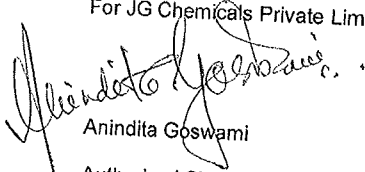
# JG C H E M I C A L S

12. **Termination:** The management, at its discretion, reserves the right to terminate this appointment letter earlier at anytime within 1 month notice or salary in lieu of notice. In case you intend to leave, you will also be required to serve 3 months notice in writing or shall forfeit 3 months' salary in lieu of notice.
13. **Other Rules and Regulations:** (i) The Company will expect you to work in the sections/ department in which you are placed with high standard of initiative, efficiency and economy. (ii) You will in all respects be governed by the rules and regulations of the Company applicable from time to time. (iii) You will devote full time to work of the Company and will not undertake any direct / indirect business or part time work on honorary or remuneration basis except with the written permission of the Company in each case. If you are found engaging in any such activity, strict disciplinary action will be taken with immediate effect. (iv) You will keep the Company informed of any change in your residential address that may happen during the course of your service with the Company.
14. **Leave:** Unless it is an emergency, all leave applications are expected to be made at least 4 weeks prior to the proposed leave dates. A written leave application form should be filled and handed over to your immediate supervisor for approval. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company
15. **Verification:** This appointment is based on the information supplied by you in your application. In the event of any information given therein being found incorrect in any material respect (in the Company's opinion) this appointment shall be null and void.
16. **Appraisal:** Kindly note that salary increments are at the sole discretion of the company management and are calculated basis employee performance. The company is under no obligation to provide annual increments. Increments, as and when decided, shall be implemented post completion of one full financial year.

Please return the duplicate copy of this letter of appointment duly signed in token of your having accepted the appointment and its term with the passport size photograph within a week's time from the date of receipt of this letter. Kindly also submit clearance from previous employer and copy of education /experience certificate along with this

Yours Sincerely,

For JG Chemicals Private Limited.

  
Anindita Goswami  
Authorized Signatory

Swati Poddar

## J. G. Chemicals Pvt. Ltd.

(AN ISO 9001, 14001 & 45001 CERTIFIED COMPANY)

34A, Metcalfe Street, 3rd Floor, Kolkata - 700 013, India, Phone : +91 33 40140100, Fax : +91 33 40140199

Email : info@jgchem.com, Web : www.jgchem.com

Mfg. of : "LUXMI" BRAND ZINC OXIDE

CIN: U24100WB2001PTC093380

# FORM NO. DIR-12

[Pursuant to sections 7(1) (c), 168 & 170 (2) of The Companies Act, 2013 and rule 17 of the Companies (Incorporation) Rules 2014 and 8, 15 & 18 of the Companies (Appointment and Qualification of Directors) Rules, 2014]



सत्यमेव जयते

Particulars of appointment of directors and the key managerial personnel and the changes among them

Form Language  English  Hindi

Refer the instruction kit for filing the form.

1. \*This form is for  New company  existing company

2. (a) \* Corporate Identity Number (CIN) of company

U24100WB2001PLC093380

(b) Global location number (GLN) of company

Pre-fill

3. (a) Name of the company

J.G.CHEMICALS LIMITED

(b) Address of the registered office of the company

34A METCALFE STREET  
KOLKATA  
West Bengal  
700013  
India

(c) E-mail ID of the company

INFO@JGCHEM.COM

4. Number of Managing director or director(s) for which the form is being filed

5. Details of the Managing Director, directors of the company

1 Details of the Managing Director or Director of the company

i Director Identification Number (DIN)

Pre-fill

ii Name

iii Father's name

iv Present residential address

v Nationality

vi Date of birth

vii Gender

viii  Appointment  Cessation  Change in designation

x Date of Appointment or change in designation

ix Designation

(DD/MM/YYYY)

xi Category

xii Whether Chairman, Executive Director, Non-Executive Director

Chairman  Executive director  Non Executive Director

xiii DIN of such director to whom appointee is alternate

Pre-fill

xiv Name of the director to whom such appointee is alternate

xv Name of the company or institution whose nominee the appointee is

xvi E-mail ID of director

xvii In case of cessation

Hereby confirmed that the above mentioned  Director  Managing director xviii is not associated with the company

with effect from

(DD/MM/YYYY) xix

due to

xx **Interest in other entities**

xxi Number of such entities

xxii \*CIN/LLPIN/FCRN/Registration number

Pre-fill

xxiii \* Name

xxiv \*Address

xxv **Nature of interest**

xxvi \*Designation

xxvii Percentage of Shareholding

xxviii Amount

xxix Others (specify)

6. Number of manager(s), secretary(s), Chief Financial Officer or Chief Executive Officer for which the form is being filed

7. Details of manager(s), secretary(s), Chief Financial Officer or Chief Executive Officer of the company

1	i	Director Identification Number (DIN), if any	<input type="text"/>	<input type="button" value="Pre-fill"/>
	ii	Income Tax permanent account number (PAN)	<input type="text" value="DAZPP2577K"/>	<input type="button" value="Verify Details"/>
	iii	<input checked="" type="radio"/> Appointment <input type="radio"/> Cessation		
	iv	Membership number of the secretary	<input type="text" value="49212"/>	
	v	First Name	<input type="text" value="SWATI"/>	
	vi	Middle Name	<input type="text"/>	
	vii	Last Name	<input type="text" value="PODDAR"/>	
	viii	Father's name		
	ix	First Name	<input type="text" value="GIRDHARI"/>	
	x	Middle Name	<input type="text" value="LAL"/>	
	xi	Last Name	<input type="text" value="PODDAR"/>	
	xii	Present residential address	xiii Line I	<input type="text" value="97/99/1/4 SRI ARVIND ROAD"/>
			xiv Line II	<input type="text" value="SALKIA"/>
	xv	City	<input type="text" value="HOWRAH"/>	
	xvi	State	<input type="text" value="West Bengal-WB"/>	xvii Pin Code <input type="text" value="711106"/>
	xviii	ISO Country Code	<input type="text" value="IN"/>	
	xix	Country	<input type="text" value="INDIA"/>	
	xx	Phone	<input type="text" value="9007543411"/>	xxi Fax <input type="text"/>
	xxii	Date of birth	<input type="text" value="26/01/1990"/>	(DD/MM/YYYY)
	xxiii	Designation	<input type="text" value="Secretary"/>	
	xxiv	Date of Appointment or cessation	<input type="text" value="01/06/2022"/>	(DD/MM/YYYY)
	xxv	E-mail ID	<input type="text" value="cs@jgchem.com"/>	

### Attachments

List of attachments

- (1) Declaration by first director
- (2) Declaration of the appointee director in Form No. DIR-2;
- (3) Notice of resignation;
- (4) Evidence of cessation;
- (6) Optional attachment(s) - if any.

Attach	Consent Letter-Swati Poddar.pdf
Attach	
Attach	
Attach	
Attach	
Remove attachment	

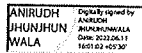
**Declaration**

I \* ANIRUDH JHUNJHUNWALA

- A person named in the articles as a \_\_\_\_\_ of the company  
(in case if a new company) or
- authorized by the Board of Directors of the Company vide \_\_\_\_\_  
number dated 25/05/2022

to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. I also declare that all the information given herein above is true, correct and complete including the attachments to this form and nothing material has been suppressed.

\* To be digitally signed by



\* Designation Director

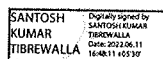
\* Director identification number of the director; or DIN or PAN of the manager or CEO or CFO; or Membership number of the secretary 00234879

**Certificate by practicing professional**

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of the Companies Act, 2013 and Rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original/certified records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that:

- The said records have been properly prepared, signed by the required officers of the Company and maintained as per the relevant provisions of the Companies Act, 2013 and were found to be in order ;
- All the required attachments have been completely and legibly attached to this form;
- It is understood that I shall be liable for action under Section 448 of The Companies Act, 2013 for wrong certification, if any found at any stage.

\* To be digitally signed by



- Chartered accountant (in whole-time practice) or  Cost accountant (in whole-time practice) or
- Company secretary (in whole-time practice)

\* Whether Associate or fellow  Associate  Fellow

Membership number 3811

Certificate of Practice Number 3982

Modify	Check Form	Prescrutiny	Submit
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This eForm has been taken on file maintained by the Registrar of companies through electronic mode and on the basis of statement of correctness given by the filing company.







**MINISTRY OF CORPORATE AFFAIRS****RECEIPT****G.A.R.7**

SRN : F05709274

Service Request Date : 11/06/2022

Payment made into : HDFC Bank

Received From :

Name : SANTOSH KUMAR TIBREWALLA  
Address : 5A, N.C. Dutta Sarani  
(Formerly Clive Ghat Street) 3rd Floor  
KOLKATA, West Bengal  
India - 700001

Entity on whose behalf money is paid

CIN: U24100WB2001PLC093380  
Name : J.G.CHEMICALS LIMITED  
Address : 34A METCALFE STREET  
  
KOLKATA, West Bengal  
India - 700013

Full Particulars of Remittance

Service Type: eFiling

Service Description	Type of Fee	Amount(Rs.)
Fee For Form DIR-12	Normal	600.00
<b>Total</b>		<b>600.00</b>

Mode of Payment: Internet Banking - HDFC Bank

Received Payment Rupees: Six Hundred Only

Note -The Registrar may examine this eForm any time after the same is processed by the system under Straight Through Process (STP). In case any defects or incompleteness in any respect is noticed by the Registrar , then this eForm shall be treated and labeled as defective and the eForm shall have to be filed afresh with the fee and additional fee, as applicable. (Please refer Rule 10 of the Companies (Registration offices offices and Fees) Rules, 2014)

# FORM NO. DIR-12

[Pursuant to sections 7(1) (c), 168 & 170 (2) of The Companies Act, 2013 and rule 17 of the Companies (Incorporation) Rules 2014 and 8, 15 & 18 of the Companies (Appointment and Qualification of Directors) Rules, 2014]



Particulars of appointment of directors and the key managerial personnel and the changes among them

Form Language  English  Hindi

Refer the instruction kit for filing the form.

1. \*This form is for  New company  existing company

2. (a) \* Corporate Identity Number (CIN) of company

L17118MP1980PLC001697

(b) Global location number (GLN) of company

Pre-fill

3. (a) Name of the company

HIND SYNTEX LTD.

(b) Address of the registered office of the company

PLOT NO.2,3,4 AND 5 INDUSTRIAL GROWTH CENTRE  
INDUSTRIAL GROWTH CENTRE  
KURAWAR  
Rajgarh  
Madhya Pradesh  
465667

(c) E-mail ID of the company

compliance@wearitgroup.com

4. Number of Managing director or director(s) for which the form is being filed

5. Details of the Managing Director, directors of the company

1 Details of the Managing Director or Director of the company

i Director Identification Number (DIN)

Pre-fill

ii Name

iii Father's name

iv Present residential address

v Nationality

vi Date of birth

vii Gender

viii  Appointment  Cessation  Change in designation

x Date of Appointment or change in designation

ix Designation

(DD/MM/YYYY)

xi Category

xii Whether Chairman, Executive Director, Non-Executive Director

Chairman  Executive director  Non Executive Director

xiii DIN of such director to whom appointee is alternate

Pre-fill

xiv Name of the director to whom such appointee is alternate

xv Name of the company or institution whose nominee the appointee is

xvi E-mail ID of director

xvii In case of cessation

Hereby confirmed that the above mentioned  Director  Managing director xviii is not associated with the company

with effect from  (DD/MM/YYYY) xix due to

xx Interest in other entities

xxi Number of such entities

xxii \*CIN/LLPIN/FCRN/Registration number

Pre-fill

xxiii \* Name

xxiv \* Address

xxv Nature of interest

xxvi \* Designation

xxvii Percentage of Shareholding

xxviii Amount

xxix Others (specify)

6. Number of manager(s), secretary(s), Chief Financial Officer or Chief Executive Officer for which the form is being filed

7. Details of manager(s), secretary(s), Chief Financial Officer or Chief Executive Officer of the company

1	i Director Identification Number (DIN), if any	<input type="text"/>	<input type="button" value="Pre-fill"/>
	ii Income Tax permanent account number (PAN)	<input type="text" value="DAZPP2577K"/>	<input type="button" value="Verify Details"/>
	iii <input type="radio"/> Appointment <input checked="" type="radio"/> Cessation		
	iv Membership number of the secretary	<input type="text" value="49212"/>	
	v First Name	<input type="text" value="SWATI"/>	
	vi Middle Name	<input type="text"/>	
	vii Last Name	<input type="text" value="PODDAR"/>	
	viii <b>Father's name</b>		
	ix First Name	<input type="text" value="GIRDHARI"/>	
	x Middle Name	<input type="text" value="LAL"/>	
	xi Last Name	<input type="text" value="PODDAR"/>	
	xii Present residential address	xiii Line I	<input type="text" value="97/99/1/4 SRI ARVIND ROAD"/>
		xiv Line II	<input type="text"/>
	xv City	<input type="text" value="HOWRAH"/>	
	xvi State	<input type="text" value="West Bengal-WB"/>	xvii Pin Code <input type="text" value="711106"/>
	xviii ISO Country Code	<input type="text" value="IN"/>	
	xix Country	<input type="text" value="INDIA"/>	
	xx Phone	<input type="text" value="9007543411"/>	xxi Fax <input type="text"/>
	xxii Date of birth	<input type="text" value="26/01/1990"/>	(DD/MM/YYYY)
	xxiii Designation	<input type="text" value="Secretary"/>	
	xxiv Date of Appointment or cessation	<input type="text" value="31/03/2020"/>	(DD/MM/YYYY)
	xxv E-mail ID	<input type="text" value="swatipoddar408@gmail.com"/>	

### Attachments

List of attachments

(1) Declaration by first director

(2) Declaration of the appointee director in Form No. DIR-2;

(3) Notice of resignation;

(4) Evidence of cessation;

(6) Optional attachment(s) - if any.

RESIGNATION EVIDENCE.pdf

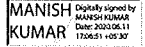
**Declaration**

I \*

A person named in the articles as a  of the company  
(in case if a new company) or

authorized by the Board of Directors of the Company vide   
number dated

to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. I also declare that all the information given herein above is true, correct and complete including the attachments to this form and nothing material has been suppressed.

\* **To be digitally signed by** 

\* Designation

\* Director identification number of the director; or DIN or PAN of the manager or CEO or CFO; or Membership number of the secretary

**Certificate by practicing professional**

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of the Companies Act, 2013 and Rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original/certified records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that:

- The said records have been properly prepared, signed by the required officers of the Company and maintained as per the relevant provisions of the Companies Act, 2013 and were found to be in order ;
- All the required attachments have been completely and legibly attached to this form;
- It is understood that I shall be liable for action under Section 448 of The Companies Act, 2013 for wrong certification, if any found at any stage.

\* **To be digitally signed by**

Chartered accountant (in whole-time practice) or  Cost accountant (in whole-time practice) or

Company secretary (in whole-time practice)

\*Whether Associate or fellow  Associate  Fellow

Membership number

Certificate of Practice Number

**This eForm has been taken on file maintained by the Registrar of companies through electronic mode and on the basis of statement of correctness given by the filing company.**







**EXTRACTS OF THE MINUTES OF THE MEETING OF BOARD OF DIRECTORS OF THE COMPANY HELD AT THE REGISTERED OFFICE OF THE COMPANY ON WEDNESDAY, THE 25<sup>TH</sup> DAY OF MAY, 2022.**

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**APPOINTMENT OF COMPLIANCE OFFICER**

The Chairman informed the Board in view of the Initial Public Offer and applicability of the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018, as amended (“SEBI ICDR Regulations”) and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended (“SEBI Listing Regulations”), the Company was required to appoint a compliance officer in relation to the Offer who shall be responsible for monitoring the compliance of the securities laws and for redressal of investors’ grievances. The Board considered the same and decided to appoint Ms. Swati Poddar, Company Secretary as Compliance officer and it was -

“**RESOLVED THAT** Ms. Swati Poddar, a qualified Company Secretary and Company Secretary of our Company be and is hereby appointed as the Compliance Officer of the Company in accordance with Regulation 6 of the SEBI Listing Regulations and Regulation 23 of the SEBI ICDR Regulations, to perform various acts, deeds and functions in accordance with the applicable law including the Securities and Exchange Board of India Act, 1992, the SEBI ICDR Regulations, the Companies Act, 2013 and the rules framed thereunder, each as amended, the Securities Contracts (Regulation) Act, 1956, along with the rules made thereunder as amended (“SCRA”), the Depositories Act, 1996 and the SEBI Listing Regulations, each, as amended and the rules and regulations made thereunder and the regulations, general or special orders, guidelines or circulars made or issued by SEBI or any other regulatory authority for monitoring such compliance and redressal of investors’ grievances, and any other ancillary activities in relation to the Offer.

**FURTHER RESOLVED THAT** Ms. Poddar shall also be responsible for: (i) ensuring conformity with regulatory provisions applicable to the Company in letter and spirit; (ii) co-ordination with and reporting to the board of directors, recognized stock exchanges and depositories with respect to compliance with rules, regulations and other directives of these authorities in manner as specified from time to time; (iii) ensuring that the correct procedures have been followed that would result in the correctness, authenticity and comprehensiveness of the information, statements and reports filed by the Company under the SEBI Listing Regulations; (iv) monitoring email address of grievance redressal division as designated by the Company for the purpose of registering complaints by investors; and any other ancillary activities in relation to the Offer.

**RESOLVED FURTHER THAT** Mr. Suresh Jhunjunwala, Executive Chairman, Mr. Aniruddh Jhunjunwala, Mg. Director & CEO, Mr. Anuj Jhunjunwala, Whole Time

**J. G. Chemicals Limited**

(AN ISO 9001, 14001 & 45001 CERTIFIED COMPANY)

34A, Metcalfe Street, 3rd Floor, Kolkata - 700 013, India, Phone : +91 33 40140100, Fax : +91 33 40140199

Email : info@jgchem.com, Web : www.jgchem.com

Mfg. of : "LUXMI" BRAND ZINC OXIDE

CIN: U24100WB2001PLC093380

# JG C H E M I C A L S

Director & CFO be and are hereby severally authorized to do all such acts, things and deeds on behalf of the Company to effectively implement the aforesaid decision.”

**CERTIFIED TO BE TRUE COPY**

**For J. G. Chemicals Limited**



**Suresh Jhunjunwala**  
**Executive Chairman**  
**DIN : 00234725**

**J. G. Chemicals Limited**

(AN ISO 9001, 14001 & 45001 CERTIFIED COMPANY)  
34A, Metcalfe Street, 3rd Floor, Kolkata - 700 013, India, Phone : +91 33 40140100, Fax : +91 33 40140199.  
Email : [info@jgchem.com](mailto:info@jgchem.com), Web : [www.jgchem.com](http://www.jgchem.com)  
Mfg. of : "LUXMI" BRAND ZINC OXIDE  
**CIN: U24100WB2001PLC093380**





**EXTRACTS OF THE MINUTES OF THE MEETING OF BOARD OF DIRECTORS  
OF THE COMPANY HELD AT THE REGISTERED OFFICE OF THE COMPANY  
ON WEDNESDAY, THE 25<sup>TH</sup> DAY OF MAY, 2022.**

---

**APPOINTMENT OF COMPANY SECRETARY (CS) (DESIGNATED AS WHOLE  
TIME KEY MANAGERIAL PERSONNEL) OF THE COMPANY**

The Chairman proposed to the Board to appoint Ms. Swati Poddar as the Company Secretary (designated as a Whole-time Key Managerial Personnel) of the Company for looking after the legal & various other compliance of the Company. She informed that Ms. Swati Poddar had already given her consent for the same. A copy of the same was placed before the Board for perusal of the Directors present. She then proposed to appoint Ms. Swati Poddar as the Company Secretary and Compliance Officer of the Company with immediate effect i.e. 1<sup>st</sup> June, 2022. The Board after due discussions, accepted the proposal and it was –

“**RESOLVED THAT** pursuant to the provisions of Section 203 of the Companies Act, 2013 and the rules made there under, consent of the Board of Directors of the Company be and is hereby accorded for the appointment of Ms. Swati Poddar as the Company Secretary (designated as a Whole-time Key Managerial Personnel) of the Company with immediate effect i.e. 1<sup>st</sup> June, 2022 on the terms and conditions as placed before the meeting and noted by the Board.

**RESOLVED FURTHER THAT** any of the executive Directors of the Company be and are hereby severally authorized to file Form DIR 12 and MGT 14 with the Registrar of Companies, West Bengal under their digital signature and to do all such acts, deeds and things as may be required for this purpose.”

Certified to be true.

**For and on behalf of the board  
M/s. J.G.Chemicals Limited**

  
**Anirudh Jhunjunwala  
Managing Director  
DIN-00234879**

**J. G. Chemicals Limited**

(AN ISO 9001, 14001 & 45001 CERTIFIED COMPANY)  
34A, Metcalfe Street, 3rd Floor, Kolkata – 700 013, India, Phone : +91 33 40140100, Fax : +91 33 40140199  
Email : info@jgchem.com, Web : www.jgchem.com  
Mfg. of : “LUXMI” BRAND ZINC OXIDE  
CIN: U24100WB2001PLC093380

आयकर विभाग

INCOME TAX DEPARTMENT

SWATI PODDAR

GIRDHARI LAL PODDAR

26/01/1990

Permanent Account Number

DAZPP257K

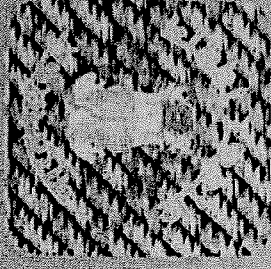
Swati Poddar

Signature



भारत सरकार

GOVT. OF INDIA



10032016

Swati Poddar



भारत सरकार  
Unique Identification Authority of India



नामांकन क्रम / Enrollment No 2016/00383/00863

To,  
स्वाती पोद्दार  
Swati Poddar  
D/O: Girdhari Lal Poddar  
97/99/1/4  
Sri Arvind Road  
Salkia A.C. Market Bandhaghat  
Haora (M.Corp)  
Salkia Haora Howrah  
West Bengal 711106  
9007543411

Ref: 1197 / 08V / 357810 / 357838 / P



SA443394500FT



आपका आधार क्रमांक / Your Aadhaar No. :

**8704 4498 3499**

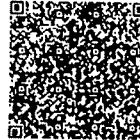
मेरा आधार, मेरी पहचान



भारत सरकार  
Government of India



स्वाती पोद्दार  
Swati Poddar  
जन्म तिथि / DOB : 26/01/1990  
महिला / Female



**8704 4498 3499**

मेरा आधार, मेरी पहचान

*Swati Poddar*

Date: 10/01/2017

Ref: No. FEBPL/01-17/459

To

Ms. Swati Poddar

Kolkata

Email: swatipoddar408@gmail.com

**SUB: Offer letter for the post of "Company Secretary" - Reg**

This is in reference to the above subject and the interview you had with us. We are pleased to offer you the post of "Company Secretary" in Our Registered Office at Kolkata. Your total consolidated CTC will be as per our discussion and mutually agreed, which is inclusive of all benefits like Medical, LTA etc.

You are required to contact HR Department, Gurgaon at the joining along with the following documents:-

- 1) Educational Certificate – starting from 10<sup>th</sup>
- 2) Two passport size photographs along with a valid photo ID and ADDRESS PROOF.
- 3) Medical fitness certificate from any Govt. Doctor.
- 4) Your previous employment salary certificate to be produced within one week of the receipt of this offer letter.
- 5) Copy & Acceptance of the Resignation letter given to the present company.

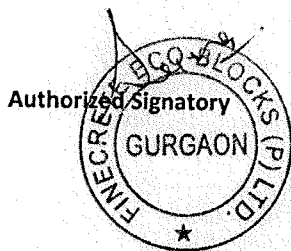
As discussed you would be joining our organization latest by 10<sup>th</sup> January 2017.

Your Appointment Letter along with your detailed salary package will follow soon, after the completion of your submission of necessary documents.

We hope that in your role and designation as awarded, you will play a vital and a fruitful role for the company, and thereby making it a learning experience for yourself too. Please sign the duplicate copy of this offer letter as a Token of your acceptance for the above term and condition at the earliest.

Wishing you all the Best!!!

For Finecrete Eco – Blocks Pvt. Ltd



Finecrete Eco-Blocks (P) Ltd.

Registered Office Unit -3B, Anuj Chambers, 24, Park Street, Kolkata – 700 016

Factory Village & P.O. Waisor, Tehsil – Madlauda, District Panipat – 132 113

Corporate Office 111, Suncity Business Tower, Golf Course Road, Sec 54, Gurgaon - 122 002

E-mail info@finecrete.in Contact +91 97291 00666 CIN No. U26960WB2013PTC196584





**WEARIT**  
GROUP

**HIND SYNTEX LTD.**



1<sup>ST</sup> February 2019

Mrs. SWATI PODDAR  
97&99/1/4 Sri Arvind  
Road Salkia Howrah  
711106

Dear Sir,

This has a reference to your interview we have pleasure in confirming your appointment as "COMPANY SECRETARY" in our company effective today on the following terms and conditions:

1. You will be entitled to a salary as detailed in Annexure – 'A' enclosed herewith
2. You will be reporting to the CFO/Group Head - Commercial of the company or any other person nominated by the company. The Company will expect you to work in the Section/ Department in which you are placed with a high standard or initiative efficiency and economy.
3. You will be placed at Kolkata. However, your service are transferable to any place in the country or to any office, associate or sister concern or subsidiary at any place in India or abroad whether existing today or which may come up in future at any time at the sole discretion of the management.
4. You will not give out to anyone by word or mouth or otherwise particulars or details of manufacturing process, technical know-how, security arrangement administration and / or organizational matter pertaining to the company which may be your personal privilege to know by virtue of being in the employment of the company.
5. You shall while in the service of the Company, devote your time and attention exclusively to the business and interest of the company and shall not engage in any other commercial business or pursuit, part-time or full time assignment or work or advisory capacity for others except with the prior consent in writing from the Company or unless you are deputed to do so by the Company.
6. You shall not receive any present, gift, commission, loans, advances or any sort of gratification or benefits in cash or kind from any person, party, or firm or company having dealings or any connection with the company and if you are offered the same, you shall immediately report the matter to the company in writing and should you receive any offering, you hereby undertake to hand over the same to the company forth with.

**Corporate Office :** 5E & F, Crescent Tower, 229, A.J.C. Bose Road, Kolkata-700 020.

Ph : +91 33 4003 6164 / 6165. Fax : +91 33 4003 6158. Email : kolkata@wearitgroup.com

**Indore Office :** Sterling Tower, Office No. 214, 4th Floor, 2, M. G. Road, Indore-452 001. Madhya Pradesh

Ph : +91 731 4065347, Fax : +91 731 4064767. Email : indore@wearitgroup.com

**Registered Office & Manufacturing Complex :** Plot No. 2, 3, 4 & 5 Sector A, Industrial Growth Centre, Pillukhedi-465667, Dist : Raigarh, Madhya Pradesh.

Ph : +91 7375 2444350; +91 93015 28698. Email : pillukhedi@wearitgroup.com

CIN : L17118MP1980PLC001697



**WEARIT**  
GROUP

**HIND SYNTEX LTD.**



7. You shall undertake and agree that all property including correspondence addressed to or by you, specification, vouchers, literatures, books, circulars, articles, goods etc. or property of any nature whatsoever belongings to the company or relating to the company's business which shall come into your possession in the course of your employment or otherwise shall be held by you as a trustee for the company and shall deliver the same to the company on demand without claiming any lien or right whatsoever thereon.
8. Your appointment is subject to certifying by medical officer that you are medically fit.
9. This appointment can be terminated by either side by giving one month's notice or payment in lieu thereof.
10. You will be governed by the rules and regulations as applicable in force, amended or altered from time to time during the course of your employment.
11. You will be automatically retired from the services of the company on attaining the age of 60 yrs. An extension of the same may, however be given at the discretion of management.
12. You may be retired if found medically unfit.
13. Your first annual evaluation will be done after completion of one year from the date of joining the Company.

Please sign and return the duplicate copy of this letter as token of accepted the terms and condition for our records.

Thanking you

Your faithfully  
For Hind Syntex Ltd

H.R. Department  
Authorised Signatory  
Encl: As above

I agree to accept employment on the terms and conditions mentioned above and agree to abide by the rules and regulation of the company.

*Swati Poddar*

Accepted

**Corporate Office :** 5E & F, Crescent Tower, 229, A.J.C. Bose Road, Kolkata-700 020.

Ph : +91 33 4003 6164 / 6165. Fax : +91 33 4003 6158. Email : kolkata@wearitgroup.com

**Indore Office :** Sterling Tower, Office No. 214, 4th Floor, 2, M. G. Road, Indore-452 001. Madhya Pradesh

Ph : +91 731 4065347. Fax : +91 731 4064767. Email : indore@wearitgroup.com

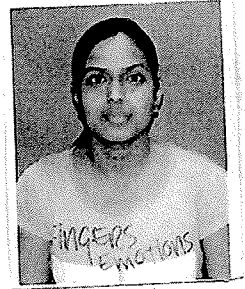
**Registered Office & Manufacturing Complex :** Plot No. 2, 3, 4 & 5 Sector A, Industrial Growth Centre, Pillukhedi-465667, Dist : Rajgarh, Madhya Pradesh.

Ph : +91 7375 2444350; +91 93015 28698. Email : pillukhedi@wearitgroup.com

CIN : L17118MP1980PLC001697

**FORM 'A'**  
**APPLICATION FOR ADMISSION AS AN ASSOCIATE MEMBER**  
 [See Reg. 5(1)]

To,  
 The Secretary to the Council of  
 The Institute of Company Secretaries of India  
 'ICSI House', 22, Institutional Area, Lodi Road,  
 New Delhi - 110 003



Sir,

I hereby apply for admission as Associate Member of the Institute of Company Secretaries of India in accordance with the provisions contained in the Company Secretaries Act, 1980 and the Regulations made there under and declare that I am not subject to any of the disabilities stated in the Act or the regulations of the Institute. The required particulars are furnished below:

1.	Name in Full (In Block Letters)	PODDAR SWATI		
		Surname	Middle Name	First Name
2.	Father's Name	GIRDHARI LAL PODDAR		
3.	Date of Birth*	26	01	1990
		Day	Month	Year
4.	(i) Nationality	INDIAN		
	(ii) Citizenship	INDIAN		
	(iii) Domicile (Permanent place of residence)	INDIA		
5.	If not an Indian citizen, whether Certificate of Indian Domicile has been obtained**	<input type="checkbox"/>	<input type="checkbox"/>	
		Yes	No	
6.	Educational/Professional Qualifications	B.COM (HONS)		
7.	Address (In Capital Letters) (i) Professional***	Designation _____		
		Name of Company/Organisation _____		
		Address _____		
		City _____		

		State _____ Pin Code _____ Telephone No. _____ Fax No _____ E.mail _____ Cellular No. _____ Website : _____ PAN Number : _____ UID Number : _____
	(ii) Residential	<u>97 &amp; 99/1/4 Sri Arvind Road,</u> <u>Hawrah</u>  City <u>Kolkata</u> State <u>WESTBENGAL</u> Pin Code <u>700066</u> Telephone No. <u>9007543411</u> Fax No. _____ E-mail <u>Syrrati/baddar408@gmail.com</u>
	(iii) Address for all correspondence (Please tick desired address)	<input type="checkbox"/> Professional <input checked="" type="checkbox"/> Residential
8	(a) Registration Number as a student for Company Secretaries Examinations conducted by the Company Law Board/Dissolved Company/Institute with month & year of passing the Final examination	Regn. No. <u>120535276/08/2011</u> Name of the body <u>ICSI</u> Passed in (Month & Year) <u>JUNE, 2016</u> Licentiate No. (if enrolled as Licentiate ICSI) _____
	(b) Particulars of such other company secretaryship qualification acquired from foreign body recognised by the Central Government/the Council as being equivalent to the Institute's examination and training	(i) Name of Foreign Body _____ (ii) Student Registration No. _____ (iii) Date of Registration _____ (iv) Month, year & place from where appeared for the Final Examination of that body _____ (v) Membership number, date & place of admission Membership No. _____ Date _____ Place _____
9	Details of Practical experience acquired as provided under regulation 46 AB (1) or 48 of Company Secretaries Regulations, 1982 (as amended upto 1 <sup>st</sup> April, 2014)	



	Name of the organisation, paid-up share capital/reserves, if any	Period		Nature of supervisory Experience with designation
		From	To	
10	Details of practical training undergone under regulation 50 of the Company Secretaries Regulations, 1982 <b>under the old training structure applicable to the students registered for Executive Programme on or before 31<sup>st</sup> March, 2014 who did not opt for the new training structure.</b>			
	Name of organisation	Period of Training		
		From	To	
	NETWORK INDUSTRIES LTD	19.03.2014	19.11.2015	
11	Details of training undergone with specialized agency under regulation 50(b) of the Company Secretaries Regulations, 1982 <b>under the old training structure applicable to the students registered for Executive Programme on or before 31<sup>st</sup> March, 2014 who did not opt for the new training structure.</b>			
	Name of Organisation	Period of Training		
		From	To	
12	Details of total or partial exemption from training granted under regulation 46 AB (2) or 48, 51, 52 & 53			
	Details of Exemption			
	Period	Regulation	Nature of Training	
13	Details of Management Skills Orientation Programme (MSOP) /(SMTP) attended :			
	(i) Organized by : <u>ICSI - ERIC</u>			
	(ii) Period : From <u>26.10.2016</u> To <u>08.11.2016</u>			
14	I hereby declare that I am/am not a permanent resident of India/resident outside India under the Foreign Exchange Management Act, 1999.			
15	I hereby undertake that if admitted as an associate member of the Institute, I shall be bound by the Company Secretaries Act, 1980 and the regulations made there-under as amended from time to time and shall abide by such bye-laws, rules, standing orders, directions, conditions & guidelines as may be laid down by the Council and made applicable to me from time to time.			
16	I enclose			
	(ii) Two fitness certificates from two members having at least three years standing as members of the Institute.			
	(iii) A demand draft/pay - in slip No. _____ dated _____ for Rs. _____ *** drawn in favour of the Institute of Company Secretaries of India drawn on _____ (Bank) payable at New Delhi			
	(iv) Specimen signature card with photograph.			
	(v) <b>I voluntarily submit my CSBF application form for enrolment as member of Company Secretaries Benevolent Fund with a DD/Cheque for Rs. 7,500/- drawn in favour of 'Company Secretaries Benevolent Fund' towards Life Membership fee.</b>			

Note: Please upload photo image and signature after getting ACS Membership Number.

I solemnly declare that what I have stated above is true and correct to the best of my knowledge and belief.

Place *Kolkata*  
Date *11/12/2016*

Yours faithfully,

*Swati Poddar*  
Signature

- 
- \* Applicant is requested to send photocopies of certificates of his/her date of birth and degree Examination(s) attested by **any member of the Institute with his signature and seal indicating his name and membership number** or any Officer of the Institute of the rank of Section Officer or above.
- \*\* Applicant is requested to send certificate of Indian Domicile in original alongwith Photostat copy thereof, if applicable.
- \*\*\* **In case professional address is not provided, the residential address would be treated as professional address and also communication address by default and the same would be displayed on the website**
- \*\*\*\*  
Rs. 1500/- Entrance Fee  
Rs. 1125/- Annual Associate Membership Fee (Rs. 562.50 if admitted during October-March)  
Rs. 7500/- Subscription of life membership of CSBF
- 
- Total Rs. 10,125/-

**CERTIFICATE OF FITNESS FOR ADMISSION TO ASSOCIATE MEMBERSHIP**  
(Pursuant to regulation 54/46AD)

Certified that Mr./Ms. SWATI PODDAR  
who is applying for being admitted as an Associate member of "The Institute of Company Secretaries of India" and claims to have acquired necessary practical experience and undergone the prescribed practical training, is in my opinion, a fit and appropriate person to be admitted to the membership of the Institute.

Signature 

Date: 08/12/2016

Name CS Deepak K. Khaitan

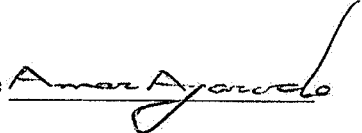
Place: Kolkata

Membership No. ACS/FCS 5615

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**CERTIFICATE OF FITNESS FOR ADMISSION TO ASSOCIATE MEMBERSHIP**  
(Pursuant to regulation 54/46AD)

Certified that Mr./Ms. SWATI PODDAR  
who is applying for being admitted as an Associate member of "The Institute of Company Secretaries of India" and claims to have acquired necessary practical experience and undergone the prescribed practical training, is in my opinion, a fit and appropriate person to be admitted to the membership of the Institute.

Signature 

Date: 08/12/2016

Name AMAR AGARWALA

Place: KOLKATA.

Membership No. ACS/FCS 11099

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*Note: Certificate of Fitness for admission to Associate Membership are to be obtained at least from two members having a standing of three years membership.*

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**THE INSTITUTE OF  
Company Secretaries of India**

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**

Statutory body under an Act of Parliament

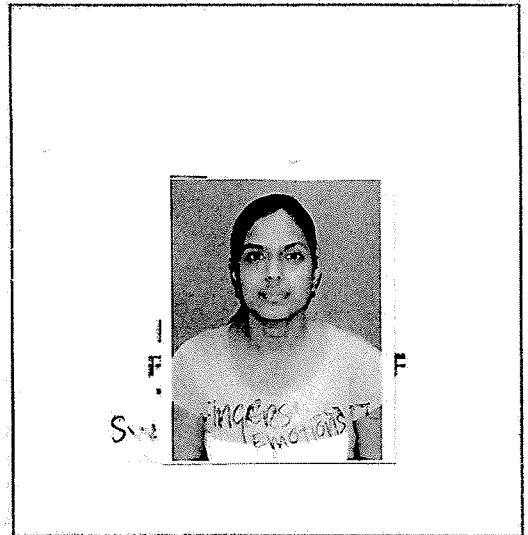
ICSI HOUSE, 22, Institutional Area, Lodi Road, New Delhi-110 003.

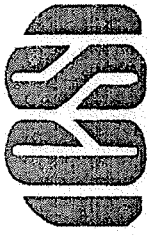
**SPECIMEN SIGNATURE CARD**

Name..... SWATI PODDAR  
(In capital letters)

ACS/FCS Number.....  
Specimen Signatures

1.	<u>Swati Poddar</u>
2.	<u>Swati Poddar</u>





**EASTERN  
INDIA  
REGIONAL  
COUNCIL**

**THE INSTITUTE OF  
Company Secretaries of India  
IN PURSUIT OF PROFESSIONAL EXCELLENCE**

Statutory body under an Act of Parliament  
Under the Jurisdiction of Ministry of Corporate Affairs  
ICSI-EIRC BUILDING, 3A, Ahiripukur 1st Lane, Kolkata - 700 019

**Course Completion Certificate**

**STUDENT INDUCTION PROGRAMME**

This is to certify that *Mr./Ms. Swati Poddar* .....  
 Bearing student registration no. *120535276/08/2011* .....  
 attended and successfully completed the 7 days' Student Induction programme  
 organised by the Eastern India Regional Council of the Institute  
 from *15.02.2014* to *22.02.2014* .....  
 given and issued at Kolkata on this *22nd* day of *February, 2014* .....

*[Signature]*  
 Programme Co-ordinator

*[Signature]*  
 Chairman

*Swati Poddar*



Delegate No: 1754

Date: 8<sup>th</sup> January, 2014

**CERTIFICATE FOR PDP HOURS**

This is to certify that Mr./ Ms. Swati Poddar,  
bearing Student Registration No. 120535276/08/2011, attended  
the "26<sup>th</sup> Regional Student's Conference" organized by The Institute of  
Company Secretaries of India, Eastern India Regional Council (ICSI-EIRC)  
from 5<sup>th</sup> – 8<sup>th</sup> January, 2014 at Kolkata.

He / She is hereby awarded 25 (twenty five) PDP hour in terms of the  
Institute's Guidelines for compulsory attendance of Professional Development  
programme by the Student.

Place: Kolkata

  
Authorized Signatory



# THE INSTITUTE OF Company Secretaries of India

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**

Statutory body under an Act of Parliament

"ICSI HOUSE" 22, Institutional Area, Lodi Road, New Delhi-110003

Phones : 011-41504444, 24617321, Fax : 91-11-24626727

E-mail : [info@icsi.edu](mailto:info@icsi.edu); Website : [www.icsi.edu](http://www.icsi.edu)

**HOOGLY CHAPTER**  
**of Eastern India Regional Council**

## Certificate For Participation

Sl. No. : 0934

This is to Certify that Ms./Mr. \_\_\_\_\_

*Swati Poddar*

Registration No. \_\_\_\_\_ attended 3rd Annual Students Conference

held on Sunday, 22nd September, 2013 at Sarat Sadan, Howrah as a Participant.

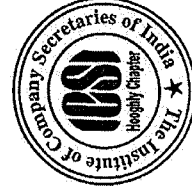
She/He is hereby awarded Full Day PDP Exemption

Date : 22<sup>nd</sup> September, 2013

Place : Rishra

*[Signature]*

Office In-Charge



*[Signature]*

Chairman



EASTERN  
INDIA  
REGIONAL  
COUNCIL

**THE INSTITUTE OF  
Company Secretaries of India**  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an act of Parliament  
(under the Jurisdiction of Ministry of Corporate Affairs)  
ICSI-EIRC HOUSE, 3A, Ahiripukur 1st Lane, Kolkata - 700 019

## MANAGEMENT SKILLS ORIENTATION PROGRAMME

### *Certificate of Participation*

This is to certify that Mr./Ms. *Swati Poddar*..... student bearing Registration No. *120535276/08/2016*..... attended and successfully completed the Management Skills Orientation Programme organized by the Eastern India Regional Council as designed by the Institute under Regulation 50(b) of the Company Secretaries Regulations, 1982 at ICSI - EIRC House, held from *20/10/2016* to *08/11/2016*.....

Given and issued at Kolkata, this *8th November*..... 20*16*.....

Dr. Tapas Roy

PROGRAMME CO-ORDINATOR

*Swati Poddar*

CS Sandip Kr. Kejriwal  
CHAIRMAN





# UNIVERSITY OF CALCUTTA

## STATEMENT OF MARKS OBTAINED BY

NAME SWATI PODDAR

ROLL NO. 1017-51-0482

REGISTRATION NO. 017-1221-1031-09

AT THE B.COM. PART-III (THREE YEAR HONOURS) EXAMINATION, 2012  
(UNDER 2009 REGULATIONS, 1+1+1 SYSTEM)

SUBJECT/ GROUP OF SUBJECTS	MARKS CREDITED PREVIOUSLY				PAPER	MARKS OBTAINED AT THE CURRENT EXAMINATION						SUBJECT/GROUP TOTAL (THEORETICAL & PRACTICAL MARKS TAKEN TOGETHER)			SUE GF ST.								
	PART I/ II/ III/ I+II/III	YEAR OF EXAMI- NATION	FULL MARKS	MARKS/ GRADE CRED- ITED		THEORETICAL MARKS			PRACTICAL MARKS			FULL MARKS	QUALIFYING MARKS	MARKS OBTAINED									
						FULL MARKS	QUALIFYING MARKS	MARKS/ GRADE OBTAINED	FULL MARKS	QUALIFYING MARKS	MARKS OBTAINED												
GR3A					V	100		68															
					VI	100		48															
					VII	100		40															
HONS	I+	'10			VIII	100		36						Part-I+II+III									
SUBJECT/ GROUP OF SUBJECTS	II	'11	400	181	TOTAL	400	140	192					800	320	373	F							
GRP1																							
GENERAL SUBJECT/ GROUP OF SUBJECTS	I+	'10																					
	II	'11	300	129	TOTAL											F							
GRP2																							
GENERAL SUBJECT/ GROUP OF SUBJECTS	I+	'10																					
	II	'11	300	120	TOTAL											F							
ENVS (ENVIRONMENTAL STUDIES)						100		A								F							
ENG & HINM (COMPULSORY LANGUAGE GROUP)					ENG	50			Grade score is being awarded to candidates enrolled for Part I Examination as a whole in the year 2011 & subsequently.														
					(MIL)	50			Grade Score A 60% and above B 30% to below 60% C Below 30%							F							
	I	'10	100	50	GROUP TOTAL	100																	
<b>Aggregate Marks</b> (For Final Part III Examination only) [Part I, Part II & Part III marks taken together (excluding marks in ENVS). For Hons./Major Courses, marks in Hons./Major Subject/Group of Subjects only are taken into account for the purpose of calculating Class/Division]					<b>RESULT #</b>																		
					<b>Part I Examination</b>				<b>Part II Examination</b>				<b>Part III Examination</b>										
													Class/Divn Range of Mar										
													I/I 60% & above II 40% & below 2 45% & below P 30% & below										
<b>Full Marks</b>			<b>Marks Obtained</b>																				
800			373		QH				QH				II										
<b>#Result Codes</b>												<b>@ Subject/Group Status Codes</b>											
1. QH - Qualified for Honours Course in next Part 2. QG - Qualified for General Course in next Part 3. QM - Qualified for Major Course in next Part 4. I - First Class Honours 5. II - Second Class Honours 6. 1 - First Division in General/Major Course 7. 2 - Second Division in General/Major Course 8. P - Without Division in General/Major Course												9. QX1 - Part I cleared partly, to repeat failed subject (s) 10. QX2 - Part II cleared partly, to repeat failed subject (s) 11. QX3 - Part III cleared partly, to repeat failed Subject 12. X1 - Part I cleared partly, eligible for Part II General 13. X2 - Part II cleared partly, eligible for Part III General 14. X - Failed as a whole, to repeat the examination 15. EC - Examination Cancelled 16. PNC - Examination of previous part not cleared, Result Pending						'P' Denotes "Passed/Qualified" in the subject/group 'F' Denotes "Failed" in the subject/group 'c' Denotes "Marks of current examination credited" 'r' Denotes "Previously credited marks retained" 'H' Denotes "Qualified with Honours Status" 'G' Denotes "Qualified with General Status" 't' Denotes "Theoretical Portion" 'p' Denotes "Practical Portion"					

(VIDE REVERSE FOR SUBJECTS/GROUP OF SUBJECTS)

1017-51-0482

121

000982

# University of Calcutta



*This is to certify that*

*Swati Poddar*

*obtained the degree of Bachelor of Commerce  
(Three Year Course) with Honours in this  
University in the year 2012 and that she was  
placed in the Second Class in Accounting &  
Finance Group.*

Senate House,

*Sulanjan*  
Vice-Chance

*The 6th July, 2012*

1201611320121122

आयकर विभाग  
INCOME TAX DEPARTMENT



भारत सरकार  
GOVT. OF INDIA

SWATI PODDAR

GIRDHARI LAL PODDAR

26/01/1990

Permanent Account Number

DAZPP2577K

*Swati Poddar*  
Signature



10032016

इस कार्ड के खोने / पाने पर कृपया सूचित करें / लौटारें।  
आयकर पैन सेवा इकाई, एन एस डी एल  
5 वीं मंजिल, मन्त्री स्टर्लिंग, प्लॉट नं. 341, सर्वे नं. 997/8,  
मोडल कॉलोनी, दीप बंगला चौक के पास,  
पुणे - 411 016.

*If this card is lost / someone's lost card is found,  
please inform / return to :*

Income Tax PAN Services Unit, NSDL  
5th floor, Mantri Sterling,  
Plot No. 341, Survey No. 997/8,  
Model Colony, Near Deep Bungalow Chowk,  
Pune - 411 016.

Tel: 91-20-2721 3080, Fax: 91-20-2721 3081  
e-mail: [tininfo@nsdl.co.in](mailto:tininfo@nsdl.co.in)

  
**N E T W O R K**  
**INDUSTRIES LTD**  
[A Govt. of India Recognised Export House]

To  
**The Senior Director Training Membership**  
**The Institute of Company Secretaries of India**  
**ICSI House, 22, Institutional Area, Lodi Road,**  
**New Delhi-110003**

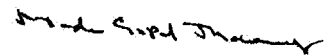
Dear Sir,

This is to certify that Miss. Swati poddar having Registration No. : 120535276/08/2011 has been appointed as Company Secretaries Management Trainee for the prescribed 15 months as required by The Institute of Company Secretaries of India with effect from 19.08.2014 in our organization.

Date: 19.08.2014

Thanking You,

For Network Industries Ltd.

  
Director

**Regd. Office :** 171/1, Mahatma Gandhi Road, Kolkata-700 007, India  
CIN : U17111WB1989PLC046577

Tel : + 91 33-2271 4072, (W) +91 33 2531 3209, Tel fax : + 91 33-4000 1481  
E-mail : oscar garments@yahoo.com / info@networkind.com • www.networkind.com

**Tirupur Factory :** 58/1, Kumaranandhapuram North, 2nd, Pitchampalayam Main Road, Tirupur 641603



Manufacturer & Exporter of Oscar Brand Garments & Undergarments



**CS Anuj Saraswat, ACS, M.Com**

*Practising Company Secretary*

Address: 17/1, Mukhram Kanoria Road, 2<sup>nd</sup> Floor, Howrah - 711101

Ph: +91- 9681144358, +91-9748222226

E-mail: [anujzz.saraswat@gmail.com](mailto:anujzz.saraswat@gmail.com)

Dated :11/11/2016

To,  
Mr. A.K. Srivastava,  
Jt. Director,  
Training Section,  
ICSI – Noida,  
C-37, Sector – 62, Noida,  
Uttar Pradesh – 201301.

Dear Sirs,

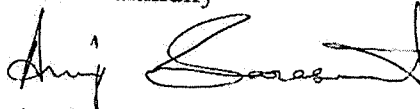
**Sub : Imparting 15 days Specialized Training to Ms. Swati Poddar as per New Guidelines / Amendments to the Company Secretaries Regulations, 1982.**

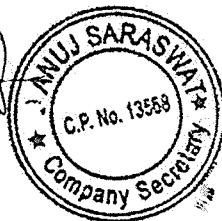
I write to you in relation to the amendments made to Regulation 50(b) of the Company Secretaries Regulations, 1982 w.e.f. 11.11.2015 which allows a Practising Company Secretary in whole time practice who is eligible to impart 15 Months / 1 Year / 2 Years/ 3 Years training to students shall automatically be eligible to impart 15 Days Specialized Training also.

I have been approached by Ms. Swati Poddar, (Reg – 120535276/08/2011) for undergoing 15 days Specialized Training under me and subject to approval of the Institute and issue of Sponsorship Letter to Ms. Swati Poddar, I am willing to provide her the said training.

Thanking you.

Yours Faithfully

  
**Anuj Saraswat**  
(Practising Company Secretary)  
C.P No. 13568



C. No. PP 41534

Roll No 602976



**THE INSTITUTE OF  
Company Secretaries of India**  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament

**PROFESSIONAL PROGRAMME CERTIFICATE**

*This is to certify that*

**MS. SWATI PODDAR**

of KOLKATA has passed the

**PROFESSIONAL PROGRAMME EXAMINATION**

held by *The Institute of Company Secretaries of India* in  
the month of JUNE, 2016

Given under the authority of the Council, this TWENTIETH day  
of OCTOBER, 2016

*Authorised Signatory*



*Secretary*

*Date:- 19<sup>th</sup> November 2015*

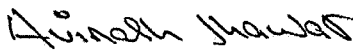
This is to certify that Miss. Swati Poddar at 97/99/1/4, Sri Arabindo Road, Howrah-711106 worked as Management Trainee recognized by The Institute of Company Secretaries of India from 19.08.2014 to 19.11.2015

Among other things she handled the following assignments:

- E-Filing of Forms under The Companies Act, 2013
- Preparation of Search Reports and Status Reports
- Handling Company Law matters & Secretarial Practices like: Secretarial Audit, Preparation of Minutes Book, Resolution, maintains Statutory Registers viz Shareholder Register, Transfer Register, Fixed Assets Register, XBRL and other Registers.
- Coordination and Preparation of Balance Sheet
- Coordination and Preparation of Tax Audit
- E-Filing of Forms under The Income Tax Act, 1961
- Handling Income Tax Department for Block Assessment case.
- Preparation and Uploading of XBRL of the Company
- Handling of IPRO Software
- Done all kinds of drafting of letters, handling correspondences with the clients and the other parties
- E-payment of VAT, CST, TDS, Income Tax.

Her performance was satisfactory.

For Network Industries Ltd

  
Director

**Regd. Office :** 171/1, Mahatma Gandhi Road, Kolkata-700 007, India

CIN : U17111WB1989PLC046577

Tel : + 91 33-2271 4072, (W) +91 33 2531 3209, Tel fax : + 91 33-4000 1481

E-mail : oscargarments@yahoo.com / info@networkind.com • www.networkind.com

**Tirupur Factory :** 58/1, Kumaranandhapuram North, 2nd, Pitchampalayam Main Road, Tirupur 641603



Manufacturer & Exporter of Oscar Brand Garments & Undergarments



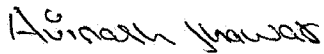
Date: November 19, 2015

**COMPLETION CERTIFICATE OF  
15 MONTHS TRAINING**

I Avinash Jhavar Director of Network Industries Limited 171/1, Mahatma Gandhi Raod, 1<sup>st</sup> floor, Kolkata- 700007 do hereby certify that Miss. Swati Poddar Student Registration No. 120535276/08/2011 has completed the prescribed training as sponsored by the Institute of Company Secretaries of India, vide their letter no. 120535276/08/2011/MT AT dated 15/09/2014 under our organization for a period of 15 Months from 19.08.2014 to 19.11.2015 and her progress was satisfactory.

I further certify that during the above mentioned period she has taken 41 (Fourty One) days leave during the period.

For Network Industries Ltd

  
Director

**Regd. Office :** 171/1, Mahatma Gandhi Road, Kolkata-700 007, India

CIN : U17111WB1989PLC046577

Tel : + 91 33-2271 4072, (W) +91 33 2531 3209, Tel fax : + 91 33-4000 1481

E-mail : oscargarments@yahoo.com / info@networkind.com • www.networkind.com

**Tirupur Factory :** 58/1, Kumaranandhapuram North, 2nd, Pitchampalayam Main Road, Tirupur 641603



Manufacturer & Exporter of Oscar Brand Garments & Undergarments

# Certificate of Completion of Management Training

this certificate is awarded to:

**Miss. Swati Poddar**

D/o Mr. Girdhari Lal Poddar

Resident at:

97/99/1/4 Sri Arabindo Road,  
Salkia, Howrah- 711106

For Successfully Completion of CS Management Training  
From 19.08.2014 to 19.11.2015

For Network Industries Ltd

*Avinash Shawar*  
Director

---

November 19, 2015

123 Certificates



THE INSTITUTE OF  
Company Secretaries of India  
IN PURSUIT OF PROFESSIONAL EXCELLENCE



## Certificate

This Certificate is issued to Mr./Ms. SWATI PODDAR

ICSI Admission / Registration No. 120535276/08/2011

on passing the Online Test for exemption from Computer Training on

'Understanding Information Technology in the Corporate Environment'

at N CLOUD TELESERVICES PVT LTD centre on 16-06-2012.

Authorised Signatory  
The Institute of Company Secretaries of India

Authorised Signatory  
Sify Software Limited

Date: 17-06-2012

Certificate No: 4769

Place: Delhi

Sify Registration No: 120535276/08/2011

Swati Poddar