



SEL MANUFACTURING COMPANY LIMITED

Regd. Office: 274, Dhandari Khurd G.T. Road Ludhiana- 141014

CIN: L51909PB2000PLC023679

Tel: +91-161-7111117, Fax: +91-161-7111118, Email: cs@selindia.in

Website: www.selindia.in

Date: 12.03.2025

To

BSE Limited

Department of Corporate Services
25th Floor, PJ Towers, Dalal Street, Mumbai-
400001

National Stock Exchange of India Limited

Exchange Plaza, Bandra Kurla Complex, Bandra
(East), Mumbai-400051

Scrip Code: 532886

Symbol: SELMC

Sub: Appointment of Company Secretary and Compliance Officer of the Company (Disclosure under Regulation 30 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015)

Scrip Code: 532886, Scrip Id: SELMC, ISIN No.: INE105101020

Dear Sir,

Pursuant to Regulation 30 read with Part A of Schedule III of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”), we hereby inform that the Board of Directors of the Company has appointed Mr. Sumit Sushil Jain a qualified Company Secretary (Membership No. A66642) as Company Secretary & Compliance Officer of the Company w.e.f. 12.03.2025 by passing a resolution by circulation on 12.03.2025.

Details with respect to Appointment of Company Secretary and Compliance Officer, as required under Regulation 30 read with Part A of Schedule III of the SEBI Listing Regulations and SEBI SEBI/HO/CFD/PoD2/CIR/P/0155 dated 11th November 2024, as amended is provided in **Annexure I** to this letter.

This is for your information and records.

Thanking you,

Yours faithfully,

For SEL MANUFACTURING COMPANY LIMITED

Naveen Arora

Whole-time Director

DIN: 09114375



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Annexure I

Details with respect to Change in Key Managerial Personnel (Appointment of Company Secretary and Compliance Officer) under Regulation 30 read with Part A of Schedule III of the Listing Regulations and SEBI Circular No. SEBI/HO/CFD/PoD2/CIR/P/0155 dated 11th November 2024:

Sr. No.	Details of events that needs to be provided	Information of such event(s)
1.	Reason for change viz. appointment, resignation, removal, death or otherwise	Appointment of Mr. Sumit Sushil Jain a qualified Company Secretary (Membership No. A66642) as Company Secretary and Compliance Officer of the Company.
2.	Date of appointment/ cessation (as applicable) and term of appointment	12.03.2025
3.	Brief Profile (in case of appointment)	Attached herewith
4.	Disclosure of relationships between directors (in case of appointment of a director)	Not Applicable

CURRICULUM VITAE**Membership Number**

A66642

Email

Summitjain889@gmail.com

Contact Number

+91 9421184780

Present Address

Building No. 2 Flat No.10
Ganesh Complex, Manik Baug,
Anand Nagar, Sighgad Road,
Pune.

Father's Name

Mr. Sushil Jain

Mother's Name

Mrs. Seema Jain

Gender

Male

Nationality

Indian

Marital Status

Single

Languages Known

English, Hindi, Marathi,
Gujarati.

CAREER OBJECTIVE

Company Secretary looking to establish a career in a dynamic organization that will provide me the opportunities where I can utilize my skills for the success of the Organization. I can prove my abilities to work in the secretarial, legal, finance and other related operations. Clear understanding of Companies Act,2013; and other economic and commercial laws.

WORK EXPERIENCE**Organization**

- **KPRC & ASSOCIATES, PUNE**
December 2020 to August 2021-
Compliance Executive
August 2021 to till December 2022-
Assistant Manager
- **LEXAGON CORPLEGAL SERVICES LLP, PUNE**
December 2022 to Present- Manager

Area of Work

- **Due Diligence**
 - Compliances with the provisions of various statutes, laws, rules & regulations and procedures;
 - Due Diligence for specific corporate actions and advisory;
 - Preparation of reports.
- **Company Law Compliances**
 - Drafting of Application and replies to all related queries of statutory authorities with respect to Shifting of Registered Office from one state to another; Shifting of Registered Office within the local limits;
 - Incorporation of private companies
 - Incorporation of Limited Liability Partnerships
 - Formation of partnership firms
 - Annual Filing of Private Limited Company
 - Issue of equity shares on preferential basis
 - Appointment and Resignation Of Director
 - Appointment and Resignation Of Statutory Auditor
 - Drafting of notices and minutes
 - Strike-off of Private Limited Company
 - Alteration in clauses of Memorandum of Association and Article of Association
 - Drafting of search and status report of a Public Company
 - Transfer of Shares
 - Creation, Modification and Satisfaction of Charges
 - Maintenance of Statutory Registers
 - Preparation and Filing of Annual Return and Financial Statements in case of LLP
 - Drafting of Scheme of Compromise and Arrangement
 - Conversion of Loan into Equity Shares
 - Drafting of Memorandum of understanding.

- **Micro, Small & Medium Enterprises Development Act**
 - Registration of Various entities under Micro Small and Medium Enterprises Development Act, 2006
 - Preparation and filing of application for recovery of dues
 - Drafting and Filing of Petition to Micro and Small Enterprises Facilitation Council, Pune
- **Corporate Law Advisory**
 - Opinion on various provisions of Company Law
 - Opinion on corporate actions
- **Secretarial Compliances**
 - ROC compliances
 - RBI (FDI) Compliances
- **Drafting**
 - Various shareholders agreements and joint venture agreements
 - Drafting of Limited Liability Partnership Agreements;
 - General agreements
 - Secretarial drafting including replies to institute authorities.
- **Other Corporate Assignments.**

ACADAMIC QUALIFICATION

Course	-	Company Secretary (CS)
University	-	ICSI, India
Completion	-	2020
Course	-	M.COM (Cost & work)
University	-	Pune University
Completion	-	2018
Course	-	LLB (Pursuing)
University	-	Pune University
Completion	-	-

UNDERTAKING

I do hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Date: 28.05.2024

Sumit Sushil Jain

Place: Pune